



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



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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.

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**



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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 _____