



Washington Township, Morris County
 43 Schooley's Mountain Road, Long Valley, NJ 07853
 (908) 876-3315 (908) 876-5138 FAX
 www.wtmorris.org

Municipal Use Only	
License #	_____
Application Fee	_____
Date Fee Received	_____
Date Application Received	_____
Date Approved	_____

APPLICATION FOR AN EVENT LICENSE
 (FORMERLY CIRCUS, CARNIVAL, FAIR, RODEO, PUBLIC EXHIBITIONS)

Applicant Check List

- Fully complete application in detail. (Type the application on line, save it, print it, and submit in person) Application is 4 pages: 3 application pages contained here and the event site plan that must be attached. Please type or print clearly
- Return completed application to the Clerk's Office located in the Municipal Building, 43 Schooley's Mtn. Rd
- Include \$25 application fee with the application submission. Checks made payable to 'Washington Township'. No charge for religious, charitable, and fraternal organizations.

Allow AT LEAST 4 weeks for processing. Applicant will receive approved application with license number after all internal approvals have been made. Application will be returned with comments from the Police Department, Board of Health, Zoning Official, Construction Official, and Fire Prevention Official. Approval of the application is conditional upon applicant adhering to all comments and requirements made by Washington Township Officials.

Name of Event _____

Description of Event _____

Location(s) of Event _____

Date(s) of Event _____ Times(s) of Event _____

Estimated Attendance _____

List Games, Attractions, Contests, Performances That Will Be Part of Event include names of Vendors that will be providing services (attach list if necessary)

Who should the town contact with questions about this application?

Name of Applicant _____

Phone Number _____ Email Address _____

Street Address _____ City/State/Zip _____

APPLICATION FOR AN EVENT LICENSE

(FORMERLY CIRCUS, CARNIVAL, FAIR, RODEO, PUBLIC EXHIBITIONS)

- Will there be food at this event? Yes No

Please list your intended menu _____

- Who will be handling food? Volunteers Vendors Both N/A
Please provide information about Vendors (names, company they work for, address, phone, tax id#, type of food sold) & Volunteers (name and food handler certificate information):
- _____
- _____
- _____

- Will there be any of the following activities during the event:

a. Cooking with or use of an open flame? Yes No

b. Cooking with or use of propane? Yes No

c. Use of tents with sides? Yes No

- Will there be a promotional signs posted anywhere? Yes No

If yes, where? _____

- Will any Raffles or Games of Chance take place during this event? Yes No

If yes, an application for the appropriate license will need to be applied for.

A detailed event site plan showing the following MUST BE attached to this application.

- The area, public and/or private to be licensed.
- Layout of concessions: fixed and movable facilities including, but not limited to the nature, size, extent, and construction thereof, signs, displays, pennants, banners, balloons, and similar advertising or attraction devices.
- Sanitary and solid waste control and removal plans.
- Circulation (on and off site), loading and unloading, crowd and traffic control, fire prevention, lighting and emergency access plan.
- Proof of insurance.

TRAFFIC CONTROL PLAN

- The existing, available parking spaces in the Township or at our Event Location should be sufficient to accommodate the scope of the proposed activity.
- Traffic congestion may be expected. Police assistance is requested via this application.
- Traffic congestion may be expected within the scope of this event, and therefore the applicant has made arrangements for remote area parking with a shuttle service to and from the event.

Location(s) of remote parking areas: _____

Routes of travel for the shuttle(s): _____

Please list any other factors regarding traffic control, which are relevant for this event: _____

Person Responsible for Implementation of Traffic Control Plan (Name & Phone)

Signature _____ Date _____