



6 PROSPECT STREET, FAR HILLS, NJ 07931  
T. 908.234.0611 F. 908.234.0918  
WWW.FARHILLSNJ.ORG

## USE OF J. MALCOLM BELCHER FAIRGROUNDS PERMIT APPLICATION

PER ORDINANCES - 2006-12, 2008-18, 2010-08 & 2013-14

Applicant Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Describe Activity: \_\_\_\_\_

Email: \_\_\_\_\_ Estimated number of attendees: \_\_\_\_\_

Date(s) Required: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Date(s) Required: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Facility/Field Requested:  Baseball  Cricket Pitch  Pavilion  Soccer  Other

### APPLICATION CHECK LIST

- Complete and sign application
- Per Fee Schedule, include check made payable to "Borough of Far Hills"
- Include Security Deposit of \$600.00
- Complete and Sign/Notarize the Hold Harmless Agreement
- Provide Certificate of Insurance naming the Borough of Far Hills as "An Additional Insured"

### FOR OFFICIAL USE ONLY

PERMIT:  CONDITIONS IMPOSED  DENIED  APPROVED: PAYMENT AMOUNT RECEIVED \$ \_\_\_\_\_ / CHECK # \_\_\_\_\_

BOROUGH CLERK \_\_\_\_\_ DATE: \_\_\_\_\_

## FEE SCHEDULE

Athletic Field	Per Game/Field	\$ 35.00
½ Fairground/Pavilion/Other	½ Day	\$150.00
½ Fairground/Pavilion/Other	All Day	\$300.00
Entire Fairground	½ Day	\$300.00
Entire Fairground	All Day	\$500.00

**SECURITY DEPOSIT of \$600.00** is required. Deposit will be returned after the facility has been inspected by Borough personnel, or applied to any necessary remediation for damage sustained to the facility or refuse removal.

## **J. MALCOLM BELCHER FAIRGROUNDS - RULES OF USE**

1. No unauthorized person shall enter upon or be in the J. Malcolm Belcher Fairgrounds (Fairgrounds) from one half hour after sunset until sunrise of the following day. Any exception must have prior approval from the Far Hills Borough Council.
2. No person shall bring any alcoholic beverages into the Fairgrounds. Exception for the bringing and consumption of alcoholic beverages onto the Fairgrounds must have prior approval from the Far Hills Borough Council.
3. Any equipment brought in for an event must be removed within 24 hours.
4. There shall be no littering of any kind within the Fairgrounds. It is the responsibility of the user to remove and dispose of all generated debris.
5. No group, organization, or association exceeding eight (8) members or participants shall use the Fairgrounds unless prior permission has been obtained from the Borough Clerk.
6. The applicant(s) whose signature appears on the application form must be immediately available during the designated date(s) and time(s) of the event.
7. Parking is permitted in designated areas only. No vehicles are permitted to drive along the track.
8. For events with more than 150 people, one portable toilet per 150 people must be provided.
9. Every effort will be made to accommodate permit holders. However, the Borough of Far Hills reserves the right to close the fields when necessary because of weather or other circumstances.
10. Any person or entity violating any provisions shall, upon conviction thereof, be subject to the general penalties of the Borough of Far Hills. In addition to the general penalties, any violation of the provisions can be a basis for the denial of any future application by the person or entity in violation of the provisions, as well as the organization sponsoring the event.

*The applicant assumes responsibility for notifying the Borough of Far Hills Police Chief if its use of the Fairgrounds will generate excess crowds or there is a need for additional police protection or services. The undersigned applicant agrees to complete all necessary forms or applications and pay for any off-duty police services, which the Police Chief or his designee, in his sole discretion, believes necessary by reason of the applicant's use of the Fairgrounds.*

I have read the rules and regulations governing the use of the J. Malcolm Belcher Fairgrounds and agree to abide by the same. I am the authorized representative of and have the authority to bind the above organization to this application.

Applicant Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

YES	NO	
		<p><b>ARE YOU A NON-PROFIT ORGANIZATION?</b></p> <p>IF YES, PLEASE PROVIDE DOCUMENTATION VERIFYING NON-PROFIT STATUS.</p>
		<p><b>WILL THERE BE ANY ALCOHOLIC BEVERAGES FOR SALE OR SUPPLIED AT THE EVENT?</b></p> <p>IF YES, YOU MUST APPLY FOR A SOCIAL AFFAIRS/CATERING PERMIT THROUGH THE NEW JERSEY DIVISION OF ALCOHOLIC BEVERAGE CONTROL ONLINE.</p>
		<p><b>WILL THERE BE FOOD PROVIDED DURING THE EVENT?</b></p> <p>IF YES, SUBMIT A TEMPORARY FOOD ESTABLISHMENT PERMIT APPLICATION TO THE BOROUGH OF FAR HILLS BOARD OF HEALTH FOR EACH VENDOR.</p>
		<p><b>WILL THERE BE FOOD TRUCKS ON PREMISE?</b></p> <p>IF YES, SUBMIT A TEMPORARY FOOD ESTABLISHMENT PERMIT APPLICATION TO THE BOROUGH OF FAR HILLS BOARD OF HEALTH FOR EACH FOOD TRUCK VENDOR.</p> <p>IN ADDITION, SUBMIT A FOOD TRUCK PERMIT APPLICATION TO THE FIRE OFFICIAL.</p>
		<p><b>WILL THE EVENT REQUIRE TENTS?</b></p> <p>IF YES, SUBMIT A TENT PERMIT APPLICATION TO THE FIRE OFFICIAL.</p>
		<p><b>WILL THE EVENT REQUIRE TEMPORARY SIGNS?</b></p> <p>IF YES, SUBMIT A TEMPORARY SIGN PERMIT APPLICATION TO THE ZONING OFFICIAL.</p>
		<p><b>WILL THE EVENT REQUIRE A STAGE, SCAFFOLDING, BLEACHER(S), PLATFORM(S), GRANDSTAND(S) OR RELATED STRUCTURES?</b></p> <p>IF YES, SUBMIT THE APPROPRIATE PERMIT APPLICATION TO THE CONSTRUCTION OFFICIAL.</p>
		<p><b>WILL THE EVENT BE HOLDING ANY RAFFLES?</b></p> <p>IF YES, SUBMIT AN APPLICATION FOR A RAFFLE LICENSE TO THE BOROUGH CLERK.</p>
		<p><b>WILL THE EVENT REQUIRE THE USE OF A GENERATOR(S)?</b></p> <p>IF YES, SUBMIT THE APPROPRIATE PERMIT APPLICATION TO THE FIRE OFFICIAL.</p>
		<p><b>WILL THE EVENT HAVE ANY FIREWORKS?</b></p> <p>IF YES, SUBMIT THE APPROPRIATE PERMIT APPLICATION TO THE FIRE OFFICIAL.</p>
		<p><b>WILL THE EVENT REQUIRE OFF-DUTY POLICE SERVICES?</b></p> <p>IF YES, SUBMIT THE OFF-DUTY POLICE SERVICES AGREEMENT TO THE CHIEF OF POLICE.</p>

LIST ANY ADDITIONAL FUNCTIONS/ACTIVITIES NOT DETAILED ABOVE: \_\_\_\_\_

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