Special Event Approval Procedures & Fees

Approval Process:

- Completed application, including summary of event, venue request and municipal support services submitted to the Municipal Clerk.
- Application Review Process (to be completed within 15 days of receipt of the application):
  - Police Department
  - Borough Administrator
  - Code Enforcement (if applicable)
  - Fire Inspector
  - President of the Point Pleasant Beach Chamber of Commerce (if applicable)
- A representative from the Applicant **may** be required to meet with the Police Department and the Borough Administrator to review the application. A representative from the Building Department, the Fire Inspector and Chamber of Commerce may be included as well, if appropriate. The applicant will be provided with the list of municipal services needed and any conditions placed upon the event, i.e., route to be used, type of entertainment, road closure, etc.
- The completed application, along with the departmental recommendations and use agreement is sent to Mayor and Council for approval.
- Upon approval, notifications will be made to the Fire Department, First Aid Squad, Chamber of Commerce and any businesses or residents that may be impacted. Event notifications to be **made by the requesting organization** to impacted business and residential areas.
- Pre and post event meeting(s) are held as deemed necessary.

Application and Use Fees:

Band Shell Area, Gazebo or Borough Hall Public Meeting Room:	Usage fee of $50 per hour of requested use
Boardwalk - for Walk-A-Thon, raffle table, etc.	$50.00 application fee
Streets:	$25.00 application fee for each street utilized

Any event that is not based in and/or that does not terminate in Point Pleasant Beach, but merely passes through, is exempt from the application fee.

Any event that is solely for the purpose of distribution of literature or entertainment shall be exempt from these fees.

Police Services:

Any event that requires dedicated law enforcement services in excess of the regularly scheduled shift, shall be charged for the Police Officers at a rate of $75.00 per hour, per assigned, dedicated Officer. The charge for Police Services will apply if supplemental Officers are required, even if the event is not being held on municipal property.

Public Works:

To cover cost of providing trash receptacles, barricades, pre-event maintenance and post event clean up and trash removal.

Anticipated attendance	Fee
1 to 1,000 people	$150
1,001 to 2,500 people	$250
2,501 to 5,000 people	$500
5,001 to 7,500 people	$750
7,501 to 10,000 people	$1,000
10,000 people +	Fee to be based on services required, minimum fee of $2,500

Cooking permits:

Any vendor that provides a stove, grill or other cooking device shall be required to obtain a permit from the Fire Inspector.

Payment of Fees:

All application fees will be due and payable upon submission of the completed application. All other fees will be due within ten (10) business days after the completion of the event.