



## *Borough of Lake Como*

1740 Main Street • Lake Como, New Jersey 07719

(732) 681-3232 • FAX (732) 681-8981

Kevin G. Higgins  
*Mayor*

Andrew Huisman  
*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

Andrew Huisman  
Administrator

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

## **SPECIAL EVENTS PERMIT APPLICATION**

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

EVENT NAME: \_\_\_\_\_

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

TIME OF EVENT: \_\_\_\_\_ : \_\_\_\_\_ am / pm until \_\_\_\_\_ : \_\_\_\_\_ am / pm  
Events must begin by 9:00am

APPLICANT/ORGANIZATION: \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

## **DAY OF EVENT CONTACT INFORMATION**

PERSON RESPONSIBLE FOR EVENT: \_\_\_\_\_

NUMBER OF VOLUNTEERS FOR EVENT: \_\_\_\_\_

(Volunteers must be over the age of 18 and must be wearing safety vests at all times)

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

EVENTS WITH MORE THAN 500 PARTICIPANTS MUST APPLY TO WALL TWP.

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

Andrew Huisman  
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 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

### **FOR OFFICE USE ONLY**

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