



**City of Plainfield  
Office of the City Clerk  
515 Watchung Avenue  
Plainfield, NJ 07060  
908-753-3222**

License No: \_\_\_\_\_

Paid: \_\_\_\_\_

Date: \_\_\_\_\_

**PUBLIC ENTERTAINMENT/SPECIAL EVENT APPLICATION**

Pursuant to the City of Plainfield Code, Chapter 9:9-1 through 9-12: Public Entertainment means and includes all or any of the following types and places of entertainment open to the public generally: theatrical or variety performance, plays, dances, exhibitions of any nature, theaters, opera house, music halls, outdoor and indoor meetings open to the public or any other types and places of public entertainment. Special Event means carnivals (limited to the operation of ferris wheels, merry-go-rounds, whips, automatic rides or devices mounted on trucks), circuses, menageries, motion pictures, and outdoor festivals and tent shows.

The undersigned hereby makes an application for: **(Please check one)**

**\$50.00 per application**

Social Affair Dance

**\$25.00 (per day, per event or 2 hour slot**

Use of Public Streets  Block Party  Sidewalk/Street Encroachment  Public Street

Special Event/Other **(specify)** \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Business Phone No: \_\_\_\_\_

Date(s) of Activity: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

Location of Activity: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Disposition of Funds: \_\_\_\_\_

I.E. Civil, Religious or Educational Organizations – Please provide detailed explanation

Admission Cost: \_\_\_\_\_ Anticipated No. of Guests: \_\_\_\_\_

Will you be applying for a One Day Liquor License? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please contact the NJABC at (609) 984-2830

Do you plan to serve/sell food? Yes \_\_\_\_\_ NO \_\_\_\_\_ If yes, please contact ther Health Department at (908) 753-3093

Will you be applying for Raffle, Bingo or 50/50? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please contact NJDCA Legalized Games of Chance at (973) 273-8000

Will you need barricades? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please specify location to be delivered \_\_\_\_\_

Requirement for use of City Owned Property:

- Liability Insurance in the amount of \$1,000,000.00 (**purchased by personal choice insurance company**)
- Check Payable to the City of Plainfield in the amount of \$\_\_\_\_\_
- \$250 Refundable Cleaning Deposit - Specifically for Use of City Property

The facts set forth in this application are true and complete. I understand that false statements on this application shall be considered sufficient cause for denial, suspension, or revocation of my license. I also understand that if any of the statements made are false, I may be subject to criminal prosecution under the laws of the State of New Jersey. I hereby agree to abide by and accept all the terms, conditions, limitations, and restrictions contained in the Plainfield ordinances.

In consideration of the funds received, we hereby release the City of Plainfield from any and all claims arising from the utilization of property owned by the City of Plainfield for the above purpose on the dates and hours listed, including but not limited to personal and property damage as well as cleaning of debris in the area resulting from the activity.

\_\_\_\_\_

(Please Initial)

\_\_\_\_\_  
Print Name and Official Capacity in Organization

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

Do the activities require armed law enforcement officers? Please see below Off-Duty Police Officer Cost Schedule:

| <u>Rate</u> | <u>Services</u>   | <u>Law Enforcement Hourly Rate</u> | <u>Ten percent (10%) Administrative Fee</u> | <u>Total Hourly Cost for Service</u> |
|-------------|---|------------------------------------|---|--------------------------------------|
| Rate 1      | Security on premises for the Board of Education and local religious organizations.  | \$35.00                            | \$3.50                                      | \$38.50                              |
| Rate 2      | (1) Security on premises for special events NOT funded by the City of Plainfield.<br>(2) Jobs financed via the City of Plainfield budget (i.e., street construction and resurfacing). | \$55.00                            | \$5.50                                      | \$60.50                              |
| Rate 3      | All other outside jobs (i.e., public utilities: electric, gas, water, and telephone.  | \$75.00                            | \$7.50                                      | \$82.50                              |

Note: Traffic Jobs after 6:00 pm require Two (2) Off-Duty Police Officers. Off-Duty Officers must be present from the beginning to the end of the Event.

Number of Officers Required: \_\_\_\_\_

I, \_\_\_\_\_ (applicant) hereby request off-Duty Police Officers for this function and agree to pay the City of Plainfield the charges noted above. The cost must be paid to the City of Plainfield prior to the issuance of the permit. The off-duty police charge is separate from the permit fee and is to be paid separately. The Check or Money Order Notes Section shall state: **Extra Duty Police Payment**

**Municipal Use Only**

\_\_\_\_\_  
Date: \_\_\_\_\_

Police Director Signature  
[ ] Approved [ ] Denied

\_\_\_\_\_  
Date: \_\_\_\_\_

Fire Director Signature  
[ ] Approved [ ] Denied

\_\_\_\_\_  
Date: \_\_\_\_\_

Municipal Clerk Signature  
[ ] Approved [ ] Denied