



BOROUGH OF MENDHAM

2 West Main Street, Mendham, NJ 07945
Visit our website at www.mendhamnj.org

Office Use Only

Permit Number

Special Event/Activity Permit Application

Send completed application with attachments to clerk@mendhamnj.org
Pursuant to Chapter 185, as amended, of the Code of the Borough of Mendham

Date of Application: _____

Sponsoring Organization: _____

Non-profit organization For-profit organization

Special Event/Activity Name: _____

Type/Description of Special Event/Activity: _____

Special Event/Activity Location(s): _____

Date(s): _____ Hours: _____

Rain Date(s) (if applicable): _____

Special Event/Activity Anticipated Attendance: _____

Contact Name: _____

Address: _____

Email Address: _____ Phone #: _____

Does the Special Event/Activity Require the Following:

Banner Display Other: _____

Banner/Display Dimensions: _____ Date(s): _____

The banner or signage display must be placed on site where the event will occur & cannot be placed longer than 15 days.

This does not replace the Application for Placement of Banner Across Route 24 (Main Street)

Names & Street Addresses of each adult person who is responsible for the event and supervises the activity:

| Name | Street Address |
|----------|----------------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |

The organization, person or persons to whom a permit is issued shall be liable for any loss, damage or injury sustained by any person whatever by reason of the negligence of the person or persons to whom such permit shall have been issued.

A Certificate of Insurance naming the Borough of Mendham as an additional insured must accompany application.

The following insurance liability coverage is required:

- a. Bodily Injury Liability in the amount of \$2,000,000 per person, per occurrence
- b. Property Damage Liability in the amount of \$1,000,000 per occurrence, \$1,000,000 annual aggregate

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Application Received: _____ By: _____

Forward to Police, Public Works, Recreation, First Aid & Fire Department Date: _____

Bond Required, In the Amount of \$ _____ Reason: _____

Approved by the Borough of Mendham Council: _____

Bond Deposit Received: _____ Cash Check

Permit Issued: _____ Authorizing Signature: _____