



CITY OF BRIGANTINE

1417 West Brigantine Avenue • Brigantine, NJ 08203
Telephone (609) 266-7600 ext. 212
Email: info@brigantinebeachnj.com Web: BrigantineBeach.org

Application for Special Event Permit on Public City Property

Applicant Name: _____

Address: _____

City: _____ *State:* _____

Email: _____

Phone: _____ *Phone (Secondary):* _____

Event Name: _____

Event Date(s): _____ *Time:* _____

Location: _____

Permit Review Fee: \$25 / \$50 / \$75 (non-refundable) Please see page 5, for fee schedule.

Payment Method: (Check one)

Cash: _____ *Check:* _____ *Credit Card:* _____

I understand that I am submitting a proposal for review and discussion by City personnel. I have included all of the information pertaining to the event, and have submitted the required preliminary application materials. I understand that revisions or changes to the initial proposal may require a subsequent review and are subject to additional fees.

Signature of Applicant: _____ *Date:* _____

Please provide a detailed description of the event to help us understand the activities. Please use this space to explain if the event is for profit or benefits a community group. You may use additional sheets or attach a detailed proposal.

Please answer the following required information. Incomplete or missing information may delay the review process.

*Has this event been held in Brigantine in the past? _____Yes _____No

If yes, please list dates: _____

*What is the approximate number of guests anticipated to attend? _____

*Is there a charge or suggested donation to attend the event? _____Yes _____No

If yes, please provide an approximate cost of admission: _____

*Is the event being planned by an event company? _____Yes _____No

If so, please provide the company name: _____

*How do you plan to market the event? (Please list how the event will be advertised)

*Do you plan to provide or sell food and beverages? (Alcohol is not permitted on any beach or park at any time.)

_____Food and beverages will be sold _____Food and beverages will be provided at the event

_____Food and Beverages will not be provided or sold at the event

If food and beverages are provided, how will they be distributed?

_____Catered _____Food Truck _____Self-serve Other:_____

Food sales and distribution must comply to City ordinances and may require additional City and or County inspections/certificates.

Will this event require any of the following City services?

City services and equipment will considered based on availability. Additional fees apply.

_____Trash collection _____Beach raking _____Port-o-pots

_____Set up of equipment or barricades _____Police Officer/car escort

*Will this event include a tent or canopy? _____Yes _____No

Tent structures must comply to size restrictions and may require an inspection.

*Does this event involve a parade, march or procession? _____Yes _____No

If yes, please describe the location and distance: _____

*Will this event require the closure of a street, sidewalk or driveway? _____Yes _____No

If yes, please list the location and distance: _____

Please let us know if there is anything else being requested or that should be considered during the review process:

Please return your completed application and proposal review fee to:

Ryan Hurst, Deputy City Manager

In- person or by mail: Brigantine City Hall, 1417 West Brigantine Ave, Brigantine, NJ 08203

For questions please email: rhurst@brigantinenj.gov

Thank you for your thorough answers. Your application will be reviewed by the City Manager, Police Chief, Fire Chief, Beach Patrol Chief, Public Works Superintendent, Mayor and City Council.

Special Event Permit Fees

Public Events

Review fees:

<i>Application filed prior to 60 days of the event</i>	<i>\$25.00</i>
<i>Application filed prior to 30 days of the event</i>	<i>\$50.00</i>
<i>Application filed prior to 15 days of the event</i>	<i>\$75.00</i>

Permit Fees:

Commercials/Films/Surfing Events

Recreational Games/Sporting Events

<i>Up to three days</i>	<i>\$350.00</i>
<i>Each additional day</i>	<i>\$200.00</i>

Professional Photo Sessions *\$50.00*

Rental of Beach Patrol Equipment

For photos (boats/stands - per day)

With Public Works setup *\$175.00*

Private Events

Wedding Ceremonies/Family Reunions

Graduation Parties

<i>Guests of 20 and under</i>	<i>\$25.00</i>
<i>Guests 20 to 50</i>	<i>\$50.00</i>
<i>Guests 50 to 100</i>	<i>\$125.00</i>
<i>Guests over 100</i>	<i>\$250.00</i>