



BOROUGH OF ATLANTIC HIGHLANDS

100 FIRST AVENUE ♦ ATLANTIC HIGHLANDS, NEW JERSEY 07716

Administration	732-291-1444	Tax Collection	732-291-1444
Planning/Zoning Board	732-291-1444	Water/Sewer Department	732-291-1444
Municipal Court	732-291-3225	Municipal Harbor	732-291-1670
Building & Code Enforcement	732-291-1444	FAX Number	732-291-9725

Borough Web Site: www.ahnj.com

ATLANTIC HIGHLANDS SPECIAL EVENTS COMMITTEE

A Special Events Committee has been established to manage Special Events that will be held here in the Borough of Atlantic Highlands. The purpose of the Committee is to facilitate the use of Borough facilities, services and employees for special events that are going to be held in the Borough. We will also recommend any safety requirements that should be in place to keep the event sponsors and the event participants safe from any harm or danger. The Special Events committee will consist of one representative from each department within the Borough. A Special Event is defined as an event outside of the normal business operations of a public entity that would use a municipal facility, land, or road within the Borough for their special event, such as carnivals, concerts, parades, fireworks, fairs, or block parties.

While this committee was formed to address borough needs, it is anticipated that the state will require every municipality to establish such committee in 2006.

Any person or organization that would like to hold a Special Event should obtain an application from the Secretary of the Special Events Committee located at the Borough Hall. There will be a \$25.00 non-refundable application fee that shall be paid to the Borough of Atlantic Highlands and submitted to the Secretary of the Special Events Committee, Elizabeth Merkel at Atlantic Highlands Borough Hall, 100 First Avenue, Atlantic Highlands, NJ 07716.

Anyone wishing to submit a request should apply at least **three months** in advance so that the committee can review all applications. The Special Events Committee will approve, deny or defer applications. This Committee will meet every third Friday of the month unless there are not applications to review.



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APPLICATION FOR USE OF BOROUGH FACILITIES

The _____
Name of Organization

Address of Organization

Wishes to make application for the use of _____

On _____ From _____ To _____
Date Time

For the following purpose:

THE FOLLOWING QUESTIONS MUST BE ANSWERED

Nature of Organization _____

Special Requirements _____
(will alcohol be served)

By signing this application, we hereby agree to comply with the regulations listed on the next page:

Signed _____

Applicant
Print Name _____ Title _____

Address _____ Date _____

Phone No. _____

.....
\$25.00 Fee payable in advance: \$ _____ Received by: _____

Special
Requirements: (barricades) _____



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HOLD HARMLESS AGREEMENT BETWEEN THE BOROUGH OF ATLANTIC HIGHLANDS, MONMOUTH COUNTY, NEW JERSEY AND

(APPLICANT) _____

WITNESSETH:

In consideration of permission to use the public facility described below on the _____
Day of _____, 20__, the applicant does hereby covenant and agree to save and hold the Borough
of Atlantic Highlands, its agents, servants and employees harmless from any and all liabilities or costs arising
from our use of the described premises by the applicant, the applicant's invitees, or other persons.

The facilities will be used for the following purpose and no other:

Number of persons expected to attend: _____

The applicant is: _____
_____ Non-profit corporation
_____ Non-profit association
_____ An individual
_____ A profit making organization
_____ Other (described) _____

If the applicant is an association or corporation the undersigned certifies that the execution of the Hold Harmless Agreement has been duly authorized.

The applicant acknowledges that the permission to utilize the facilities is limited to the portion of the premises herein described (if applicable) and the permission to use the facility is valid only for the activity herein described. Notwithstanding the foregoing, however, this Hold Harmless Agreement shall be applicable to any claim asserted against the Borough of Atlantic Highlands or any loss incurred arising out of the applicant's activity whether or not same extends beyond the permitted type or locale of activity or occurs on a different date than specified.

The applicant specifically agrees that this Indemnification and Hold Harmless Agreement shall include the responsibility to provide legal defense for the Borough of Atlantic Highlands for any suit arising out of the applicant's use of the premises, and that should the applicant or the applicant's insurance carrier fail or refuse to provide such defense, the applicant will reimburse the Borough of Atlantic Highlands for any costs incurred by it for any person or organization acting on its behalf.

The undersigned is authorized to execute this Hold Harmless Agreement as the binding act of the applicant.

Witness: _____

Applicant (person's name and title)

Date: _____

Counter-signed: _____

The applicant has furnished a true copy of the Certificate of Liability Insurance and is attached hereto.



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CONDITIONS

USE OF BOROUGH FACILITIES

Use of Borough facilities will be processed and approved through the Special Events Committee and/or the Mayor and Council.

INDIVIDUALS OR ORGANIZATIONS SHALL AGREE AND COMPLY WITH THE FOLLOWING:

Applicant shall submit general liability insurance certificate covering bodily injury and property damage, minimum of \$500,000/1 million per loss liability. The Borough of Atlantic Highlands shall be named co-insured and the applicant shall also execute the Hold Harmless Agreement. (Note: Certificate of Insurance and Hold Harmless agreement shall be submitted in advance for review and approval.)

All national and state laws, local ordinances, rules and directions of the police and fire marshal, the Mayor and Council governing public assemblies, must be observed.

The holder of a permit to use Borough facilities must provide sufficient fire and police protection, at the applicant's cost, when recommended by the Special Events Committee.

Any permit may be revoked at any time, and shall not be considered as a lease. Fees charged shall not be considered as rental charges, but will be limited to operating expenses with a reasonable allowance for heat, power, wear and tear, and personnel costs.

Borough officials shall have free access to Borough facility and may revoke or limit the permit granted if such action appears in the public interest.

All fees shall be paid when application is submitted to the Special Events Committee Secretary. The application fee is non-refundable.

Any applicant having a Block Party should make all residence on the Block aware of the event as much in advance as possible.

The applicant assumes full responsibility for the Borough facility and shall provide adequate supervision for all participants.