



ORDINANCE 12-2005

Establishing the Borough of Atlantic Highlands Special Events Committee

WHEREAS for the purpose of this Ordinance, a Special Events is defined as, but not limited to any event outside of the normal business operations of a public entity that is dependent on the use of Municipal facilities, lands, roads, services and/or finances and said Special Events may be dependant on Municipal facilities, services and/or finances.

Examples of Special Events are:

<i>Art Exhibits</i>	<i>Carnivals</i>	<i>Concerts</i>
<i>Fairs</i>	<i>Fireworks</i>	<i>Parades</i>
<i>Sports</i>	<i>Hay Rides</i>	<i>Film Making</i>

; and,

WHEREAS in some instances, Special Event sponsors are not affiliated with the Borough of Atlantic Highlands but invite the general public to participate in the “special event which, at times, may take place on or near municipal property and which may create liability for the Borough and/or require the services of municipal employees and/or use of Borough facilities for said Special Events; and,

WHEREAS it is necessary to identify and evaluate the requests for Special Events and the risks of liability that may impact the Borough of Atlantic Highlands, as well as the necessity to manage and coordinate the use of Borough facilities, services and employees for said Special Events; and,

WHEREAS, the Borough of Atlantic Highlands deems it necessary for a committee to be established to manage Special Events to reduce the risk of liability to the Borough and to facilitate the use of Borough facilities, services and employees for Special Events,

NOW THEREFORE, BE IT ORDAINED by the Governing Body of the Borough of Atlantic Highlands, in the County of Monmouth, State of New Jersey that the Special Events Committee is hereby established and is granted the powers, duties and authorities as outlined by this Ordinance.

Organization

The Special Events Committee (hereinafter, the Committee) shall be comprised of the following, with one representative from each department, committee or organization assigned to the committee, the Borough Administrator and the Insurance Coordinator:

Director of Public Works	Atlantic Highlands Municipal Harbor
Recreation Committee	Chamber of Commerce
Fire Marshall	Atlantic Highlands Police

The Insurance Coordinator shall serve as the Secretary for the Committee. All Applications for Special Events shall be submitted to the Secretary. She/He shall keep a calendar of the dates, time and places of all Special Events and communicate with the sponsors of the Special Events on behalf of the Committee.

The committee shall meet at least every third Thursday of each month in the Borough Hall and at any other time as deemed necessary and agreed upon by the members of the committee.

RESPONSIBILITIES AND AUTHORITY OF COMMITTEE

It shall be the responsibility of the committee to:

1. Review all applications for permits governing Special Events.
2. Review requests for public entity support services.
3. Provide oversight when applicable
4. Provide technical assistance and information to sponsors and planners.
5. Recommend appropriate health, safety and risk management techniques.
6. Administer all Special Events agreements and permits.

The Committee shall have the authority to:

1. Approve, deny or defer to Borough Council all applications for Special Events.
2. To issue and revoke permits to hold Special Events.
3. Set the deadlines for submitting applications.
4. Determine and require event promoters or sponsors to provide essential services, including:
 - i. Safety and Traffic Control

- ii. Fire Protection
- iii. First Aid Stations
- iv. Health Sanitation and cleanup

Provisions

1. All Organizations, whether Borough recognized and supported or not, that request the use of Municipal facilities, roads, lands, equipment, services and finances for Special Events must obtain the approval from the Committee.
2. There shall be a \$25.00 non-refundable application fee that shall be paid to the Borough of Atlantic Highlands and submitted with the application requesting permission to hold a special event. The application fee may be waived at the sole discretion of the Committee.
3. A application developed by the Committee in regard to Special Events in the Borough of Atlantic Highlands shall be obtained from the Secretary of the Committee by the sponsor of a Special Event. The application shall be completed in full by the vent sponsor, signed and submitted to the Secretary of the Committee, setting forth the date, time and place of the event, and the Borough of Atlantic Highlands' services and facilities required for the staging of the Special Event..
4. The event sponsor shall provide a Certificate of Insurance showing sufficient coverage, as determined by the Committee, and naming the Borough of Atlantic Highlands and its agents as an additional insured party. The event sponsor will also provide a hold harmless and indemnity agreement to the Borough in regard to any liability for injury to persons or property.
5. The event sponsor shall deposit with the Borough of Atlantic Highlands an amount of money, to be determined by the Committee, which will be held in escrow by the Borough, for the Borough's use to pay for any Borough services or facilities for the special event. The sponsor of the Special Event shall be responsible to pay any amount due and owing the Borough for the use of services or facilities for the event over and above the amount of escrow.
6. The applicant, prior to the issuance of a permit, shall
 1. Accept the terms and conditions set by the Committee.
 2. Accept the estimated costs.
 3. Make all necessary deposits of escrow.

