



City of Wildwood Special Event Application Form

Name of Event: _____

Date of Event: _____ Date of Application: _____

Type of Event (*check one*)

- Beach Sporting Event Bonfire Car Show
- Ceremony / Celebration / Demonstration Concert 1Day multi-day
- Craft Show 1Day multi-day Festival 1Day multi-day Film / Photography
- Parade / Procession Polar Plunge / Water Event Residential Block Party
- Stage Request Only Walk / Run (1K-5K-10K) / Triathlon / Bike / Marathon / Race
- Other: _____

The City of Wildwood requires all organizations, corporations, and/or individuals planning to stage an event file an official application with the Office of the Board of Commissioners. **This application must be fully completed, signed, and forwarded to the Office of the Board of Commissioners, along with the permit fee, 90 days in advance of the event date.**

There shall be a permit fee charged to each organization, excluding municipal operations, operating a special event for entities, due and payable with the submission of this application (See Section 3 for Fee Schedule).

Any Additional Cost to any Department involved in the event is to be borne by event organizer or the organization.

All applications will have a 30-day review. Some may require a 14 day and 7 day review prior to their event.

ORGANIZATION INFORMATION

1) Name of Organization: _____

2) Address of Organization: _____

3) Purpose of Organization: _____

4) How many members are in your organization: _____

5) Is your organization tax exempt: (please circle) YES NO Is this a non-profit event YES NO

6) NJ Registered Charitable Organization#: _____ Tax ID#: _____

ORGANIZATION INFORMATION CONTINUED

1) Organizer Contact Information:

Name of Promoter	
Title	Cell Phone
Address / City / State / Zip	
Email	

Name of Event Chairperson	
Title	Cell Phone
Address / City / State / Zip	
Email	

APPLICATION AUTHORIZATION

I, _____, the undersigned state that I am the duly
Name of Applicant

authorized representative of the _____
Name of Organization

in addition, the information provided in this application is correct to the best of my knowledge. I understand that some of the information is preliminary in nature and I will provide updated information as it becomes available. I further agree to abide by changes made to the proposed event as indicated when so granted.

Applicant Signature

Date

FEE SCHEDULE

- See attached Ordinance 1165-20

*Please be advised that Special/Beach Event Permit fees are due upon submission of your application. All Vendor fees and Open Flame Permits are due 72 hours prior to the event. Vendor fees and Open Flame Permit fees will double if not submitted on time.

Any Additional Cost to any Department involved in the event is to be borne by event organizer or the organization.

EVENT INFORMATION

1) Official Name of Event: _____

2) Location of Event (*please list city venue requirements by day/date*): _____

3) Describe Event Activities: _____

4) Approximate Number of Attendees: _____

5) An ABC Permit is required for any event serving alcohol. Said permit must be displayed at the event.

6) Rain Date or Delayed Starting Time: _____

7) Schedule Details: (*Include a copy of program schedule/timeline/description of events*)

	1 st Day	2 nd Day	3 rd Day	4 th Day
Day of the Week (SU,M,TU,W,TH,F,SA)				
Date (MM/DD/YY)				
Set-Up (00:00AM/PM)				
Event Starts (00:00 AM/PM)				
Event Ends (00:00 AM/PM)				
Clean-Up (00:00 AM/PM)				

8) Will the event require site to remain in place overnight, or will the site be broken down each night (*partially or completely*) Explain: _____

9) Describe how you plan to provide security for the event: _____

a) Private Security Company (*name/address/contact person/phone*): _____

10) If an event management company is contracted to handle the event, please provide the following information:

Company Name: _____

Address: _____ City/ST/Zip: _____

Contact Person: _____ Phone: _____

Portion/s of event that the company is responsible for: _____

ALL EVENTS MUST SUBMIT A DETAILED SITE PLAN

Site plan should include port-a-pots, vendors, stage(s), electrical hook-ups, road closings, etc.

FESTIVAL 1 DAY OR MULTIPLE DAYS

1) Location (*list any street closing*): _____

2) Number of Non-Food Vendor Spaces: _____ Number of Food Vendor Spaces: _____

3) List of Vendors and Contact Numbers—fully updated list must be turned in one week prior to event.
(NOTE: All vendor applications, fire permits and fees should be collected by the event organizer and distributed to appropriate departments 72 hours prior to the event. Food Vendors must meet the requirements of the Cape May County Board of Health)

4) Location of Stages / Performance Areas (*site plan*): _____

5) Type of Entertainment / Music: _____

* Attach a program schedule—may submit draft version—final version must be turned in 1 week prior to event *

6) Are Vendor fees charged: _____ YES _____ NO Amount: \$ _____

7) Special Guests (*i.e., Mascot, Politician, Musician, Controversial, Actor, Actress, etc.*): _____

8) These items are **PROHIBITED** in the Festival Area:

- Any Glass Bottles and Glass Containers served at festival sites
- Any type of Back Packs
- Any type of Coolers

CERTIFICATE OF INSURANCE

Evidence of financial responsibility from event chairperson, organization and others with whom the City of Wildwood does business is required. Evidence should be in the form of a document that is issued by an insurance company or their authorized representative, which spells out the insurance coverage in force at the dates and times the special event will occur. It does not serve as a binder and does not confer rights upon the holder. The policy must be current and not expire before or on the dates of the event.

The City Administrator or Mayor and Commissioner’s may refuse to grant the use of permission to execute the Special Event whenever in their judgment there is good reason why permission should be refused. They shall not be required to give a reason for such refusal.

Individuals – Block Parties or any other oriented parties

Non-Profit/Charitable Groups – Civic Groups, Social Groups, Support Groups or any other group that does not gain profits.

Commercial Rental – Any organization that is for profit (i.e. Associations, Corporations, Partnerships, etc. ...)

I. INDIVIDUALS

- A. General Liability Limit \$100,000

Evidence that the individual has personal liability insurance in force is required to use any City of Wildwood property or facility. This would be in the form of Homeowners, Condo, or Tenant’s policy where the personal liability coverage is included along with other coverage for the individual. A copy of the policy needs to be kept on file with the Special Event Application as evidence of coverage.

II. NON-PROFIT/CHARITABLE GROUPS

- A. General Liability Limit \$300,000
B. City of Wildwood, N.J. named as “**Additional Insured**” with Endorsement page(s)
C. Executed Hold Harmless Agreement required with Special Event Application. The

Special Event shall not be allowed to occur or use the City of Wildwood until it has obtained the insurance required under this contract. All coverage shall be with insurance carriers licensed and admitted to do business in the State of New Jersey and acceptable to the City of Wildwood. If the organization/individual contracts with a vendor, evidence of adequate insurance coverage will need to be secured from them.

III. COMMERCIAL (FOR PROFIT) GROUPS

- A. Commercial General Liability Limit \$1,000,000
Combine Single Limit of Liability for Bodily Injury and Property Damage.
B. City of Wildwood, N.J. named as “**Additional Insured**” with Endorsement page(s)
C. Executed Hold Harmless Agreement required with Special Event Application. The

Special Event shall not be allowed to occur or use the City of Wildwood until it has obtained the insurance required under this contract. All coverage shall be with insurance carriers licensed and admitted to do business in the State of New Jersey and acceptable to the City of Wildwood. If the organization/individual contracts with a vendor, evidence of adequate insurance coverage will need to be secured from them.

HOLD HARMLESS

NAME OF ORGANIZATION/USER

will be referred to as **USER** from this point forward. **USER** shall indemnify, save harmless and defend the **City of Wildwood**, its elected and appointed officials, its employees, agents, volunteers and others working on behalf of the **City of Wildwood**, from and against any and all claims, losses, costs, attorney's fees, damages, or injury including death and/or property loss, expense claims or demands arising out of **User's** use of the named Facilities / Equipment, including all suits or actions of every kind or description brought against the **City of Wildwood**, either individually or jointly with **USER** for or on account of any damage or injury to any person or persons or property, caused or occasioned or alleged to have been caused by, or on account of, any of the activities conducted by or caused to be conducted by **USER**, or through any negligence or alleged negligence in safeguarding the FACILITY(IES) / EQUIPMENT, participants, or members of the public, or through any act, omission or fault or alleged act, omission or fault or alleged act, omission or fault of the **USER**, its employees, agents, volunteers, subcontractors or others under the direction, control or under any contractual relationship with the **USER**.

The above **USER** shall inspect the described FACILITY (IES) / EQUIPMENT prior to the use of the FACILITY (IES) / EQUIPMENT and report any defective, hazardous or dangerous conditions found at the FACILITY (IES) / EQUIPMENT to An Appointed Recreation Supervisor and/or Public Works Supervisor at (609) 522-5837 or (609) 522-2942, and **USER** shall immediately cease the use of the FACILITY (IES) / EQUIPMENT until such defective, hazardous or dangerous conditions are remedied. After the use of the FACILITY(IES) / EQUIPMENT, **USER** shall immediately report to the **City of Wildwood** any and all defects, hazards, damages or dangerous conditions upon or adjacent to the FACILITY(IES) / EQUIPMENT.

INSURANCE

Notwithstanding the indemnification and defense obligations of the **USER**, **USER** shall purchase and maintain such insurance described in the attached schedule and as is appropriate for the type of use and hazards present and as will provide protection from any and all covered claims which may arise out of or caused or alleged to have been caused in any manner from **User's** use of the FACILITY(IES) / EQUIPMENT, whether it is to be used by the **USER**, its employees, agents, volunteers, subcontractors or others under the direction, control or under any contractual relationship with the **USER** or by anyone for whose acts any of them may be liable.

USER shall be required to name the **City of Wildwood** as an "Additional Insured" on the **User's** policy of commercial general liability insurance, and simultaneously with the delivery of the executed Use of Facilities Agreement or Special Event Application, **USER** shall provide the **City of Wildwood** with a Certificate of Insurance indicating that the insurance coverage as described in the attached schedule, and as is appropriate for the type of use and hazards present, has been obtained and that the **City of Wildwood** has been designated as an "Additional Insured" where required. The **USER** shall also provide the Additional Insured Endorsement page(s) to be included with the Certificate. On or before the renewal date of said policy, **USER** shall be required to provide the **City of Wildwood** with a Certificate of Insurance indicating the continuation of insurance coverage and designating the **City of Wildwood** as an "Additional Insured" for the duration of this agreement.

The schedule of insurance and the limits of liability for the insurance shall provide coverage for not less than the amounts listed in the attached schedule or greater where required by law.

Signed by an authorized representative of the **USER** and the **City of Wildwood** on

This _____ day of _____, 20_____.

USER (SIGNATURE)

CITY REPRESENTATIVE (SIGNATURE)

USER (PRINT NAME)

CITY REPRESENTATIVE (PRINT)