



# Englewood

Department of  
Parks & Recreation

130 W Englewood Ave • Englewood, N.J. 07631 • (201) 568-3472 • Fax (201) 781-0784

## PARK, FIELD, EVENTS & FACILITY PERMIT APPLICATION

The procedure for applying for a City of Englewood field, facility or Event Space is as follows:

1. Complete and Submit Application **within the dates below** include the following:
  - A. **Completed Hold Harmless Agreement**
  - B. **Certificate of Insurance:** The certificate of insurance must list your name or group's name as the insured. In addition, the City of Englewood must be listed as an additional named insured. The liability limit for bodily injury and property damage must not be less than \$1,000,000 per occurrence.
  - C. 

<b><u>SEASONS:</u></b>	<b><u>MONTHS:</u></b>	<b><u>DATE APPLICATIONS ACCEPTED:</u></b>
<b><i>Spring</i></b>	<b><i>March 15 <input type="checkbox"/> June 17</i></b>	<b><i>January 6<sup>th</sup> – January 20<sup>th</sup></i></b>
<b><i>Summer</i></b>	<b><i>June 18<sup>th</sup> <input type="checkbox"/> September 2<sup>nd</sup></i></b>	<b><i>April 15<sup>th</sup> - April 30<sup>th</sup></i></b>
<b><i>Fall</i></b>	<b><i>September 3<sup>rd</sup> <input type="checkbox"/> November 18<sup>th</sup></i></b>	<b><i>July 1<sup>st</sup> - July 15<sup>th</sup></i></b>

**APPLICATIONS:** Field applications will continue to be accepted after the two-week submission periods as non- priority submissions and permits will be issued based on field/space availability after all priority applications have been approved.

**Special Event Permits** must be submitted at least 4 weeks in advance. Applications when deemed complete can take up to 4 weeks to be approved.

**After the application, certificate of insurance and hold harmless agreement are received, the application will be**

2. **Reviewed for availability of date(s), times and appropriate space.**
3. **Sent for approval to all Department Heads: Recreation Director, Police Chief, Health Director (vended foods), Fire Chief (open flame/propane gas), Public Works Director (trash receptacles) and City Manager.**
4. **Assessed a fee which will be invoiced and must be paid prior to issuance of a valid permit.**

### PRIORITY OF USERS

1. City use includes the Recreation sponsored or co-sponsored sports and activities
2. Board of Education and Little League sponsored activities
3. Resident Groups/Businesses
  - a. League/Team roster and Proof of Residency Required (Photo I.D. **and** current utility bill, mortgage/lease, or property tax bill of all participants)
4. Englewood Based Non-Profit Community Organizations
  - a. Non – Profits must be comprised of 50 residents or 70% resident participation
  - b. League/Team roster and Proof of Residency Required (Photo I.D. **and** current utility bill, mortgage/lease, or property tax bill of all participants)
5. Non-residents and For-Profit Organizations
  - a. Permits will require approval from the Recreation Director and City Manager.

Company/Organization Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Weekend Phone \_\_\_\_\_

Group Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

Event Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

E-Mail \_\_\_\_\_ Fax # \_\_\_\_\_

Name and Address of Insurance Carrier (Attach a Copy of the Rider):

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

Event Name/Title \_\_\_\_\_

Event Activities (COMPLETE ALL ITEMS APPLICABLE TO THE EVENT)

Date of Event, if one day \_\_\_\_/\_\_\_\_/\_\_\_\_ Rain Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Dates of Event, if more than one day \_\_\_\_\_

Event Site Name \_\_\_\_\_

Site Address \_\_\_\_\_

Municipal Site \_\_\_\_\_ Private Property Site \_\_\_\_\_ (complete lines a & b below)

a. If Private Property Site Give Name of Owner/Operator \_\_\_\_\_

b. If Private Property Give Status of Use Approval: Approved \_\_\_\_\_ Pending \_\_\_\_\_

c. If Approved, Attach Documentation

**Department of Public Works (DPW) Fees**

Please be advised that all approved events are subject to applicable Department of Public Works (DPW) fees.

These fees may include, but are not limited to, costs related to:

- Barricades and Trash Cans
- Street cleaning and waste management
- Use of City equipment or property

A detailed estimate of DPW-related costs will be provided during the application review process. Final charges will be assessed based on the actual services required for your event set forth by the City of Englewood.

**Required Security — Jobs 4 Blue**

For certain events, the City of Englewood may determine that security personnel are necessary to ensure public safety and compliance with local ordinances. If security is mandated for your event, you will be required to contract exclusively through **Jobs 4 Blue**, the authorized provider for law enforcement and security staffing. Failure to coordinate required security services through Job 4 Blue may result in denial or revocation of your event permit.

Anticipated Level of Event Activity (provide best estimated numbers for planning purposes)

Attendance \_\_\_\_\_ Vehicles \_\_\_\_\_ Staff/Volunteers \_\_\_\_\_

Merchants & Vendors: Yes\_\_\_No\_\_\_ If Yes, How Many? \_\_\_\_\_

Food Vendors: Yes\_\_\_No\_\_\_ If Yes, How Many? \_\_\_\_\_

Are You Requesting Use of Electricity? Yes\_\_\_No \_\_\_\_\_

If Yes, For What Purpose? \_\_\_\_\_

Are You Requesting Use of Restrooms? Yes\_\_\_No \_\_\_\_\_

If No, How Will Patrons be accommodated? \_\_\_\_\_

Are You Requesting Special Parking Arrangements? Yes\_\_\_No\_\_\_\_\_

Note: If Yes, a meeting must be scheduled with the Englewood Police Department

How will security be provided? \_\_\_\_\_

Event Times:

a. Set-Up for the Event Will Begin:\_\_\_\_\_am/pm (Include Site Plan)

b. The Event Will Begin:\_\_\_\_\_am/pm

c. Clean-Up/Take-Down Will Be Completed by: \_\_\_\_\_am/pm

**\*APPLICANT MUST ATTACH SITE PLAN DRAWING\***

**Statement of Waiver by Applicant:**

I agree to abide by the above and hold the City of Englewood, harmless for any injury and/or loss of property while engaging in the activity described in this application form.

Authorized Signature\_\_\_\_\_ Date / \_\_\_\_\_/

Address\_\_\_\_\_City\_\_\_\_\_State\_\_\_\_\_Zip\_\_\_\_\_

\*\*\*\*\*

**FOR OFFICE USE ONLY**

Date Submitted\_\_\_\_\_ Proof of Insurance \_\_\_\_\_ Special Events Meeting\_\_\_\_\_

Site Area Plan\_\_\_\_\_ Security Plan\_\_\_\_\_ Parking Plan\_\_\_\_\_

Private Property Site Approval\_\_\_\_\_

Signed Application with Statement of Waiver\_\_\_\_\_ Officials (if applicable) \_\_\_\_\_

Date Approved\_\_\_\_\_ Signature & Title \_\_\_\_\_



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## APPLICATION FOR USE OF CITY PROPERTY

This application requests permission from the City Manager under the Code of the City of Englewood **Chapter 380 Article VIII** to close the following roadway for the purpose of conducting a neighborhood block party, walk or run. **The application is to be signed by a representative of all households on the block who will be affected by the road closure.** Please note that incomplete applications will not be accepted.

### Applicant Information

NAME	
ADDRESS	
CITY, ST, ZIP	
PHONE	

FEE: \$25.00
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Please check the appropriate box: Block Party ☐ Walk ☐ Run ☐ Demonstration ☐ Rally ☐ Vigil ☐

ORIGINAL DATE	
RAIN DATE	
HOURS OF ROAD CLOSURE (not to exceed 10 hrs.)	
NAME OF ROADWAY TO BE CLOSED	
CROSS STREETS	

### Certificate of Insurance

The applicant(s) shall provide a certificate of insurance, naming the City of Englewood as an additional insured party, indicating that general liability coverage in amounts between \$500,000.00 - \$1,000,000.00. **Insurance Waiver**

Should the applicant(s) be unable to secure the required certificate of insurance, they may sign below, requesting the insurance be waived.

APPLICANT NAME (Print)	SIGNATURE	DATE

<b>CITY MANAGER</b> <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Comments • Special Requirements
Signature	
<b>POLICE</b> <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Signature	
<b>PUBLIC WORKS</b> <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Signature	

## ARTICLE VIII. TEMPORARY CLOSING OF STREETS

[Adopted 8-6-1974 by Ord. No. 2064 (§§ 22-44 to 22-48 of the 1978 Revised General Ordinances)]

§ 380-44. Authority of Manager to close street.

*Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I).* The City Manager is hereby authorized to provide by regulation for the closing of any street or portion thereof to motor vehicle traffic on any day or days or during specified hours on any day or days whenever such street or portion thereof is used in conjunction with the operation of a fire hydrant water sprinkler or whenever he finds that such closing is necessary for the preservation of the public safety, health, or welfare.

§ 380-45. Permission required for block parties.

**[Added 10-2-2007 by Ord. No. 07-25]**

A. No person or persons, association, firm or corporation shall cause to permit a City street to be closed for the purpose of conducting a block party without first having procured permission from the City Manager.

B. Information required.

(1) The City Manager shall not consider any application for the closing of a City street unless and until the person or persons, association, firm or corporation requesting such permission shall first file with the City Manager an application requesting such permission stating:

(a) The location of the proposed street closing and the period of such closing, which period shall not exceed 10 continuous hours, together with the purpose of such street closing; and

(b) The names, addresses and telephone numbers of the individual, group or organization applying for such street closure, as well as the signatures of all individuals immediately affected by such street closing; and

(c) A map of the street or section thereof to be closed showing the proposed method of effecting the street closing and the location of the barriers to be used in restricting the flow of vehicular traffic through the closed street.

(2) The application shall be reviewed by the Police Chief or designee to determine if public safety would be adversely affected by such closure.

C. Permission granted. If, after examining the application and recommendation of the Police Department provided for above, the City Manager determines that the proposed street closing will not create conditions inimical to the public health, welfare and safety, permission to close the street may be granted. Such permission shall be effective for a period of time not to exceed 10 continuous hours. Upon receipt of a permit fee of \$25 and provided all conditions herein are satisfied, a permit shall issue.

D. Regulations governing closing. If permission to close the street shall be granted, the person or persons, association, firm, or corporation requesting such closing shall conduct the operation so that there shall be minimum inconvenience to the general public and in such a manner that, upon the expiration of the permitted street closing period, such street is reopened, free of any debris, refuse, or other material interfacing with the safe and free passage of pedestrians and vehicles. Traffic barricades shall be provided by the Department of Public Works and must be used by the applicant during the period of closure.

E. Insurance requirement. At the time of application, the City shall be provided with a certificate of insurance indicating, to the satisfaction of the City, that policies of general liability insurance and excess umbrella liability insurance have been issued and are in force at the time of the street closing. Said policy shall contain limits of liability in an amount to be determined by the City Manager. The City Manager has the right to waive this requirement.

F. Hold harmless agreement. It shall be the duty and responsibility of any applicant to agree to save the City, its officers, employees and agents harmless from any and all costs, damages and liabilities which may accrue or be claimed to accrue by reason of the street closing. The acceptance of any permit under this section shall constitute such agreement whether the same is expressed or not.

§ 380-46. Approval of regulations.

No regulation adopted under this article shall become effective unless and until it shall have been approved by the Commissioner of Transportation pursuant to N.J.S.A. 40:67-16.10.

§ 380-47. Posting of warning signs.

Whenever any street or portion thereof is closed pursuant to this article, proper warning signs of such closing shall be posted in such street or portion thereof during the time such street or portion thereof is closed, in accordance with rules and regulations promulgated by the Commissioner of Transportation.

§ 380-48. Operation of motor vehicle prohibited.

No person shall operate a motor vehicle upon any street or portion thereof during the time such street or portion thereof is closed pursuant to this article.

§ 380-49. Violations and penalties.

**[Amended 10-2-2007 by Ord. No. 07-25]**

Unless otherwise provided by statute, any person who violates the provisions of this article shall, upon conviction thereof, be punished by a fine not exceeding \$1,000 or by imprisonment for a term not exceeding 90 days, or both.

## Signatures of Affected Parties

Please have all parties affected by the road closure sign below indicating no objection.

[illegible]

## Roadway Sketch

Below sketch the roadway and location of traffic barricades. The Englewood Police Department will leave barricades at each end of the block and the applicant will be responsible for setting them up and removing  
(on back)

## **VENDING, FOOD PREPARATION, & OPEN FLAME PERMITS**

Neither vending, food preparation nor open flames are permitted in parks without a permit. Vendors must obtain a permit from the Englewood Health Department (201-568-3450) and/or Fire Department (201-568-6304). Permits are issued only for specific events in conjunction with a park, field or facility request. Please complete a separate application.

### **CITY OF ENGLEWOOD: RESOLUTION**

WHEREAS, the City of Englewood owns property within the City including ball fields and recreational facilities; and WHERE AS, pursuant to NJSA 40:61-22, the City of Englewood may implement rules for the use, regulation, supervision, and control of activities conducted on such properties;

NOW, THEREFORE, BE IT RESOLVED that the City Manager may adopt and promulgate reasonable rules and regulations not inconsistent with statute or ordinance governing the use of City parks and ball fields: and

BE IT FURTHER RESOLVED that all ball fields, parks, and recreational facilities owned by the City of Englewood shall not be leased or rented to any persons or entities without prior approval by the City Manager; and any persons or entities that wish to rent or lease such property shall be required to provide information including but not limited to Proof of Insurance, the purpose for which the field is being used, the time, date, duration of any such usage, and confirmation that any such person or entity shall indemnify the City for any damages or injury and shall be responsible for any damage to such property, security, and cleanup as a result of the activities.

**5-36 Penalties: Any person violating any provision of this article shall be subject to a fine in an amount not exceeding \$ 500 or imprisonment for a term not in excess of 90 days, or both. A separate offense shall be deemed committed on each day during or on which a violation occurs or continue.**



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## PARK, FIELD, EVENTS & FACILITY PERMIT APPLICATION

APPLICANT: \_\_\_\_\_

NAME OF CONTACT PERSON: \_\_\_\_\_  
(Authorized to act on behalf of Applicant, if different than Applicant)

APPLICANT'S ADDRESS: \_\_\_\_\_  
(Street Address)

City

State

Zip Code

LEAGUE NAME: \_\_\_\_\_

TEAM NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PLEASE CHECK ALL BOXES THAT APPLY: **\*\$50 per hour, per Area\***

SELECT SEASON: (please select if this is a seasonal or one-time request)

☐ SEASONAL REQUEST

☐ SPRING

☐ SUMMER

☐ ONE-TIME REQUEST

☐ FALL



DATE(S) REQUESTED: \_\_\_\_\_

City of Englewood Park Rentals						
Denning Park	Depot Square Veterans Park	Eleanor Harvey Park	Madison Park	Morris Park	Trumble (Garrity Field)	Herring Field
_Soccer Field	_Play Area		_Open Field	_Basketball	_Basketball	_N.E BB Field
_Basketball	_Open Lawn		_Basketball	_Open Field	_Garrity Field	_N.W BB Field
	_Parking Lot				_Tennis Court	_S.E SB Field
					_Pickle Ball Court	_S.W SB Field
Artus Park	Crystal Lake					
MACKAY PARK						
North Basketball Courts	South Basketball Courts	Soccer Field	Tennis Courts	Open Lawn	Baseball Field	Baseball Field
_Court 1	_Court 1	_Game Field	_Court 1	_Front Lawn	_Turf Field	_Majors
_Court 2	_Court 2	_Practice Field	_Court 2	_Open Grass		
				_Pavilion		
Additional Location: _____						

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
__9am-11am	__9am-11am	__9am-11am	__9am-11am	__9am-11am	__9am-11am	__9am-11am
__11am-1pm	__11am-1pm	__11am-1pm	__11am-1pm	__11am-1pm	__11am-1pm	__11am-1pm
__1pm-3pm	__1pm-3pm	__1pm-3pm	__1pm-3pm	__1pm-3pm	__1pm-3pm	__1pm-3pm
__3pm-5pm	__3pm-5pm	__3pm-5pm	__3pm-5pm	__3pm-5pm	__3pm-5pm	__3pm-5pm
__5pm-7pm	__5pm-7pm	__5pm-7pm	__5pm-7pm	__5pm-7pm	__5pm-7pm	__5pm-7pm
__7pm-9pm	__7pm-9pm	__7pm-9pm	__7pm-9pm	__7pm-9pm	__7pm-9pm	__7pm-9pm

**MACKAY PARK TURF FIELD (non-residents)**  
**\$100 per hour**  
**\$150 per hour After 6PM**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
__9am-11am	__9am-11am	__9am-11am	__9am-11am	__9am-11am	__9am-11am	__9am-11am
__11am-1pm	__11am-1pm	__11am-1pm	__11am-1pm	__11am-1pm	__11am-1pm	__11am-1pm
__1pm-3pm	__1pm-3pm	__1pm-3pm	__1pm-3pm	__1pm-3pm	__1pm-3pm	__1pm-3pm
__3pm-5pm	__3pm-5pm	__3pm-5pm	__3pm-5pm	__3pm-5pm	__3pm-5pm	__3pm-5pm
__5pm-7pm*	__5pm-7pm*	__5pm-7pm*	__5pm-7pm*	__5pm-7pm*	__5pm-7pm*	__5pm-7pm*
__7pm-9pm*	__7pm-9pm*	__7pm-9pm*	__7pm-9pm*	__7pm-9pm*	__7pm-9pm*	__7pm-9pm*

**\*Please note: Fields will be assessed daily by DPW to determine if playable\***

## POLICY ON USE OF MUNICIPAL PARKS AND FIELDS

1. The fields will be CLOSED between the months of *December 1<sup>st</sup> and March 15<sup>th</sup>*; unless otherwise stated by the City of Englewood.
2. The City reserves the right to cancel any or all reservation(s) if deemed necessary.
3. Any group or person using cleats on any field will VOID their permit. Turf shoes are permissible.
4. Only players, coaches, officials, and field monitors are allowed on the field of play. Parents and family members may sit in the bleachers or outside of the fence but may not be on the fields.
5. Alcoholic beverages are prohibited.
6. Setting up and cleaning up of facility after use is the responsibility of the applicant
7. Absolutely no food allowed on the turf (i.e. no sunflower seeds, no gum, no peanuts, etc.). People eating food should not enter the turf fields.
8. Absolutely no furnishing allowed on the turf. That includes no tables, chairs, canopies, tents, goals with spikes, or other similar items.
9. No dogs allowed (excluding Crystal Lake and Denning Park.)
10. No field markings of any sort.
11. No open flames/gas without approval.
12. The supervision of the restrooms is the responsibility of the in-season sport, its coaches, administrators, and volunteers.
13. Failure to obtain or present permit upon request will result in permit annulment.
14. Motor vehicles of any kind are prohibited anywhere in the park and legally parked in designated areas.
15. No bicycles or vehicles are allowed on the fields, except those operated by City personnel.
16. Goals may only be moved under direct supervision of the Recreation Staff.
17. No smoking anywhere on park grounds. (includes adjacent sidewalks).
18. No Golf playing of any kind.

**Failure to comply with any of the Parks and field rules, including City Ordinance, WILL result in the City of Englewood revoking permitting privileges.**

**Representative Name:** \_\_\_\_\_

**Representative Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

AMPLIFICATION	
I/We understand amplification of any kind or electricity cannot be used under any circumstances without prior approval. Electricity is available only at MacKay Park. There is a three (3) hour maximum for this service at an additional fee.	
Electricity Start Time:	Electricity Finish Time:

DEPARTMENT APPROVAL			
OFFICAL USE ONLY.			
APPLICANT INFORMATION			
Applicant Name:		Contact No.	Completed Application Received:
DEPARTMENT APPROVALS			
RECREATION DEPARTMENT			
Date Received:	Signature:	Fee(s) Paid:	Comments:
POLICE DEPARTMENT			
Date Received:	Signature:	Fee(s) Paid:	Comments:
HEALTH DEPARTMENT			
Date Received:	Signature:	Fee(s) Paid:	Comments:
FIRE DEPARTMENT			
Date Received:	Signature:	Fee(s) Paid:	Comments:
PUBLIC WORKS			
Date Received:	Signature:	Fee(s) Paid:	Comments:
CITY MANGER'S OFFICE			
Date Received:	Signature:	Fee(s) Paid:	Comments:

## HOLD HARMLESS AGREEMENT

<b>Applicant Name:</b>	<b>Contact No.</b>
<b>Address:</b>	

The undersigned agrees to indemnify and hold the **CITY OF ENGLEWOOD** and its officers, agents, and employees harmless from any and all liability, claims cost and attorney's fees arising out of the use of the property referred to above.

I understand that this Hold Harmless Agreement also requires that the **CITY OF ENGLEWOOD** is indemnified from any losses or damages resulting from the acts or omissions from any guest, participant, visitor or other person attending the event herein referred to. Unless waived in writing by the **CITY OF ENGLEWOOD** I agree to furnish a Certificate of Insurance specifically naming the **CITY OF ENGLEWOOD** as additional insured providing general liability coverage including bodily injury and property damage with the minimum limits of liability not less than \$1,000,000. To induce the **CITY OF ENGLEWOOD** to accept this Hold Harmless Agreement, the following information concerning the intended use of the premises is furnished:

Alcoholic beverages <input type="checkbox"/> will/ <input type="checkbox"/> will not be served.	Total number of people anticipated:	Live entertainment <input type="checkbox"/> will/ <input type="checkbox"/> will not be provided.	Other:
--	-------------------------------------	---	--------

This agreement shall remain in full force and effect for any continued, additional or postponed date for the event indicated above. The **CITY OF ENGLEWOOD** reserves the right to cancel or interrupt the event if the representatives set forth herein are not adhered to or if the **CITY OF ENGLEWOOD** determines that a situation that might lead to personal injury, property damage or violation of law exists.

**Representative Name:** \_\_\_\_\_

**Representative Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Sports Team (If Applicable):** \_\_\_\_\_

<b>Subject (A-Z)</b>	<b>City Event General Policies</b>
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<b>Activity (A-Z)</b>	<b>Permit Category</b>	<b>Assisting Department</b>	<b>Contact Number</b>
Alcoholic Beverages *	Call	City Clerk	(201) 871-6675
Amusements *	Special	City Clerk	(201) 871-6675
Animals	Call	Board of Health	(201) 568-3450
Banner Display	General	City Manager's Office	(201) 510-8205
Bingo *	Call	City Clerk	(201) 871-6675
Block Party	General & Special	Public Works	(201) 568-3401
Carnival *	General & Special	City Clerk	(201) 871-6675
Ceremony	General	City Clerk	(201) 871-6675
Circus	General & Special	Board of Health	(201) 568-3450
Concert	General	City Manager's Office	(201) 510-8205
Demonstration/Protest	General	City Manager's Office	(201) 510-8205
Emergency Mgt. Exercise	General	Police Department	(201) 568-2700
Farmers Market	Call	City Manager's Office	(201) 510-8205
Filming	Call	City Clerk	(201) 871-6675
Flag Display	General	City Manager's Office	(201) 510-8205
Food	Special	Board of Health	(201) 568-3450
Food Vending	Special	Board of Health	(201) 568-3450
Funeral Escort	Call	Police Department	(201) 568-2700
Games of Chance *	Call	City Clerk	(201) 871-6675
Garage Sale	Call	City Clerk	(201) 871-6675
Home-based Event Notification	General	Police Department	(201) 568-2700
Multi-Day Events	General	City Manager's Office	(201) 510-8205
Parade	General	City Manager's Office	(201) 510-8205
Parks	Recreation	Recreation	(201) 568-3472
Picnics & BBQ's	Special	Fire Department / Recreation	(201) 568-6304 201-871-6693
Procession	General	City Manager's Office	(201) 510-8205
Raffle *	Call	City Clerk	(201) 871-6675
Retail Vending	Call	Building Department	(201) 871-6642
Sporting Event	Recreation	Recreation	(201) 568-3472
Street Closing	Call	City Manager's Office	(201) 510-8205
Street Fair	General	City Manager's Office	(201) 510-8205
Tent Permit	Call	Building/Fire Department	(201) 871-6642 (201)871-6693
Wedding (Performed by Mayor)	Call	Mayor's Office	(201) 871-6666

<b>Duration of Permit Approvals</b>	Permits granted for food, vendor, and peddlers are good for one day only. A permit granted for the use of a park may allow for the designation of a rain date. It is the event organizer's responsibility to confirm the policy for specific items.
<b>Equipment</b>	Any city owned equipment that is required for use must be returned at the conclusion of an event. All items are to be returned in good condition and working order following the event.
<b>Event Location</b>	All privately owned or operated event site locations require proof of the prior approval of the site owner/operator for use prior to the processing of an event application.
<b>Event Request form Processing Time</b>	The total time required for processing a request will vary by the size and location of the event, however, reasonable lead time must be provided by event organizers.
<b>Event Site Clean-up</b>	Providing for the clean-up of litter and debris resulting from an event is the responsibility of the event organizer. Alternate arrangements for clean-up can be made if necessary.
<b>Event Site Set-up</b>	Providing for the set-up of table, chairs, tents, and all other equipment needed for events is the responsibility of the event organizer. A cost estimate for assistance from the Department of Public Works will be provided upon request by the event organizer.
<b>Fees</b>	All fees and charges related to a scheduled event must be paid-in-full 3 days prior to the event date.
<b>Fraudulent Activities</b>	The documentation of any fraud connected with applying for Special Event permits may result in individuals or organizations being denied and/or prohibited from applying for future permits.
<b>Hand Washing Facilities</b>	Providing for the availability of water for hand washing related to the handling of food is the joint responsibility of the event organizer and their respective contractors.
<b>Information Requests</b>	Unless otherwise agreed, it is required that any requests for additional information by event form reviewers be provided within 48 hours. Untimely responses to requests for information could result in inadequate review times that may result in a denial for the date(s) initially specified in the application.
<b>Insurance</b>	Providing for an insurance rider in the amount of \$1.0 Million is the responsibility of the event organizer.
<b>Notifications</b>	Certain types of large-scale events, e.g. parties, weddings, receptions, etc., held on private premises do not require a city permit, but do require the owner, tenant, or host to inform the Englewood Police Department so they can be prepared in case any emergency situation should occur at the premises.
<b>Parking</b>	The Englewood Police Department will review proposed plans and approve them as to their sufficiency based on the anticipated amount of vehicular traffic associated with certain types of events. Contacting the EPD is the responsibility of the event organizer.
<b>Rain Dates</b>	The use of rain dates may require the purchase of new permits for the alternate date. It is the event organizer's responsibility to confirm the applicable policy for each permit.
<b>Receipt</b>	City of Englewood will provide a written receipt for all fees and charges collected from event organizers.
<b>Restroom Facilities</b>	Providing for access to toilet facilities is the responsibility of the event organizer. These can be provided in the form of portable or stationery facilities.
<b>Security</b>	Providing for adequate security for events is the responsibility of the event organizer. The Police Department will review proposed plans and approve as to their sufficiency based on the anticipated number of participants for the event.