



## **SPECIAL EVENT PERMIT**

Special Event Permits are required for shows, parades, exhibits, fairs, benefits, festivals, carnivals, public dancing, circus, public amusement, and other events as per Section 70 of the Code of the Township of Robbinsville.

### **INSTRUCTIONS**

- Submit application to: Municipal Clerk's Office  
2298 Route 33  
Robbinsville, NJ 08691  
(609) 259-3600 ext. 105
- Deadline for Submission: 8 weeks prior to the event
- Additional Information or Permits: After review of your application, you will be contacted by individual Township departments should you need to provide further information or fill out additional paperwork for other permits, such as a Food Handling Permit, Liquor Permit, Tent Permit, Raffle Permit, Fireworks Permit, etc.
- Fees: Fees may be required for additional permits, Police, Fire, or EMS. You will be contacted should you need to submit any fees.
- Approval: Once all paperwork is complete, fees paid, and approvals are obtained from all affected departments, your application will be placed on a meeting agenda for approval by the Township Council by Resolution. The Municipal Clerk shall then issue a Special Event Permit to you. This permit should be brought to the event.
- Exemptions: Churches and Schools are exempt from the Special Event Permit, but must still complete this paperwork, in order to assist them in obtaining permits that are required and informing the Township of the planned activities.
- Noise Ordinance: Excessive noise is generally prohibited between 11 pm and 7 am. Please see Township Code § 166-4 for further details.



**Robbinsville Township Clerk's Office**  
2298 Route 33, Robbinsville, NJ 08691  
609-259-3600  
Fax: 609-259-3645

Permit Number \_\_\_\_\_  
Date Issued \_\_\_\_\_

## APPLICATION FOR SPECIAL EVENT PERMIT

### Contact Information:

Applicant Name		
Organization Name		
Street Address		
City	State	Zip
Home Phone	Cell Phone	
Email Address		
Alternate Person in Charge of Event		
Home Phone	Cell Phone	

### Event Information:

Type of Event	
Number of People Expected at Event:	
Date(s)	Rain Date
Starting Time	Ending Time
Setup Times/Dates	
Location (enclose diagram or map if necessary)	
Where will attendees park?	
Is this a private event or is it open to the public?	
Has your organization held similar events in the past? If so, please list location of past events:	

## EVENT DETAILS

	YES	NO	Explanation
Will food be sold or served? If yes, please indicate if food will be cooked at the event or if it is pre-packaged.			
Will there be any open burning? i.e. BBQ Grills, fire pits, appliances used for cooking, etc.			
Do you have liability insurance coverage for this event?			
Will alcoholic beverages be consumed, served or sold?			
Will tickets be sold for entrance to the event?			
Will you be conducting any legalized games of chance (such as a raffle, duck race or 50/50?)			
Will there be any amusement or carnival games (rides, wheels)			
Will there be music with amplification or other loud noise?			
Will there be fireworks?			
Will any public roads be closed or affected?			
Will emergency personnel be required (Police/Fire/EMS)?			
Will you be utilizing tents?			
Will you be utilizing electricity?			
Will you be having any signs, banners, or advertising?			
Have you provided notification to residents and businesses being affected by the event?			
Are you the property owner? If not, has the property owner consented to the use of the property? (attach consent)			

