



## *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 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.

Special Events Committee



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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 OF EVENT: \_\_\_\_\_

TIME OF EVENT: \_\_\_\_\_ : \_\_\_\_\_ am / pm until \_\_\_\_\_ : \_\_\_\_\_ am / pm

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\***



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## SPECIAL EVENTS PERMIT APPLICATION

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

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

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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	_____