BOROUGH OF FLORHAM PARK

111 RIDGEDALE AVENUE, FLORHAM PARK, NEW JERSEY 07932

ENGINEERING DEPARTMENT

PERMIT NUMBER: _____ DATE: _____

RACE PERMIT APPLICATION

PLEASE PROVIDE 2 COPIES OF THE APPLICATION TO THE ENGINEERING DEPARTMENT WITH A $150.00 FEE AND AN ESCROW DEPOSIT TO COVER THE COST OF CLEANUP AT LEAST 60 DAYS PRIOR TO EVENT. (TWO SEPRATE CHECKS MADE PAYABLE TO THE BOROUGH OF FLORHAM PARK)

APPLICANT INFORMATION

_____	_____	_____
APPLICANT NAME/RACE ORGANIZER	EMERGENCY TEL. #	FAX NUMBER
_____	_____	_____
APPLICANT ADDRESS	ZIP CODE	E-MAIL ADDRESS
_____	_____	_____
SPONSOR NAME/COMPANY NAME	TELEPHONE NUMBER	FAX NUMBER
_____	_____	_____
SPONSOR ADDRESS	ZIP CODE	E-MAIL ADDRESS

RACE INFORMATION

RACE NAME: _____ RACE ROUTE (Attach Map): _____

RACE DESCRIPTION: _____ RACE DATE:_____RACE DURATION:_____

RACE START TIME: _____ RACE END TIME:_____EST. # OF PARTICIPANTS:_____

ASSEMBLY AREA: _____ DISPERSAL AREA: _____

FOOD AND DRINK PROVISIONS: _____ PERSONAL HYGIENE PROVISIONS: _____

LITTER CONTROL PROVISIONS: _____ CROWD CONTROL PROVISIONS: _____

TRAFFIC CONTROL PROVISIONS: _____ PARKING PROVISIONS: _____

REQUEST FOR POLICE TRAFFIC DIRECTORS AND VEHICLES?: _____ IF SO, HOW MANY?_____

INCLEMENT WEATHER CONTINGENCY PLANS: _____

ACTIVITY TO REQUIRE:
Sidewalk Closure: _____ Partial Street Closure: _____ Full Street Closure: _____ Other: _____

ATTACHED RACE DOCUMENTS (Required):
___Race Map ___Race Schedule ___Detailed Description ___Processing Fee ___Escrow Deposit ___Road Closing Permit

___3rd Party Assignments of Police Officers Application Approval ___Race on Highways Permit ___ County of Morris Permit

___Other Municipality Permits ___Dispense Alcoholic Beverages Permit ___Public Notice ___Indemnification and Insurance ___Other

APPLICANT RESPONSIBILITIES:

The Applicant shall be responsible for compliance with all of the ordinances of the Borough of Florham Park, as well as any other regulatory authorities. The Applicant shall designate a specific individual who shall be responsible for being available for communications with Borough officials at all times during the race, and for race cleanup after the race is conducted. The person designated by the Applicant shall have the legal authority to act on behalf of the Applicant at all times. In no event, shall a race be scheduled to take place between the hours of 7:00 AM to 9:00 AM, and 4:00 PM to 6:00 PM on weekdays. Applicant shall notify property owners within the race area at least two business days in advance of the race date. Posting shall be done as permitted by law.

INSURANCE REQUIREMENTS:

The Applicant, its assignees or designees, shall obtain liability insurance and pay all premiums, and declaring the Borough as an additional insured against all claims for personal injury and property damage arising from conduct of the race, including pre and post race events. The aforementioned insurance coverage shall not be less than the following amounts:

- Comprehensive General Liability (Combined Injury and Property Damage)- $1,000,000 (Combined single limit)
- Auto Liability (Bodily Injury and Property Damage)- $1,000,000 (Combined single limit)
- Excess Liability and Property Damage- $2,000,000 (Combined single limit)

The Applicant shall provide Worker's Compensation insurance coverage for employees in amounts in accordance with law. Certificates disclosing proper coverage shall be submitted with the Race Application for review and approval by the Borough Attorney and Borough Insurance Risk Manager.

AFFIDAVIT OF APPLICANT:

The Applicant agrees to indemnify and hold harmless the Borough of Florham Park, its officers, agents, boards, and employees from any and all actions at law or at equity, charges, debts, claims, judgment for personal injury, property damage, liens, encumberances, costs, and counsel fees which may arise directly or indirectly from any such damage or loss arising from the conduct of the race (including pre-race and post race events). The Applicant further agrees to comply with the pertinent provisions of New Jersey laws, rules and regulations. The Applicant/Sponsor has read the applicant responsibilities and has agreed to all terms and conditions of this application.

_____

Applicant Name (Print) Signature Date

APPROVAL:

Approved___ Disapproved___ Fee Paid_____ Escrow Deposit Amount Received_____ Deposit Date_____

Reason for Disapproval: _____

_____

Borough Authorized Signature Date