



Borough of Lake Como

1740 Main Street, P.O. Box 569 • Lake Como, New Jersey 07719-0569
(732) 681-3232 • FAX (732) 681-8981

Brian T. Wilton
Mayor

Louise A. Mekosh
Borough Clerk/Administrator

Dear Applicant,

The Borough of Lake Como requires all applicants for Special Events to fill out the following Special Events Permit Application. As per Ordinance 2015-903 the fee for Special Events is \$500.00. If your organization agrees to advertise the Borough of Lake Como Tourism Commission in all print material and on event shirts the Lake Como Tourism Commission will contribute \$250.00 towards the fee. To arrange advertising contact Amy Boney at 732-681-3232 ext. 203. All fees are payable to the "Borough of Lake Como". If you have any questions pertaining to the application or ordinance please call Borough Hall at 732-681-3232.

ALL RUNS MUST BEGIN PRIOR TO 10:00 AM.

Special Events Committee

c: file



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*****MUST BE TYPED OR PRINTED NEATLY*****

SPECIAL EVENTS PERMIT APPLICATION

PLEASE COMPLETE THE FOLLOWING INFORMATION, AS REQUIRED BY
BOROUGH ORDINANCE NO. 93-576.

DATE AND TIME OF EVENT: _____

NAME OF APPLICANT/ORGANIZATION: _____

ADDRESS: _____

TOWN: _____ STATE: _____ ZIP: _____

TELEPHONE NUMBER: _____

ON SCENE PERSON RESPONSIBLE FOR EVENT: _____

ADDRESS: _____

PHONE NUMBER: _____

WILL THERE BE AN ADMISSION CHARGE TO ATTEND?: _____ YES _____ NO

IF YES, HOW MUCH?: _____

LIABILITY INSURANCE COVERAGE? _____ YES _____ NO

AMOUNT OF COVERAGE: _____

***Certificate of Insurance MUST be submitted with the application
before application will be reviewed***



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DATE AND HOURS FOR WHICH THE PERMIT IS DESIRED:

ALL RUNS MUST BEGIN PRIOR TO 10:00AM

LOCATION OF EVENTS AND COMPLETE DETAILS AS TO HOW THE APPLICANT INTENDS TO PROVIDE FOR SECURITY AND TRAFFIC CONTROL:

DESCRIBE ALL BOROUGH RESOURCES AND/OR SERVICES THAT WILL BE REQUIRED TO BE PROVIDED IN CONNECTION WITH THE EVENT:

APPROXIMATE NUMBER OF CONTESTANTS, PARTICIPANTS, SPECTORS, AND/OR OTHER PEOPLE THAT COULD RESONABLY BE ANTICIPATED TO ATTEND THE EVENT: _____

THE BOROUGH OF LAKE COMO RESERVES THE RIGHT TO CANCEL ANY SPECIAL EVENT DUE TO CIRCUMSTANCES BEYOND ITS CONTROL, SUCH AS STORMS OR ANY NATURAL DISASTER.

SIGNATURE OF APPLICANT

DATE



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PLEASE PROVIDE A DETAILED DESCRIPTION OF THE PROPOSED EVENT AND A SKETCH THAT WOULD SHOW THE AREA OR ROUTE TO BE USED, ALONG WITH ANY PROPOSED STRUCTURES, TENTS, FENCES, BARRICADES, SIGNS, BANNERS, AND RESTROOM FACILITIES, MORE COMMONLY REFERRED TO AS A FOOTPRINT.

YOU MUST ALSO INCLUDE A COPY OF THE CERTIFICATE OF INSURANCE.