



Borough of Lake Como

1740 Main Street • Lake Como, New Jersey 07719
(732) 681-3232 • FAX (732) 681-8981

Kevin G. Higgins
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 of May 2016, the Belmar Police Department polices Lake Como. Once the application is submitted it goes to the Belmar Police Department for pricing. If you have any questions pertaining to the application or ordinance please call Borough Hall at 732-681-3232.

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.

A representative of your organization must be present at the meeting when this application is heard by the Mayor and Council. Your application will not be heard if a representative is not present, no exceptions.

Special Events Committee



Borough of Lake Como

1740 Main Street • Lake Como, New Jersey 07719
(732) 681-3232 • FAX (732) 681-8981

Kevin G. Higgins
Mayor

Louise A. Mekosh
Borough Clerk/Administrator

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

SPECIAL EVENTS PERMIT APPLICATION

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

DATE OF EVENT: _____

TIME OF EVENT: _____ : _____ am / pm until _____ : _____ am / pm
Events with more than 500 participants must begin at 9:00am

APPLICANT/ORGANIZATION: _____

APPLICANT ADDRESS: _____

TELEPHONE NUMBER: _____

DAY OF EVENT CONTACT INFORMATION

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: \$ _____

HAVE YOU APPLIED TO BELMAR & SPRING LAKE? _____ YES _____ NO

IF NO, WHY? _____

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



Borough of Lake Como

1740 Main Street • Lake Como, New Jersey 07719

(732) 681-3232 • FAX (732) 681-8981

Kevin G. Higgins
Mayor

Louise A. Mekosh
Borough Clerk/Administrator

SPECIAL EVENTS PERMIT APPLICATION

LOCATION OF EVENTS AND COMPLETE DETAILS AS TO HOW THE APPLICANT INTENDS TO PROVIDE FOR SECURITY AND TRAFFIC CONTROL. EVENTS WITH OVER 500 PARTICIPANTS CANNOT USE VOLUNTEERS:

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 REASONABLY 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

FOR OFFICE USE ONLY

Date Application Received	_____
Received by	_____
Date Application Reviewed & Approved by DPW	_____
Reviewed by	_____
Date Application Reviewed & Approved by Police	_____
Reviewed by	_____
Price from Police Department	_____
Date Approved by Mayor & Council	_____