



# BOROUGH OF FLORHAM PARK

111 RIDGEDALE AVENUE, FLORHAM PARK, NEW JERSEY 07932

ENGINEERING DEPARTMENT

Telephone: 973-410-5334 Email: Kkaplan@fpboro.net

PERMIT NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

## RACE PERMIT APPLICATION

PLEASE PROVIDE 2 COPIES OF THE APPLICATION TO THE ENGINEERING DEPARTMENT WITH A \$150.00 FEE AND AN ESCROW DEPOSIT TO COVER THE COST OF CLEANUP AT LEAST 60 DAYS PRIOR TO EVENT. (TWO SEPRATE CHECKS MADE PAYABLE TO THE BOROUGH OF FLORHAM PARK)

### APPLICANT INFORMATION

\_\_\_\_\_  
APPLICANT NAME/RACE ORGANIZER

\_\_\_\_\_  
EMERGENCY TEL. #

\_\_\_\_\_  
FAX NUMBER

\_\_\_\_\_  
APPLICANT ADDRESS

\_\_\_\_\_  
ZIP CODE

\_\_\_\_\_  
E-MAIL ADDRESS

\_\_\_\_\_  
SPONSOR NAME/COMPANY NAME

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
FAX NUMBER

\_\_\_\_\_  
SPONSOR ADDRESS

\_\_\_\_\_  
ZIP CODE

\_\_\_\_\_  
E-MAIL ADDRESS

### RACE INFORMATION

RACE NAME: \_\_\_\_\_ RACE ROUTE (Attach Map): \_\_\_\_\_

RACE DESCRIPTION: \_\_\_\_\_ RACE DATE: \_\_\_\_\_ RACE DURATION: \_\_\_\_\_

RACE START TIME: \_\_\_\_\_ RACE END TIME: \_\_\_\_\_ EST. # OF PARTICIPANTS: \_\_\_\_\_

ASSEMBLY AREA: \_\_\_\_\_ DISPERSAL AREA: \_\_\_\_\_

FOOD AND DRINK PROVISIONS: \_\_\_\_\_ PERSONAL HYGIENE PROVISIONS: \_\_\_\_\_

LITTER CONTROL PROVISIONS: \_\_\_\_\_ CROWD CONTROL PROVISIONS: \_\_\_\_\_

TRAFFIC CONTROL PROVISIONS: \_\_\_\_\_ PARKING PROVISIONS: \_\_\_\_\_

REQUEST FOR POLICE TRAFFIC DIRECTORS AND VEHICLES?: \_\_\_\_\_ IF SO, HOW MANY? \_\_\_\_\_

INCLEMENT WEATHER CONTINGENCY PLANS: \_\_\_\_\_

#### ACTIVITY TO REQUIRE:

Sidewalk Closure: \_\_\_\_\_ Partial Street Closure: \_\_\_\_\_ Full Street Closure: \_\_\_\_\_ Other: \_\_\_\_\_

#### ATTACHED RACE DOCUMENTS (Required):

\_\_\_ Race Map \_\_\_ Race Schedule \_\_\_ Detailed Description \_\_\_ Processing Fee \_\_\_ Escrow Deposit \_\_\_ Road Closing Permit

\_\_\_ 3rd Party Assignments of Police Officers Application Approval \_\_\_ Race on Highways Permit \_\_\_ County of Morris Permit

\_\_\_ Other Municipality Permits \_\_\_ Dispense Alcoholic Beverages Permit \_\_\_ Public Notice \_\_\_ Indemnification and Insurance \_\_\_ Other

**APPLICANT RESPONSIBILITIES:**

The Applicant shall be responsible for compliance with all of the ordinances of the Borough of Florham Park, as well as any other regulatory authorities. The Applicant shall designate a specific individual who shall be responsible for being available for communications with Borough officials at all times during the race, and for race cleanup after the race is conducted. The person designated by the Applicant shall have the legal authority to act on behalf of the Applicant at all times. In no event, shall a race be scheduled to take place between the hours of 7:00 AM to 9:00 AM, and 4:00 PM to 6:00 PM on weekdays. Applicant shall notify property owners within the race area at least two business days in advance of the race date. Posting shall be done as permitted by law.

**INSURANCE REQUIREMENTS:**

The Applicant, its assignees or designees, shall obtain liability insurance and pay all premiums, and declaring the Borough as an additional insured against all claims for personal injury and property damage arising from conduct of the race, including pre and post race events. The aforementioned insurance coverage shall not be less than the following amounts:

- Comprehensive General Liability (Combined Injury and Property Damage)- \$1,000,000 (Combined single limit)
- Auto Liability (Bodily Injury and Property Damage)- \$1,000,000 (Combined single limit)
- Excess Liability and Property Damage- \$2,000,000 (Combined single limit)

The Applicant shall provide Worker's Compensation insurance coverage for employees in amounts in accordance with law. Certificates disclosing proper coverage shall be submitted with the Race Application for review and approval by the Borough Attorney and Borough Insurance Risk Manager.

**AFFIDAVIT OF APPLICANT:**

The Applicant agrees to indemnify and hold harmless the Borough of Florham Park, its officers, agents, boards, and employees from any and all actions at law or at equity, charges, debts, claims, judgment for personal injury, property damage, liens, encumbrances, costs, and counsel fees which may arise directly or indirectly from any such damage or loss arising from the conduct of the race (including pre-race and post race events). The Applicant further agrees to comply with the pertinent provisions of New Jersey laws, rules and regulations. The Applicant/Sponsor has read the applicant responsibilities and has agreed to all terms and conditions of this application.

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Applicant Name (Print)	Signature	Date
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**APPROVAL:**

Approved\_\_\_ Disapproved\_\_\_ Fee Paid\_\_\_\_\_ Escrow Deposit Amount Received\_\_\_\_\_ Deposit Date\_\_\_\_\_

Reason for Disapproval: \_\_\_\_\_

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Borough Authorized Signature	Date
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