

TOWN OF WEST WINDSOR

APPLICATION FOR A PUBLIC ASSEMBLY LICENSE

1.
 - a. Name of Applicant _____
 - b. Address of Applicant _____
 - c. Telephone Number of Applicant _____
 - d. Name and Address of person authorized to represent the applicant in applying for the permit (if different or in addition to "a" above) _____
_____ Telephone # _____
 - e. If acting for a corporation, governmental agency or other organization, list officers of the organization on a separate sheet and attach hereto. Include all of their addresses and telephone numbers.

2.
 - a. Date and time assembly will begin _____
 - b. Date and time assembly will end _____

3.
 - a. Will attendees be permitted to camp out at or near the assembly location? _____
 - b. Date and time attendees will start to arrive _____
 - c. Date and time attendees will have departed _____

4.
 - a. Exact location of assembly (name of street, road and property owner): _____

 - b. Dimensions of assembly location _____
 - c. Dimensions of parking lot(s) _____
 - d. Dimensions of camping area(s) _____

5. Has the registered property owner or governmental agency, which controls the property, granted permission to hold an assembly on the property? _____
(A copy of said written approval must be attached to this application).

6.
 - a. How many people are expected to attend the assembly? _____
 - b. Number of entertainers who will participate in the assembly _____
 - c. What types of costs will be charged to attendees? _____

7. What is the general nature or purpose of the assembly? (Church fair, concert, dairy festival, agricultural fair, etc.) _____

8. What arrangements have been made for traffic control and security? (Attach statement of agreement from the State Police, County Sheriff, Chief of Police or Constable indicating his/her willingness to provide a specific number of police officers to police the assembly and related activities.)

9. What arrangements have been made for crowd control and parking? (Attach statement of agreement from service provider indicating the agency/department's willingness to provide service)

10. What arrangements have been made for emergency medical service? (Attach a copy of the written agreement with an emergency medical service.)

11. What arrangements have been made for emergency fire service? (Attach a copy of the written agreement with an emergency fire service to provide fire protection.)

12. A list of concessionaires and the types of products each will dispense must be submitted to the permitting officer a minimum of ten (10) days prior to the assembly.

13. What arrangements have been made for food and water?

14. What arrangements have been made for toilet facilities?

15. What arrangements have been made to assure that litter, incidental to the assembly, will be cleaned up and disposed of?

16. If you are planning to serve alcohol, have you received approval from the West Windsor Selectboard and the State Liquor Board? Application must be submitted at least 15 days prior to the event.

17. REMARKS: Include any information that you believe will be of assistance in evaluating this application – such as, have you conducted a similar assembly before, have other assemblies been conducted at the location you plan to hold an assembly, what type of crowd do you anticipate attracting, has there been a history of problems, etc.

Date: _____

Signature of Applicant (or Authorized Agent)