

## ENGLEWOOD CLIFFS GENERAL EVENT APPLICATION

Please fill-in the application form with all requested information and return via e-mail to:

[recreationdirector@englewoodcliffsnj.org](mailto:recreationdirector@englewoodcliffsnj.org)

**BOROUGH OF ENGLEWOOD CLIFFS: RECREATION DEPARTMENT, ADMINISTRATION  
482 Hudson Terrace, Englewood Cliffs, NJ 07632**

Company/Organization Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Day Phone Weekend Phone: \_\_\_\_\_

Group Contact Person Phone #: \_\_\_\_\_

Event Contact Person Phone #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Fax #: \_\_\_\_\_

Name and Address of Insurance Carrier (Attach a Copy of the Rider): \_\_\_\_\_

Event Name/Title: \_\_\_\_\_

Event Activities (COMPLETE ALL ITEMS APPLICABLE TO THE EVENT)

Date of Event, if one day: \_\_\_\_/\_\_\_\_/\_\_\_\_ Rain Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Dates of Event, if more than one day: \_\_\_\_\_

Event Site Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

Municipal Site Name/Location: \_\_\_\_\_

Non-Municipal Site (complete lines a & b below)

a. If Non-Municipal Site Give Name of Owner/Operator: \_\_\_\_\_

b. If Non-Municipal Give Status of Use Approval: Approved \_\_\_\_\_ Pending \_\_\_\_\_

Anticipated Level of Event Activity (provide best estimated numbers for planning purposes)

Attendance Vehicles Staff/Volunteers: \_\_\_\_\_

Merchants & Vendors: Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, How Many? \_\_\_\_\_

Food Vendors: Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, How Many? \_\_\_\_\_

Are You Requesting Use of Electricity? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, For What Purpose? \_\_\_\_\_

Are You Requesting Use of Restrooms? Yes \_\_\_\_\_ No \_\_\_\_\_

If No, How Will Patrons be accommodated? \_\_\_\_\_

Are You Requesting Special Parking Arrangements? Yes \_\_\_\_\_ No \_\_\_\_\_

Are You Requesting a Street Closure? Yes \_\_\_\_\_ No \_\_\_\_\_

**Note: If yes, for parking or a street closure, permission must be granted by the Police Department**

Event Times:

a. Set-Up for the Event Will Begin: \_\_\_\_\_ am/pm

b. The Event Will Begin: \_\_\_\_\_ am/pm

c. Clean-Up/Take-Down Will Be Completed by: \_\_\_\_\_ am/pm