

## 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. The Borough of Atlantic Highlands does not allow 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 order of the Borough of Atlantic Highlands and submitted to the Secretary of the Special Events Committee, along with the application to 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 Thursday of the month unless there are no applications to review.



## 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](http://www.ahnj.com)

If your event requires any of the below items, please mark it with an "X"

\_\_\_ BATHROOM ATTENDANT

\_\_\_ BARRICADES

\_\_\_ POLICE-OFF DUTY ASSIGNMENT

\_\_\_ SANITATION-EXTRA TRASH CANS

\_\_\_ STREET CLEANING

\_\_\_ SET-UP

\_\_\_ TAKE DOWN

\_\_\_ LIGHT TOWERS

\_\_\_ NO PARKING SIGNS (YOU ARE REQUIRED TO POST 72 HOURS IN ADVANCE)

\_\_\_ LETTERS TO COUNTY (YOU WRITE THE LETTER)

\_\_\_ DUMPSTERS (PAY IN ADVANCE)

\_\_\_ TEMPORARY FENCING

\_\_\_ HAY BAILS

\_\_\_ HEALTH DEPARTMENT (YOU GET THE FORMS AND APPLY)

\_\_\_ FIRE PERMITS (YOU GET THE FORMS AND APPLY)



# BOROUGH OF ATLANTIC HIGHLANDS

100 FIRST AVENUE  
ATLANTIC HIGHLANDS, NEW JERSEY 07716  
732-291-1444 FAX 732-291-9725  
WWW.AHNJ.COM

## 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) \_\_\_\_\_



# BOROUGH OF ATLANTIC HIGHLANDS

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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.



# **BOROUGH OF ATLANTIC HIGHLANDS**

100 FIRST AVENUE  
ATLANTIC HIGHLANDS, NEW JERSEY 07716  
732-291-1444 FAX 732-291-9725  
WWW.AHNJ.COM

## **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.

**Monmouth County Health Department**

50 East Main Street Freehold, NJ 07728-1255

Telephone (732) 431-7456

Fax (732) 409-7579

Brian Charnick  
PresidentChris Merkel, M.P.H.  
Public Health Coordinator**TEMPORARY FOOD LICENSE PROCEDURES**

Vendors' Business Name:		Phone #:	
Address:		E-mail:	

**Event Details**

Date:	Location:	Owner's Name:
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Effective January 2, 2007, the State of New Jersey revised the laws which regulate both temporary and permanent retail food establishments. As a professional food service operator you no doubt realize that State Law mandates certain food handling procedures be adhered to at all times. Both hot and cold foods must be held and served within prescribed temperature limits. Bare hand contact with "Ready to Eat" foods is now prohibited. Proper employee hygiene must be observed. Proper food preparation, transportation and on site holding procedures are all vital in insuring a safe event.

As such the Monmouth County Health Department, in accordance with existing local ordinance will require that all participants obtain a temporary retail food license to cover your operation.

In order to obtain a temporary retail food license, you as a participant must advise this office IN WRITING of the following:

1. Full menu with particular attention to any items which require temperature control and/or are "potentially hazardous".

1)	2)
3)	4)
5)	6)
7)	8)

2. Food prepared in a private home may not be used or offered for human consumption in a retail establishment. Proper washing, rinsing and sanitizing of equipment, especially food contact surfaces continues to be required. Where is your product stored when not on site? Where is ware washing performed? Where is your equipment stored when not in use? (Facility name, address and phone number)

3. How will your product be transported to the site? Will the product be transported cold and prepared on site or will it be precooked at an offsite location and transported hot to the site?

4. What arrangements will you have to insure the product remains within acceptable temperatures during transportation to and from the event? (All cold food must be less than **41 degrees F**. All hot food must be **135 degrees F or above**.)

5. What arrangements will you have on site to insure the product remains within acceptable temperatures while on site during the event? (All cold food must be less than **41 degrees F**. All hot food must be **135 degrees F or above**.)

## TEMPORARY FOOD LICENSE PROCEDURES

6. Muscle meats, pork and fish must be cooked to an internal temperature of 145 degrees for 15 seconds. Comminuted (ground) meats (hamburger for example) must be cooked to an internal temperature of 145 degrees for 3 minutes, **or** 150 degrees for 1 minute **or** 158 degrees for 1 second. Will a **thin probe stem type thermometer** be available so that you may monitor cooking and holding temperatures during the course of the event?

7. What type of measures do you intend to employ to insure that the product is protected against potential customer contamination, insects and dirt or dust contamination while on site?

8. As per the revisions to the code effective January 2, 2007, bare hand contact with "Ready to Eat" foods is now prohibited. Are gloves appropriate for your operation and will they be available for proper handling of ready to eat foods? What measures will you employ to minimize cross contamination between raw and cooked or "Ready to Eat" products?

9. Hand washing is one key component in reducing the transmission of bacteria and minimizing potential cross contamination between raw items, cooked and "Ready to Eat" foods. What type of measures will you employ to provide for employee's hand washing facilities at your specific site?

10. Will a source of water for cleaning be available? (describe)

11. How will you wash, rinse and sanitize any equipment and/or utensils which become soiled during the event?

**NOTE:** This office reserves the right to issue further requirements based upon the nature of the proposed operation, in accordance with N.J.A.C. 8:24.

**PLEASE RESPOND IN WRITING TO THIS OFFICE NO LATER THAN 7 DAYS PRIOR TO THE EVENT**

A complete copy of the new regulation is available for your convenience at the NJ Department of Health & Senior Services website: <http://www.state.nj.us/health/eoh/foodweb>. If you have any questions to this matter please feel free to contact this office



# BOROUGH OF ATLANTIC HIGHLANDS

10 EAST HIGHLAND AVENUE  
ATLANTIC HIGHLANDS, NJ 07716  
732-291-1444 EXT. 3606  
FAX # 732-291-1741  
INTERNET SITE: [WWW.AHNJ.COM](http://WWW.AHNJ.COM)

## DIVISION OF FIRE PREVENTION

New Jersey Department of Community Affairs  
Division of Fire Safety  
N.J.A.C. 5:70-2.9 Fees:  
Fire Safety Permits

**Fee Increase: As Of October 6, 2017**  
**N.J.A.C.5:70-2.9(c)**

The application fee for a Fire Safety Permit shall be as Follows:

Type #1 \$54.00: Cutting/Welding  
Shrink-Wrap  
Event Cooking  
Seal Membrane Roofs  
Torch down Roofs  
Tents, Tension Membrane Structure, or Canopy

Type #2 \$214.00: Propane Exchange Station

Type #3 \$427.00: Discharge of Fireworks "Fireworks Display"

Type #4 \$614.00: contact Fire Marshal's Office for Info

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Fire Marshal's Office contact Info;

Martin O. Hawley, Fire Marshal: [mhawley@ahnj.com](mailto:mhawley@ahnj.com)

Martin O. Hawley  
Fire Marshal, Atlantic Highlands



**Borough of Atlantic Highlands**  
**Division of Fire Prevention**  
100 First Avenue  
Atlantic Highlands, N.J. 07716

**APPLICATION FOR PERMIT**

The Uniform Fire Code states:

"Permits shall be required, and obtained from the local enforcing agency for the activities specified in this section, except where they are an integral part of a process or activity by reason of which a use is required to be registered and regulated as a life hazard use. Permits shall at all times be kept in the premises designated therein and shall at all times be subject to inspection by the fire official." [N.J.A.C. 5:70-2.7(a)]

Date of application: \_\_\_\_\_

Location where activity will occur \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Applicant Name \_\_\_\_\_ Address \_\_\_\_\_

Organization Name \_\_\_\_\_

Phone/Fax Number \_\_\_\_\_ Emerg.# \_\_\_\_\_

Block/Lot \_\_\_\_\_ Registration# \_\_\_\_\_

The above named applicant hereby requests permission to conduct the following activity at the above indicated location:

\_\_\_\_\_  
\_\_\_\_\_

And for the keeping, storage, occupancy, sale, handling or manufacture of the following:

\_\_\_\_\_  
\_\_\_\_\_

(State quantities for each category to be stored, or used and the method stored or used:)

\_\_\_\_\_  
\_\_\_\_\_

I hereby acknowledge that I have read this application, that the information given is correct, and that I am the owner, or duly authorized to act in the owner's behalf and as such hereby agree to comply with the applicable requirements of the fire code as well as any specific conditions imposed by the fire official.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Fire Marshal Signature

\_\_\_\_\_  
Fee Amount

\_\_\_\_\_  
Permit Type

Note: There are five types of permits. See attached sheets for type and fee.

- Type 1 - 54.00
1. Bonfires;
  2. The use of a torch or flame-producing device to remove paint from, or seal membrane roofs on, any building or structure;
  3. The occasional use of any non-residential occupancy other than Use Groups F, H or S for group overnight stays of persons over 2-1/2 years of age, in accordance with section F-709.0 of the Fire Prevention Code;
  4. Individual portable kiosks or displays when erected in a covered mall for a period of less than 90 days, and when not covered by a Type 2 permit;
  5. The use of any open flame or flame producing device, in connection with any public gathering, for purposes of entertainment, amusement, or recreation;
  6. Welding and cutting operations except where the welding and cutting is performed in areas approved for welding and is registered as a Type B Life Hazard use;
  7. The possession or use of explosives or blasting agents, other than model rocketry engines regulated under N.J.A.C. 12:194;
  8. The use of any open flame or flame-producing device in connection with the training of non-fire service personnel in fire suppression or extinguishment procedures;
  9. The occasional use in any building of a multipurpose room, with a maximum permitted occupancy of 100 or more for amusement, entertainment or mercantile type purposes.
  10. The storage or handling of class I flammable liquids in closed containers of aggregate amounts of more than 10 gallons, but not more than 660 gallons inside a building, or more than 60 gallons, but not more than 660 gallons outside a building.
  11. The storage or handling of class II or IIIA combustible liquids in closed containers of aggregate amounts of more than 25 gallons, but not more than 660 gallons inside a building, or more than 60 gallons, but not more than 660 gallons outside a building.
  12. Any permanent cooking operation that requires a suppression system in accordance with N.J.A.C. 5:70-4.7(g) and is not defined as a life hazard use in accordance with N.J.A.C. 5:70-2.4.
  13. The use as a place of public assembly, for a total of not more than 15 days in a calendar year, of a building classified as a commercial farm building under the Uniform Construction Code.
  14. The temporary use of any building or portion thereof as a special amusement building for a total of not more than 15 days in a calendar year.
  15. The erection, operation, or maintenance of any tent, tensioned membrane structure, or canopy, excluding those used for recreational camping purposes, that meets the criteria in (a) 3xvi(1) or (2) below shall require a Type 1 permit. Tents, tensioned membrane structures, or canopies greater than 16,800 square feet in area and greater than 140 feet in any dimension, whether one unit or composed of multiple units; remaining in place for more than 180 days; used or occupied between December 1 and March 31; having a permanent anchoring system or foundation; or containing platforms or bleachers greater than 11 feet in height shall be subject to the permitting requirements of the Uniform Construction Code (N.J.A.C. 5:23-2.14).
    - (1) The tent, tensioned membrane structure, or canopy is greater than 900 square feet and more than 30 feet in any dimension whether it is one unit or composed of multiple units, but 16,800 square feet or less in area and 140 feet or less in any dimension, whether it is one unit or composed of multiple units.
    - (2) The tent, tensioned membrane structure, or canopy contains platforms or bleachers 11 feet or less in height;

16. The erection, operation, or maintenance of any outdoor combustible maze shall require a Type 1 permit if the outdoor combustible maze is less than six feet in height and does not contain electrical equipment. Outdoor combustible mazes that are six feet or greater in height or contain electrical equipment shall be subject to the permitting requirements of N.J.A.C. 5:23-2.14.

(1) For the purposes of applying this requirement, an outdoor combustible maze is an attraction that lacks a roof and is designed to disorient patrons, reduce vision, present barriers, or otherwise impede the flow of traffic and does not consist solely of living rooted plants such as corn stalks or trees, but includes mazes created from plants that have been cut and attached to an object to support them.

(A) Mazes consisting solely of living, rooted plants, such as corn stalks or trees, may be repaired using cut, replacement plants that are otherwise the same as those of which the maze is created without the need for a permit.

(B) No permit shall be required for mazes up to 42 inches in height created of bales of hay or straw.

Type 2 Permit - ~~\$ 166.00~~ \$ 214.00

1. Bowling lane resurfacing and bowling pin refinishing involving the use and application of flammable liquids or materials;
2. Fumigation or thermal insecticide fogging;
3. Carnivals and circuses employing mobile structure used for human occupancy;
4. The use of a covered mall in any of the following manners:
  - (a) Placing or constructing temporary kiosks, display booths, concession equipment or the like in more than 25 percent of the common area of the mall;
  - (b) Temporarily using the mall as a place of assembly;
  - (c) Using open flame or flame devices;
  - (d) Displaying liquid or gas fueled powered equipment; or
  - (e) Using liquefied petroleum gas, liquefied natural gas, and compressed flammable gas in containers exceeding 5 pound capacity.
5. Storage outside of buildings of LP-gas cylinders when a part of a cylinder exchange program.

Type 3 Permit - ~~\$ 331.00~~ \$ 427.00

1. Industrial processing ovens or furnaces operating at approximately atmospheric pressure and temperature not exceeding 1400 degrees Fahrenheit which are heated with oil and gas fuel or which contain flammable vapors from the product being processed;
2. Any wrecking yard or junk yard; or
3. The storage or discharge of fireworks.

Type 4 Permit - ~~\$ 497.00~~ \$ 614.00

1. Storage or use at normal temperature and pressure or more than 2000 cubic feet of flammable compressed gas or 6000 cubic feet of non-flammable compressed gas;
2. The production or sale of cryogenic liquids; the storage or use of more than 10 gallons of liquid oxygen, flammable cryogenic liquids or cryogenic oxidizers; or the storage of more than 500 gallons of non-flammable, non-toxic, cryogenic liquids;
3. The storage, handling, and processing of flammable, combustible, and unstable liquids in closed containers and portable tanks in aggregate amounts of more than 660 gallons;

Type 4 - 014.00

4. To store or handle (except medicines, beverages, foodstuffs, cosmetics, and other common consumer items, when packaged according to commonly accepted practices):

- (a) More than 55 gallons of corrosive liquids;
- (b) More than 500 pounds of oxidizing materials;
- (c) More than 10 pounds of organic peroxides;
- (d) More than 500 pounds of nitromethane;
- (e) More than 1000 pounds of ammonium nitrate;
- (f) More than one microcurie of radium not contained in a sealed source;
- (g) More than one millicurie of radium or other radiation material in a sealed source or sources;
- (h) Any amount of radioactive material for which the specific license from the Nuclear Regulator Commission is required; or
- (i) More than 10 pounds of flammable solids.

5. The melting, casting, heating, treating, machining or grinding of more than 10 pounds of magnesium per working day; or

Type 5 Permit - \$ Reserved Amount

1. Reserved.