

**TOWNSHIP OF MONTGOMERY**  
**APPLICATION TO CONDUCT AN OUTDOOR ASSEMBLY OF 200 OR MORE PEOPLE**  
Please submit no later than 30 days prior to event

NAME OF APPLICANT \_\_\_\_\_

\_\_\_\_\_

Address

\_\_\_\_\_

Telephone Number

NAME OF OWNER OF PREMISES TO BE LICENSED \_\_\_\_\_

ADDRESS OF PREMISES TO BE LICENSED \_\_\_\_\_

NAMES AND ADDRESSES OF PERSONS RESPONSIBLE FOR CONDUCTING THE EVENT:

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Name

\_\_\_\_\_

Address

NAME OR TYPE OF EVENT \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_ DURATION OF EVENT \_\_\_\_\_  
(Hours, Days, Weeks)

IS IT A PRIVATE EVENT? \_\_\_\_\_ WILL ADMISSION BE CHARGED? \_\_\_\_\_

IS IT A FUNDRAISER? \_\_\_\_\_ WILL THE EVENT BE ADVERTISED? \_\_\_\_\_

NUMBER OF PERSONS ANTICIPATED TO BE IN ATTENDANCE \_\_\_\_\_

WILL THERE BE ON-SITE PORTABLE BATHROOMS? \_\_\_\_\_ (If yes, please contact the  
Health Department)

WILL ALCOHOL BE SERVED? \_\_\_\_\_ (If yes, a Special ABC permit may be required)

WILL HOT FOOD BE SERVED \_\_\_\_\_ (If yes, a food handling permit may be required)

WILL THERE BE A TENT? \_\_\_\_\_ (If yes, a Fire Inspection may be required)

**Please submit a parking and traffic control plan for the entire event.**

APPLICANT must fully comply with the requirements of Montgomery Township Ordinance #251. In addition to the above information, items required in Section Two, a, b and c of the attached Ordinance #251 must also be submitted to complete the application.

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner of Property

\_\_\_\_\_  
Signature of Applicant

**TOWNSHIP OF MONTGOMERY  
APPLICATION TO CONDUCT AN OUTDOOR ASSEMBLY OF PERSONS**

**FOR TOWNSHIP USE ONLY**

**DISTRIBUTION OF APPLICATION**

Date application is received \_\_\_\_\_

Date Referred to:

Board of Health \_\_\_\_\_

Superintendent of Public Works \_\_\_\_\_

Police Department \_\_\_\_\_

Construction Official (if required) \_\_\_\_\_

Fire Official (if required) \_\_\_\_\_

Receipt of Reports:

Board of Health \_\_\_\_\_

Superintendent of Public Works \_\_\_\_\_

Police Department \_\_\_\_\_

Construction Official (if required) \_\_\_\_\_

Fire Official (if required) \_\_\_\_\_

**TOWNSHIP COMMITTEE ACTION:**

Approved \_\_\_\_\_  
Date

Disapproved \_\_\_\_\_  
Date

Applicant Informed of Township Committee Action \_\_\_\_\_  
Date

\_\_\_\_\_  
Township Clerk

# TOWNSHIP OF MONTGOMERY

## PUBLIC NOTICE ORDINANCE NO. 251 AN ORDINANCE LICENSING AND REGULATING THE CONDUCT AND OPERATION OF OUTDOOR ASSEMBLIES OF PERSONS IN THE TOWNSHIP OF MONTGOMERY.

BE IT ORDAINED by the Township Committee of the Township of Montgomery as follows:

### SECTION ONE

(a) No person, firm, group or corporation shall operate or conduct an outdoor assembly of persons, to which members of the public are invited to attend either on a charge or no charge basis, unless said person, firm group or corporation has first obtained a permit from the Township Committee of the Township of Montgomery.

(b) Forms for such application may be obtained from the Clerk of the Township. Such forms shall be completed by the applicant and submitted together with the documents required in paragraph (c) herein to the Clerk of the Township 10 days prior to the regular meeting of the Township Committee at which the applicant wishes the application considered. The Township Committee shall, within 30 days of the date of the meeting at which the application is considered, approve or disapprove by resolution the application with the reasons therefor. Failure of the Township Committee to act upon said application within the above time period shall be deemed to be a denial of said application for a permit.

(c) The applicant for a permit shall set forth the following information:

(1) Names and addresses of all persons responsible for conducting said outdoor assembly.

(2) Type of performance to be conducted.

(3) Description of lands and premises to be licensed.

(4) Name of owner of premises and interest of applicant therein.

(5) Number of persons engaged in performance and number of persons anticipated to be in attendance.

### SECTION TWO

All applicants for a permit shall furnish proof to the satisfaction of the Township Committee of the following:

(a) Existing sanitary and water facilities sufficient to accommodate as a minimum the number of persons projected to attend the event. The applicant shall submit a sworn affidavit stating the number of persons invited, the number of persons who have accepted invitations and the number of persons anticipated to be in attendance.

(b) Parking and traffic control plan for the entire event of proceedings sufficient to insure a free flow of traffic and adequate parking. The plan shall be sufficient to control all the vehicles which may be involved based on the projected number of participants and attendees as stated in the applicant's above said affidavit.

(c) Complete plan for the processing, handling and sale of food and proof of ability to provide food for the anticipated attendees. In the event the applicant has arranged to have food provided by persons other than themselves, proof of ability of such third parties to process, handle, sell or provide food shall be submitted in the same manner.

### SECTION THREE

(a) Upon filing of the application, the Clerk shall refer a copy of the application promptly to the Mayor and another copy to the Chief Special Officer of the Township for investigation of the matters in the application by the Police and by such other municipal officials as the Mayor may direct. A written report shall be made to the Township Committee of the result of the investigation by the Police and by any other officials as designated by the Mayor.

(b) The Township Committee shall, prior to acting upon any application request and consider a report from the Township Board of Health with regard to the adequacy of the sanitary and sewer facilities and the proposed plan of food processing, handling and distribution.

(c) The Township Committee shall, prior to acting upon any application, request and consider a review of the traffic control and parking plan submitted by the applicant and a report on the sufficiency thereof from the Township Engineer.

### SECTION FOUR

The Township Committee shall review the materials required to be submitted by the applicant and the reports of the Police, the Board of Health and the Township Engineer, and shall use said material and reports to determine to grant or deny the permit.

### SECTION FIVE

(a) No person or party licensed here under shall allow, suffer or permit any exhibition, performance or gathering of persons for any unlawful purpose or to be conducted in any unlawful, disorderly, obscene or lewd manner.

(b) The permit shall allow Police of the Township or any persons duly authorized by the Township to inspect the licensed premises, or any part thereof, and the performances, exhibition and shows for public gatherings at any time either prior to, or during the period of time licensed, to inspect the premises and observe the persons upon the premises or to detect violations of the ordinance or of any other law of the Federal Government or the State of New Jersey or the Township of Montgomery.

(c) The licensee shall take all proper means to assist in the orderly conduct and presentation of its event and to maintain a flow of traffic and use of the premises without congestion of traffic. For such purposes the licensee shall employ or obtain sufficient personnel to carry out said objectives.

(d) The licensee shall maintain at its own expense one or more persons or agents responsible for the proper

conduct of the event licensed who shall remain upon the premises licensed at all times during the period in which the license shall be in effect.

(e) In the event that any of the provisions of this ordinance shall be violated, the Township Committee, through its Police or other authorized officers or agents, may terminate or suspend any license issued hereunder.

### SECTION SIX

This ordinance shall not apply to gatherings at which less than 200 persons shall be in attendance, nor shall it apply to gatherings conducted by the following organizations in the said Township; namely, volunteer fire companies, churches, parent teachers associations, scouts, woman's clubs and other similar groups.

### SECTION SEVEN

In the event that any section, sentence or clause of this ordinance shall be declared invalid or unconstitutional by a court of competent jurisdiction, such declaration shall not in any manner prejudice the enforcement of the remaining provisions, which can be given effect without the invalid part.

### SECTION EIGHT

(a) Any person who violates any provisions of this ordinance shall upon conviction thereof be punished by a fine not exceeding \$500.00 or by imprisonment by a term not exceeding 90 days, or both. A separate offense shall be deemed committed for each separate act involved or on each day involved during a continuation of any such act in violation of any of the provisions of this ordinance.

(b) The penalty or penalties provided herein shall be in addition to, and not in lieu of, the suspension or revocation of any license issued hereunder.

### SECTION NINE

This ordinance shall become effective on final passage and publication as required by law.

### NOTICE

Notice is hereby given that the foregoing ordinance was introduced at a meeting of the Township Committee of the Township of Montgomery, in the County of Somerset, on the 3rd day of June, 1971, and was passed on first reading, and the same was then ordered to be published according to law; and that such ordinance will be further considered for final passage at a meeting of the Township Committee to be held at the Township Municipal Building in Belle Mead in the said Township of Montgomery on the 1st day of July, 1971, at 8:30 p.m. at which time and place, or at any time or place to which such meeting shall from time to time be adjourned, a public hearing will be held at which all persons interested shall be given an opportunity to be heard concerning such ordinance.

Beatrice S. Skillman  
Township Clerk.

\$64.50

23-1t-June 1