**Are you holding an event?**

All events must be registered with the Township by filling out a Public Event Application. This application captures details about the event and notifies agencies throughout the Township of the event. Details about parking, traffic, food, games of chance and event location are all captured in the application so that the Township can guide and ensure that organizers do their due diligence to make the event and the guests safe.

If Games of Chance are being held at your event, Raffle Applications must be submitted.

If the venue being used for your event is being used in a way that it is not normally used for, a Fire Permit Application must be filled out.

If you have food at your event, talk with the Health Department to see if you need a Food Handlers Permit or other Health Permits.

Advertising signage must be removed within 7 days of your event. You may put up signs 30 days prior to an event.

If your event will be selling alcoholic beverages for profit (even if the cost of the beverages are included in the ticket price) you must apply for a Social Affairs Permit on line at <https://abc.lps.nj.gov/ABCPublic/Login.aspx>. Your application must be filed and submitted on line at least 21 days prior to your event.

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| Flea Market / Junk In The Trunk | Organize a number of vendors at a single location. Invite people to shop. | * Event Application
* Fire Prevention
* Health
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| School Fair | Large group gathering at a school with a variety of events and games offered. | * Event Application
* Fire Prevention
* Health
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| Taste of the Town | Organize a number of food vendors/restaurants at a single location. Invite paying guests to sample the food | * Event Application
* Fire Prevention
* Health
* Social Affairs (if sale of alcohol)
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| Garage Sale at Private Residence |  | * No application necessary
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| Garage Sale – Neighborhood or large group |  | * No application necessary but please notify the Police Dept. of dates/times and expected activity in your area
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| Sports Tournaments |  | * Event Application
* Health
* Fire Prevention if food is being prepared in a location other than the approved concession stands
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