

TOWNSHIP OF MAPLEWOOD  
EVENT APPLICATION GUIDE

The following guidelines are provided to assist groups and organizations with the event application process and provide information.

**Events are things such as:**

- \*Events in Township of Maplewood Buildings
- \*Events in public roadways
- \*Events in Township Parks
- \*Block parties
- \*Sidewalk Sales

A. General Information of all Events

1. The Township requires advance notification of 30 days for any event.
2. Insurance – A certificate of insurance in the amount of \$1,000,000.00 is required, to be submitted prior to the event. The Township of Maplewood MUST be named as “Additional Insured”.
3. The following Township Departments will review your application once submitted to the Township Clerk.
  - A. Business Administrator – Administration
  - B. Police Chief – Police Department
  - C. Fire Chief – Fire Department
  - D. Health Officer – Health Department
  - E. Director of Public Works – Public Works Department
  - F. Building Department
  - G. Recreation Department
4. Each application for an event permit shall be accompanied by a non-refundable fee of **\$25.00**.
5. If you require barricades, cones, no parking signs, etc., - this request must be submitted on your application. A deposit of **\$25.00** is required at time of application for use of Township Barricades.
6. Each application for an event permit shall be accompanied by a \$50.00 deposit for recycling container which will be provided by DPW.
7. If you have food at your event, Food Services shall adhere to Health Department regulations. Non Maplewood Food vendors may be issued a one day license. Contact the Health Department for further detailed information, and the Township Clerk for an application.

## **B. Guidelines for Games of Chance (Bingo and Raffle Licenses)**

1. A copy of valid registration certificate bearing the organizations name and ID Number must be presented at the time an application for Bingo or Raffle license is requested. (A qualified organization MUST receive an identification number from the Control Commission prior to making an application for a Bingo or Raffle License in the municipality where the games are to be conducted).
2. The license application is filed in quadruplicate. It must be signed by at least two different members and notarized.
3. An application must include any all necessary attachments, (such as schedule of games for bingo, equipment lessor statement, a sample ticket/calendar, list of wheels and games, statement of landlord and required fees).
4. Fee is paid to the Township and Legalized Games and Chance Control Commission (LGCCC), fee depends on value of prize offered.
5. Off-premise raffle: need two copies of sample ticket, 50/50 raffle – ½ of proceeds go to winner.
6. Merchandise must be legal prize.
7. Approximately four weeks are needed to process application, depending on when the application is brought in.
8. Canister Drives – Non-profit organizations may apply for a permit if this is a part of the event by contacting the Township Clerk.

## **C. Rental of Township Facilities**

1. Applications should be filed at least two (2) weeks in advance of the time facility usage is desired.

### **Building Rental and contact information:**

- A. Maplewood Community Center-Recreation Department (973) 763-4202
- B. Maplewood Civic House – Recreation Department (973) 763-4202
- C. Burgdorff Cultural Center – Recreation Department (973) 763-4202
- D. Maplewood Memorial Library – Library Director (973) 762-1622
- E. Hilton Branch Library – Library Director (973) 762-1622

**D. Park reservations for groups/organizations** – contact the Recreation Director for availability (973) 763-4202.

1. Open flames or burning of fires for the purpose of cooking food for human consumption in Township Parks and Playgrounds is not permitted. You may picnic with sandwiches and non-grilled items. Large groups should contact the Recreation Department for reservation of space.
2. Consumption of alcoholic beverages in Municipal facilities and parks is strictly prohibited.
3. The Township of Maplewood takes great pride in its building and parks. Residents are reminded that they should leave facilities and grounds as they found them. Please utilize our garbage cans and recycling bins. Maplewood Recycles!

**E. Block Parties**

1. Residents and neighborhood associations may apply for block party permits in the Office of the Township Clerk. Signature authorization acknowledging the party must be obtained by every affected property in order to block off a Township street. A deposit of \$25.00 is required at the time of application for use of Township barricades. Apply at least 2 weeks in advance.

**F. Banners**

1. Township of Maplewood organizations non-profit groups may apply to hang a banner over a Maplewood roadway, specifically, Maplewood Village. Banners may hang for a maximum of a two-week period. In order to properly hang a banner and keep it protected in the wind and weather, the Township requires that the banner have grommets, air slits and a one hundred foot rope must also be supplied.

**G. Contact the office of the Township Clerk with further questions: 973-762-8120.**

Maplewood Township  
Event Application

DATE OF APPLICATION: \_\_\_\_\_

APPLICATION IS TO BE SUBMITTED TO THE TOWNSHIP CLERK 30 DAYS PRIOR TO THE EVENT  
ACCOMPANIED WITH A NON-REFUNDABLE \$25.00 FEE.  
(failure to do so may result in denial of application)

TYPE OF EVENT: \_\_\_\_\_

SPONSORING PARTY : \_\_\_\_\_

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

START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

LOCATION OF EVENT: \_\_\_\_\_

ON STREET: \_\_\_\_\_ OFF STREET: \_\_\_\_\_

PRIVATE PROPERTY: \_\_\_\_\_ PUBLIC PROPERTY: \_\_\_\_\_

EXPECTED NUMBER OF PARTICIPANTS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

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

PHONE # (S) \_\_\_\_\_  
Home Work Cell

Email \_\_\_\_\_

CONTACT PERSON FOR DAY OF EVENT: \_\_\_\_\_  
(Contact person must be reachable the day of the event for any emergency that may arise)

CERTIFICATE OF INSURANCE  
(Pursuant to Municipal Ordinance, a Certificate of Insurance in the amount of \$1,000,000.00 must  
accompany this application)

DESCRIBE THE EVENT IN DETAIL ON THE ATTACHED SHEET ON THIS APPLICATION AND ANY  
ANTICIPATED NEEDS. (Barricades, cones, no parking signs, etc.)

The undersigned is authorized to sign the Event Application on behalf of the Sponsoring Party.

Submitted: \_\_\_\_\_  
Title

OFFICAL USE ONLY			
THE ABOVE EVENT HAS BEEN REVIEWED BY THE FOLLOWING DEPARTMENTS:			
	<u>APPROVED</u>	<u>DISAPPROVED</u>	<u>INITIALS</u>
POLICE DEPARTMENT	_____	_____	_____
FIRE DEPARTMENT	_____	_____	_____
HEALTH DEPARTMENT	_____	_____	_____
DPW	_____	_____	_____
RECREATION	_____	_____	_____
THIS APPLICATION HAS BEEN:	_____	_____	
	APPROVED	DENIED	
TOWNSHIP CLERK:	_____		
	SIGNATURE		

**EVENT NARRATIVE HERE:**



# Township of Maplewood

MAPLEWOOD, NEW JERSEY 07040

## FIRE DEPARTMENT

105 DUNNELL ROAD

P: 973-762-6500

F: 973-763-4622



MICHAEL R. DINGELSTEDT  
CHIEF OF DEPARTMENT

CARL W. KLING JR.  
DEPUTY CHIEF / EXECUTIVE OFFICER

All vendors that will be cooking or keeping food hot at public events using any type of open flame: Sterno, propane grills, portable stoves, charcoal grills, etc. are required to obtain a Type 1 Fire Safety Permit for the use of open flame producing device. The cost of the permit is \$42.00. On the day of the event an inspection will be performed to ensure that all requirements for the Fire Safety Permit are met. I am attaching a copy of the Fire Safety Permit application as well as the requirements for obtaining a permit. We are not requiring the use of a canopy but if you do use one it will be required to have a certificate of flame resistance or a label on it that states that it is Flame Resistant.

**All permit applications for events must be submitted 10 days prior to an event.**

If you have any additional questions or concerns please do not hesitate to contact me.

Best regards for a successful event,

Carl W. Kling Jr.

Deputy Chief/ Executive Officer  
Fire Official



# Township of Maplewood

MAPLEWOOD, NEW JERSEY 07040

## FIRE DEPARTMENT

105 DUNNELL ROAD

P: 973-762-6500

F: 973-763-4622



**MICHAEL R. DINGELSTEDT**  
CHIEF OF DEPARTMENT

**CARL W. KLING JR.**  
DEPUTY CHIEF / EXECUTIVE OFFICER

### Fire Safety Permit requirements for outdoor cooking area

Approval is contingent upon adherence to the following conditions:

- 1) Canopy and stove must be those approved by Fire Official.
- 2) Certification of Flame Resistance must be provided for canopy.
- 3) Canopy must be separated from other tents/canopies by a minimum of 5 feet
- 4) LP-gas container shall be located a minimum of 5 feet from any heat-producing appliance and secured to prevent unauthorized movement.
- 5) LP-gas containers must be located outside or on the exterior perimeter of the canopy with safety release valve pointed away from the canopy.
- 6) At least one portable FIRE EXTINGUISHER with a minimum 2A:10BC rating shall be kept at the location where the flame producing device is in use.



# Township of Maplewood

MAPLEWOOD, NEW JERSEY 07040

## FIRE DEPARTMENT BUREAU OF FIRE SAFETY

105 DUNNELL ROAD  
TELEPHONE: 973-762-6500  
FAX: 973-763-4622



CARL W. KING JR.  
DEPUTY CHIEF/EXECUTIVE OFFICER

MICHAEL R. DINGELSTEDT  
CHIEF OF DEPARTMENT

## APPLICATION FOR PERMIT

The Uniform Fire Code states:

"Permits shall be required, and obtained from the local enforcing agency for the activities specified in this section, except where they are an integral part of a process or activity by reason of which a use is required to be registered and regulated as a life hazard use. Permits shall at all times be kept in the premises designated therein and shall at all times be subject to inspection by the fire official." [N.J.A.C. 5:70-2.7(a)]

Date of application: \_\_\_\_\_

Location where activity will occur \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Applicant Name \_\_\_\_\_ Address \_\_\_\_\_

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

Phone/Fax Number \_\_\_\_\_ Emerg.# \_\_\_\_\_

Block/Lot \_\_\_\_\_ Registration# \_\_\_\_\_

The above named applicant hereby requests permission to conduct the following activity at the above indicated location:

\_\_\_\_\_  
\_\_\_\_\_

And for the keeping, storage, occupancy, sale, handling or manufacture of the following:

\_\_\_\_\_  
\_\_\_\_\_

(State quantities for each category to be stored, or used and the method stored or used:)

\_\_\_\_\_  
\_\_\_\_\_

I hereby acknowledge that I have read this application, that the information given is correct, and that I am the owner, or duly authorized to act in the owner's behalf and as such hereby agree to comply with the applicable requirements of the fire code as well as any specific conditions imposed by the fire official.

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

\_\_\_\_\_  
Fire Official Signature

\_\_\_\_\_  
Fee Amount

\_\_\_\_\_  
Permit Type

Note: There are five types of permits. See attached sheets for type and fee.

Type 1 Permit - \$ 42.00

1. Bonfires;
2. The use of a torch or flame-producing device to remove paint from, or seal membrane roofs on, any building or structure;
3. The occasional use of any non-residential occupancy other than Use Groups F, H or S for group overnight stays of persons over 2-1/2 years of age, in accordance with section F-709.0 of the Fire Prevention Code;
4. Individual portable kiosks or displays when erected in a covered mall for a period of less than 90 days, and when not covered by a Type 2 permit;
5. The use of any open flame or flame producing device, in connection with any public gathering, for purposes of entertainment, amusement, or recreation;
6. Welding and cutting operations except where the welding and cutting is performed in areas approved for welding and is registered as a type B Life Hazard use;
7. The possession or use of explosives or blasting agents, other than model rocketry engines regulated under N.J.A.C. 12:194;
8. The use of any open flame or flame-producing device in connection with the training of non-fire service personnel in fire suppression or extinguishment procedures;
9. The occasional use in any building of a multipurpose room, with a maximum permitted occupancy of 100 or more for amusement, entertainment or mercantile type purposes.
10. The storage or handling of class I flammable liquids in closed containers of aggregate amounts of more than 10 gallons, but not more than 660 gallons inside a building, or more than 60 gallons, but not more than 660 gallons outside a building.
11. The storage or handling of class II or IIIA combustible liquids in closed containers of aggregate amounts of more than 25 gallons, but not more than 660 gallons inside a building, or more than 60 gallons, but not more than 660 gallons outside a building.
12. Any permanent cooking operation that requires a suppression system in accordance with N.J.A.C. 5:70-4.7(g) and is not defined as a life hazard use in accordance with N.J.A.C. 5:70-2.4.
13. The use as a place of public assembly, for a total of not more than 15 days in a calendar year, of a building classified as a commercial farm building under the Uniform Construction Code.

Type 2 Permit - 166.00

1. Bowling lane resurfacing and bowling pin refinishing involving the use and application of flammable liquids or materials;
2. Fumigation or thermal insecticide fogging;
3. Carnivals and circuses employing mobile structure used for human occupancy;
4. The use of a covered mall in any of the following manners:
  - (a) Placing or constructing temporary kiosks, display booths, concession equipment or the like in more than 25 percent of the common area of the mall;
  - (b) Temporarily using the mall as a place of assembly;
  - (c) Using open flame or flame devices;
  - (d) Displaying liquid or gas fueled powered equipment; or
  - (e) Using liquefied petroleum gas, liquefied natural gas, and compressed flammable gas in containers exceeding 5 pound capacity.
5. Storage outside of buildings of LP-gas cylinders when a part of a cylinder exchange program.

Type 3 Permit - 331.00

1. Industrial processing ovens or furnaces operating at approximately atmospheric pressure and temperature not exceeding 1400 degrees Fahrenheit which are heated with oil and gas fuel or which contain flammable vapors from the product being processed;
2. Any wrecking yard or junk yard; or
3. The storage or discharge of fireworks.

Type 4 Permit - 497.00

1. Storage or use at normal temperature and pressure or more than 2000 cubic feet of flammable compressed gas or 6000 cubic feet or non-flammable compressed gas;
2. The production or sale of cryogenic liquids; the storage or use of more than 10 gallons of liquid oxygen, flammable cryogenic liquids or cryogenic oxidizers; or the storage of more than 500 gallons of non-flammable, non-toxic, cryogenic liquids;
3. The storage, handling, and processing of flammable, combustible, and unstable liquids in closed containers and portable tanks in aggregate amounts of more than 660 gallons;
4. To store or handle (except medicines, beverages, foodstuffs, cosmetics, and other common consumer items, when packaged according to commonly accepted practices):
  - (a) More than 55 gallons of corrosive liquids;
  - (b) More than 500 pounds of oxidizing materials;
  - (c) More than 10 pounds of organic peroxides;
  - (d) More than 500 pounds of nitromethane;
  - (e) More than 1000 pounds of ammonium nitrate;
  - (f) More than one microcurie of radium not contained in a sealed source;
  - (g) More than one millicurie of radium or other radiation material in a sealed source or sources;
  - (h) Any amount of radioactive material for which the specific license from the Nuclear Regulator Commission is required; or
  - (i) More than 10 pounds of flammable solids.
5. The melting, casting, heating, treating, machining or grinding of more than 10 pounds of magnesium per working day; or

Type 5 Permit - 1,380.00

1. Reserved.