BAYONNE POLICE DEPARTMENT	
TITLE: Police Permit- Public Assemblies; Special Event Application	
NUMBER OF PAGES: 3	EFFECTIVE DATE: 25 June 2025

Applicant: READ THIS DOCUMENT You will be responsible for this Event

First: Review City Ordinance 4-31.

Next: Complete the following application, along with any applicable attachment.
All requested information shall be provided and typed

To be able to host a Special Event in Bayonne, the hosting Applicant, (Event Organizer) must be an individual, or an individual representing a non-profit organization, or a for-profit organization in partnership with a non-profit organization. The Event Organizer is taking responsibility for the safe setup, execution, and breakdown of the Special Event. Any information stated on this application by the Event Organizer must be honored by that applicant. Failure to do so will result in your application or permit being revoked and/or the forfeiture of the Commerce Bond, as well as being the named person for the issuance of any summons for violations of City ordinance.

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Requested or Anticipated **Event Date(s)** Start_____ End_____

Name of Organization, Business, Entity or Individual_____

Address_____City_____State_____ Zip_____

Email_____ Phone#_____

Is this group a non-profit or not-for-profit organization? No☐ Yes☐
If yes, attach proof of Non-Profit Status in the form of an IRS Determination Letter Attached Yes☐

Event Organizer _____Cell Phone _____

Title of Event_____ Event Type- Check one only:

Block Party☐ Carnival☐ Community Clean-Up☐ Farmer's Market☐ Festival☐ Flea Market☐

Food Bank☐ Food Pantry☐ Parade☐ Promotional Event☐ Impromptu Gathering☐ Funeral☐

Location of Event (**w/ cross streets**) _____

Start Time: _____ **End Time**: _____ **Rain Date**: _____ **Alt. Location**_____

The times refers to the advertised time the event will be opened/closed to the public. Any change in date or location requires 48 hours' notice and approval, based on availability of the venue.

Set-up Time: Start/Finish_____ **Breakdown Time:** Start/Finish_____

For events taking place on a street, Set-up Time is the time that the street closure will begin and Police Officers will be required. Breakdown Time is the time that street closure will end and the street must be opened to vehicular traffic. An event that violates the approved times may be subject to additional fees and bond forfeiture.

Projected Attendance: _____ Prior Year's Attendance: _____

Event Description, in detail:

If you would you like the City to promote your event, please send your flyer in .jpg or .png format to events@baynj.org

Will a "Moving Assembly" (i.e., a parade, procession, walk, etc.) be part of this event? NO☐ YES☐
If yes, how many contingent groups/marchers are expected to participate?

Total # of Groups: _____ Total # of Marchers: _____

Will this Moving Assembly include Floats and/or Automobiles? NO☐ YES☐

If yes, how many are expected? Floats: _____ Pushcarts: _____ Motorized Vehicles: _____

Parade marchers and floats will begin to assemble at: Time: _____ Location: _____

Moving Assembly will begin at: Time: _____ Location: _____

Moving Assembly will finish at: Time: _____ Location: _____

Will any high-profile people (dignitaries/celebrities) attend this event? NO☐ YES☐
If yes, please explain:

Private Event Yes☐ NO☐ Open to the Public Yes☐ No☐ Entry Fees Yes☐ No☐

Attach a simple **Site Plan** and applicable Building plans. Include locations of tents, stages, porta-potties, games, rides, etc. If an event is taking place on private property, a letter of acknowledgement from the private property owner MUST be submitted with and attached to this application.
Attached Yes_____

Attach a copy of an official government identification Attached Yes_____

Insurance: Applicant must submit a Certificate of Insurance (COI) evidencing an Occurrence Based General Liability Insurance Policy with a minimum of $1,000,000.00 in coverage. The COI must list the City of Bayonne, 630 Avenue C, Bayonne, New Jersey as the "Certificate Holder" AND must name the "City of Bayonne, its officers and employees" as additional insureds AND set forth the date(s) and location(s) of the event. Applicants will be required to submit the COI and any additional insurance deemed necessary by the Law Director of the City of Bayonne. If applicable, additional insurance may include Automobile Liability and Workers' Compensation insurance.
Submission of the document may held until the event has been approved. Attached Yes_____

Will alcoholic beverages be offered for sale? No☐ Yes☐

Will food be offered at this event? No☐ Yes☐

Will you need DPW services, e.g. garbage removal, personnel? No☐ Yes☐

Will entertainment such as Bouncy Houses or Rides be present? No☐ Yes☐

If you have answered Yes to any of the previous questions, additional information will be required, as well as any applicable fees. You will be contacted for that information.

NO EVENT IS PERMITTED PAST 10:00 PM WITHOUT MUNICIPAL COUNCIL APPROVAL.
AMPLIFIED SOUND MUSIC MUST BE TURNED OFF ONE (1) HOUR PRIOR TO THE END TIME.

Indemnification: The undersigned applicant agrees to assume any and all risk of loss or damage of any kind whatsoever to property or injury to or death, including wrongful death, to persons arising out of the Applicant's use of any premises during the Special Event. The Applicant further agrees to indemnify and hold harmless the City, its officers, directors, employees and/or agents from and against any and all claims, suits and demands based upon any of the risks so assumed, whether just or unjust, fraudulent or not, and for any and all costs and expenses incurred by them in the defense, settlement and/or satisfaction of any such claims, including attorney's fees and costs of suit. The Applicant's liability hereunder shall continue after the termination of the Special Event with respect to any liability, loss expense or damage resulting from acts prior to termination.

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Applicant's Signature acknowledging indemnification

I am submitting this request on behalf of the above listed organization or group and certify that I have read and understand **City Ordinance 4-31**. I further acknowledge that I am responsible for the administration of this event. I understand that all participants attending and/or participating in the Event do so at their own discretion and risk. The City of Bayonne is not responsible for any injuries of any kind sustained by attendees and/or participants, including exposure to and/or contracting of any communicable disease, virus, or bacteria.
Submission of an application is not a guarantee of approval.

Application Submission Date : _____

Organizer Name (print) _____ **Organizer** Name (Sign)_____