

DEPARTMENT OF POLICE
BOROUGH OF HILLSDALE



380 Hillsdale Avenue
Hillsdale, New Jersey 07642
Headquarters: 201-664-4200

ROBERT FRANCAVIGLIA
CHIEF OF POLICE

Fax: 201-666-4503
www.hillsdalepolice.com

Letter of Entity
Special Event Application for Permit

SPONSOR OF THE EVENT

Name of Organization: _____
Name of Representative: _____
Address of Organization: _____
Address of contact (if different): _____
Phone Number of Contact (Day) _____ (Evening) _____

DESCRIBE THE EVENT

Purpose _____
Date(s) (including rain dates) _____
Operating Hours _____
Set Up Time _____
Activities Planned _____
Anticipated Attendance _____

*Please attach a map of the area to be used. Show where the event is to be held.

Hold Harmless Required _____ Yes _____ No
Certificate of Insurance Required _____ Yes _____ No

Will Alcoholic Beverages be served? _____ Yes _____ No

We have a NO Alcohol policy in all our facilities unless a liquor license is provided.

If the answer to this question is "Yes", a copy of the liquor license must be attached and you must provide the permit coordinator with additional requested information.

EVENT PLANNING

Describe provisions made for the following. Use additional sheets if necessary:

- Police Protection (Crowd and traffic control) _____
- Street Closures _____
- Security _____
- Street Cleaning _____

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- Garbage Pick Up _____
 - Board of Health Inspection _____
 - First Aid _____
 - Fire Protection _____
 - Equipment set up and inspection _____
 - Other (e.g. sanitation facilities, potable water, refreshments, electrical hook up, catering needs)
 - _____
 - _____
-

I certify that the information provided in this application is true and correct to the best of my knowledge, and understand that willful misrepresentations may lead to criminal charges.

Signed: _____ Date: _____

Approvals; Yes/No:

Mayor/Council _____ Police _____ Borough Clerk _____

Recreation Director _____ Department of Public Works _____ BOH _____

Fire Department _____ Ambulance _____ Fire Prevention _____