

**Harmony Township
Special Events Permit
Application**

Applications are due to the Township Clerk's Office no later than 30 days prior to the event.
Kelley Smith, Municipal Clerk, 3003 Belvidere Road, Phillipsburg, New Jersey 08865

Name: _____

Name of Organization/Corporation/Association (if applicable):

Address: _____

Telephone Number: _____

Email Address: _____

EVENT DETAILS

Type of Event: _____

Date of Event: _____

Hours of Event: _____

Location of Event: _____

Estimated Number of People, including but not limited to attendees, guests, participants, contestants, cast, crew, hosts, caterers, staff, etc.:

Total: _____

Per day: _____

Detailed description of the proposed event and a sketch must be provided on an attached sheet.

Do you require any Township resource's or services for your event? _____

If yes, please explain: _____

Will alcoholic beverages be consumed or served at the event? _____
If applicable have you obtained a license from the Division of Alcoholic Beverage Control (ABC)? _____

Will food be served, prepared or consumed at the event? _____
If yes, have you applied for any applicable license with the County Board of Health? _____
If no, why not? _____

Please describe food preparation, handling, consumption, including but not limited disposing of garbage/trash (including animal waste or parts): _____

Will animals be part of your event (for show, competition, for sale, for slaughter or consumption): _____
If yes, please described the use of animals and plans for manure management, waste or animal part disposal, etc.: _____

If animals are being slaughtered or prepared for consumption from live animals, have you obtained necessary approvals from the USDA and/or County Board of Health? _____

Will toilet facilities be provided at the event: _____
If yes, please describe number, placement and arrangements for cleaning, emptying and/or servicing during the event: _____

Will there be any open fires"? _____
If yes, has an open burn permit been obtained? _____
And, has the Harmony Township Fire Company been notified? _____

Will a stage, bleachers or amplified sound equipment be used for the event: _____
If so, please explain what will be used and how: _____

Will you be having any games of chance, raffles, silent auctions, tricky trays? ____
If yes, have you obtained a gaming license from the State of New Jersey? _____

Have you obtained all necessary approvals from other governmental agencies?

Does the property or applicant have any outstanding governmental zoning, construction or fire code violations? _____
§138-3(c) prohibits the issuance of a permit if violations are outstanding, including written notice of violation or summons issued.

Please consult Ordinance 2019-07 for a full list of all rules and regulations related to special events in the Township of Harmony.

All applications must be approved by the Harmony Township Committee before the event. Local, County and State personnel shall be permitted to conduct an on-site inspection of the property to ensure compliance with the permit prior to and/or during the event. Failure to allow access to the property shall be grounds for non-issuance or revocation of a permit.

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For Municipal Use Only  
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Date of Completed Application: _____

Date of Committee Meeting: _____

Approved or Denied

Signature of Township Clerk: _____

On an attached sheet please provide:

1. A description of the event
2. A sketch of the event including structures, tents, fences, barricades, signs, banners and restroom facilities.
3. Describe route of an event (if event includes the use of roads such as a race)
4. Describe traffic control and parking
5. Describe security for the event
6. Describe site cleanup including separation of recyclables and disposal of trash, debris and waste.
7. Describe toilet facilities.