



WASHINGTON TOWNSHIP

MUNICIPAL OFFICES
43 SCHOOLEY'S MOUNTAIN ROAD
LONG VALLEY, NEW JERSEY 07853
(908) 876-3315 (908) 876-5138 (fax)
WWW.WTMORRIS.NET

APPLICATION FOR SOCIAL AFFAIRS

This permit is issued to a bonafide, non-profit organization that wishes to hold a fundraising event that encompasses the sale of alcoholic beverages.

Permits are issued when approvals are received from the Alcohol and Beverage Commission, as well as the Washington Township Committee at a scheduled monthly meeting. **Please submit application at least one month prior to your event.** Instructions for on line submission of the Social Affairs Permit can be found on *page 2* of this packet.

If your event is more than 21 days away, you must use the online application. This is the preferred method of application as it is more efficient and notifies all relevant parties in a timely manner. If your event is less than 21 days away you may submit a paper application (*page 3, 4, 5 of this packet*) to the Municipal Clerk's Office in the Municipal Building. Every effort will be made to process the application but it cannot be guaranteed.

- The Division of Alcohol Beverage Control has instituted an online licensing system. Please see the attached instructions and submit your application on line.
- If your event is a public gathering / event, please fill out a Circus Carnival Event Application. The application can be found online at the township website, under Documents, or at the office of the Municipal Clerk.
- If your event is a public gathering contact the Washington Township Fire Prevention Department to see if your event is in compliance. (*page 7 of this packet*)
- If you have food at your event, please contact the Washington Township Health Department at 908-876-3650 to ask if permits are needed or food handler licenses should be obtained.





STATE OF NEW JERSEY
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF ALCOHOLIC BEVERAGE CONTROL
P.O. BOX 087, 140 EAST FRONT STREET
TRENTON, NJ 08625-0087
Phone: (609) 984-2830

NJ ABC POSSE ANNOUNCEMENT TO ALL LICENSEES, PERMITTEES, AND PUBLIC USERS.

The Division of Alcoholic Beverage Control (ABC) would like to announce the second release of online capabilities with our new online licensing system. These features will be available on Monday, November 16, 2015 at 9:00 am. All systems will be shut down on Friday, November 13, 2015 at 5:00 pm for these new additions.

Monday's release will introduce the ability to apply for:

•State Issued Licenses (new only). These are manufacturing, wholesale and transportation licenses etc.....Amendments will come later. Applicants will have the ability to upload all associated application documents. The "Save Draft" feature can be used to add documents at a later date. Some document uploads will be mandatory for the application to be submitted; examples are provided if applicable.

•Permits (new and renewals)

Renewals for the 2015-2016 term are as follows:

Cooperative Purchasing Permit
Winery Outlet/Salesroom Permit

APPLY AS "NEW" FOR ALL OTHER PERMITS. (i.e. Solicitor Permits for the 2015-2016 term, Omnibus Permit, Marketing Agent Permit & ID cards etc...)

NOTE: Permits such as Catering (CT), Social Affair (SA), and Extension of Premise (EP) will only be available online if the event date is more than 21 days away. Notifications detailing the application will be sent to town officials for review and endorsements. This takes the place of our paper application which required signatures of various authorities. Applicants will have to inquire with their towns for other types of approvals.

•Brand Registration

Renewals will now be initiated from the online licensing system.

New applicants who are not registered users and are NOT A LICENSEE, such as new Social Affair Permittees, will need to register. Please go to the following link: <http://www.nj.gov/oag/abc/posse/login.html> Click on the Licensee/Public User button and follow the instructions to register on the log in page.

Once you successfully login to your account, your main menu will reflect "Help Videos". Please review and use these videos/tutorials to learn how to navigate in the new system.

For questions or assistance, please call the Division's main telephone line at 609-984-2830. Do not use the ABC Webinfo link to address POSSE questions.



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 DIVISION OF ALCOHOLIC BEVERAGE CONTROL
 P.O. BOX 087, 140 EAST FRONT STREET
 TRENTON, NJ 08625-0087

**APPLICATION FOR
 SOCIAL AFFAIR PERMIT [SA]**

APPLICATION MUST BE SUBMITTED AT LEAST TWO WEEKS PRIOR TO THE EVENT

Applications must be accompanied by a fee of \$100.00 PER DAY for Civic, Religious, or Educational Organizations; \$150.00 PER DAY for all other NON-PROFIT organizations, in the form of a check or money order payable to the DIVISION OF ALCOHOLIC BEVERAGE CONTROL.

NOTICE: ORGANIZATIONS MAKING APPLICATION FOR THE FIRST TIME, MUST SUBMIT PROOF OF NON-PROFIT STATUS IN NEW JERSEY. COMBINATIONS OF CERTIFICATE OF INCORPORATION, CHARTER OR BY-LAWS, FEDERAL TAX EXEMPT CERTIFICATE, FINANCIAL RECORDS AND MEMBERSHIP LIST (NAMES AND ADDRESSES INCLUDED) ARE ACCEPTABLE FORMS OF PROOF. THE DIVISION OF ALCOHOLIC BEVERAGE CONTROL RESERVES THE RIGHT TO REQUEST ADDITIONAL INFORMATION IF DOCUMENTATION SUBMITTED IS NOT SUFFICIENT.

Pursuant to N.J.S.A. 33: 1-74 and N.J.A.C. 13:2-5.1, the undersigned makes application for a Special Permit to sell, dispense and serve alcoholic beverages for consumption at an affair as stated herein:

Organization Information

1. Name of Organization: _____
 Address: _____
2. Does organization hold a liquor license? Yes No If yes, _____ 31 _____
(CLUB LICENSE'S ONLY)
3. Has organization held a special permit for Social Affair during the past 3 years? Yes No If no, supply proof of non-profit status from NOTICE paragraph above. Previous Permit No: _____
4. Contact _____ Phone Number: _____
5. E-mail address _____
6. Mailing address _____

Premises Information

7. Location of premises where affair will be held: (Describe Specifically)
 Name of premises _____
 Address of premises _____
8. Is the above named premises licensed? Yes No If yes, _____
9. Are the premises where the affair is to be held owned by a municipality, county or state? Yes No
 If yes, state the name of owner _____
 For what purposes are premises used? _____
 Does the premise conduct mercantile business? Yes No If yes, what is sold? _____

Event Information

10. What date(s) will affair be held and between what hours alcoholic beverages will be dispensed (Dates **must be consecutive** to be on one application):

MM/DD/YY	START	END
/ /	am <input type="checkbox"/> pm <input type="checkbox"/>	am <input type="checkbox"/> pm <input type="checkbox"/>
/ /	am <input type="checkbox"/> pm <input type="checkbox"/>	am <input type="checkbox"/> pm <input type="checkbox"/>
/ /	am <input type="checkbox"/> pm <input type="checkbox"/>	am <input type="checkbox"/> pm <input type="checkbox"/>

Rain Date (only **one** rain date): _____

11. What is the specific fundraising event being held? _____
12. How is a charge assessed? Ticket Contribution Other: _____
(SPECIFY OTHER)
13. Who is the recipient of the proceeds? _____

14. Check the types of alcoholic beverages to be dispensed if permit is granted:
 Wine Distilled Spirits Malt Alcoholic Beverages
15. What are cup sizes for alcoholic beverages? Wine _____ Beer _____ Spirits _____
16. How many people are expected to attend your event on a daily basis? _____
17. What is the approximate age group of the attendees? _____
18. Will persons under the legal age to consume alcohol be in attendance? Yes No
19. Explain in detail the security plans for the event. The plan should include the number of people checking for ID's, plans to prevent pass-offs to minors, the type of security at the event, the limit of alcoholic beverages per transaction, and any other relevant information pertaining to the event. *Please attach another sheet if necessary.*
- _____
- _____
- _____
- _____
- _____

20. Please use the space below or attach a detailed sketch of the area to be licensed. The sketch should include entrances and exits, ID checking area(s), location of where alcoholic beverages will be dispensed and any other relevant information pertaining to the event. **No permit will be issued if a sketch is not attached.**

Event Organizer Information

- Is the event being handled by a promoter, Production Company, or other entities? Yes No If yes, attach contract.
- Company Name _____
- Company Contact _____
- Phone Number _____ X _____ Title _____

NO PERMIT WILL BE GRANTED UNLESS WRITTEN APPROVALS FOR BELOW ARE OBTAINED
ORIGINAL SIGNATURES ONLY

If a Special Permit is granted, applicant agrees that alcoholic beverages will not be sold or served to anyone under the legal age, nor will such persons be permitted to consume alcoholic beverages at aforesaid affair and certifies that all conditions set forth in said Permit, all rules and regulations pertaining thereto and all ordinances and/or resolutions of the municipality where aforesaid affair is to be held will be complied with; and that permission is hereby given the Director of the Division of Alcoholic Beverage Control, Division of Taxation, and their duly authorized investigators and agents, and to any local peace officer to investigate the sale of alcoholic beverages at the social affair for which this application is made.

Gambling, mock gambling and gambling paraphernalia are not permitted on the premises licensed by the Special Permit unless otherwise approved by the Legalized Games of Chance Commission (973) 273-8000. **I HEREBY CERTIFY THAT THIS ORGANIZATION HAS NOT EXCEEDED ITS LIMIT OF 12 SPECIAL PERMITS DURING THIS CALENDAR YEAR.**

(Signature of Authorized Officer and Title)

(Name of Organization)

Date of Signature _____

I hereby certify that there is no objection to the granting of a Special Permit to above applicant to sell alcoholic beverages at the affair to be held on aforesaid date and premises, subject to, however, the following Special Conditions (if any):

(Signature of Chief of Police)

(Municipality where affair is to be held)

Date of Signature _____

I hereby certify that the License Issuing Authority of this municipality has no objection to the granting of a Special Permit herein applied for and consents thereto. I further certify that the issuance of said Permit is not contrary to any local ordinance, resolution, regulation or policy which would prohibit same.

(Signature of Clerk)

(Municipality where affair is to be held)

Date of Signature: _____

The following consent is to be signed by the person so authorized of the premises where the affair is to be held.

I hereby certify that I am the person in charge of the premises upon which the herein affair will be held, that I am fully authorized to and do hereby certify that there are no objections to the sale and service of alcoholic beverages upon such premises at such affair. **I HEREBY CERTIFY THAT THIS PREMISE HAS NOT EXCEEDED ITS LIMIT OF 25 SPECIAL PERMITS DURING THIS CALENDAR YEAR.**

(Signature and Title)

Date of Signature _____

NOTE: THE DIVISION MUST BE NOTIFIED FOR CANCELLATION OR RESCHEDULING PRIOR TO THE DATE OF THE EVENT.

Issuance of the Special Permit will allow the organization to purchase alcoholic beverages for resale at the affair specified in the application from any licensed wholesaler or retailer. All advertising, tickets, etc., for the affair which contain reference to alcoholic beverages must include this Permit Number.

NOTICE

SIGNS

If you plan to advertise your event, please familiarize yourself with Ordinance 159-42 regarding signage. Ordinances are part of the Township Code book, which can be found on-line at www.wtmorris.net.

Some important points to note:

- Signs can be posted 3 weeks prior to an event and must be taken down within 5 days after an event. No signs are to be left up for more than 30 days.
- Signs MAY NOT be posted on utility poles
- Signs MUST NOT obstruct view of motorists in any way.
- You may not post a sign on private property unless you have the consent of the homeowner.

Contact the Washington Township Zoning Department with specific questions, (908) 876-3315 x 1241 or bmargolese@wtmorris.net

PUBLIC GATHERING

A Fire Prevention Application for Permit form MUST be submitted with the following applications: Social Affairs, Circus / Carnival, Raffles, Bingo, and Tricky Tray

You must fill out a permit application with the Washington Township Fire Prevention Department for any public gathering event to insure that the event and the facility are in compliance with Fire Code Ordinances.

Contact the Fire Prevention Department with any questions: (908) 876-8637, and to determine if a permit inspection fee may apply.

**All licensed events are subject to inspection by WT Fire Prevention
Failure to adhere to all rules may result in summonses.**



Bureau of Fire Prevention
Washington Township - Morris County
43 Schooley's Mtn. Road
Long Valley, New Jersey 07853
908-876-3315 / 908-876-5138



LEA 1438

APPLICATION FOR PERMIT

The Uniform Fire Code states:

"Permits shall be required, and obtained from the local enforcing agency for the activities specified in this section, except where they are an integral part of a process or activity by reason of which a use is required to be registered and regulated as a life hazard use. Permits shall at all times be kept in the premises designated therein and shall at all times be subject to inspection by the fire official." [N.J.A.C. 5:70-2.7(a)]

Date of application: _____

Location where activity will occur _____

Date _____ Time _____

Applicant Name _____ Address _____

Organization Name _____

Phone/Fax Number _____ Emerg.# _____

Block/Lot _____ Registration# _____

The above named applicant hereby requests permission to conduct the following activity at the above indicated location:

And for the keeping, storage, occupancy, sale, handling or manufacture of the following:

(State quantities for each category to be stored, or used and the method stored or used:)

I hereby acknowledge that I have read this application, that the information given is correct, and that I am the owner, or duly authorized to act in the owner's behalf and as such hereby agree to comply with the applicable requirements of the fire code as well as any specific conditions imposed by the fire official.

Applicant Signature _____

Fire Official Signature _____

Fee Amount _____

Permit Type _____

Note: There are five types of permits. See attached sheets for type and fee.