

City of Orange Township

**29 N. Day Street
Orange, NJ 07050
973-266-4000
www.ci.orange.nj.us**

Dear Resident / Event Organizer:

The City of Orange Township encourages individuals and organizations to contribute to the quality of life and diversity of our community by planning and implementing community-based events throughout the year.

In order to assist you in carrying out these activities in an efficient and orderly manner, we have developed a package containing the materials that are required to obtain the necessary approvals and permits that are required. A list of these materials is as follows:

- 1. Event Permit Applications**
 - a. General Permit Application**
 - b. Division of Recreation Permit Application**
- 2. Special Event Check-off Sheet (Must accompany General or Recreation Applications)**
- 3. General Permit Information**
 - a. Events & Permit Types by Approving Department**
 - b. Contact Information for Potential Event Sites**
 - c. Contact Information for Permit Approvers**
- 4. Event Policies**
 - a. List of General Policies**
 - b. List of Prohibited Activities**
- 5. Special Permits (Most Commonly Requested)**
 - a. Food License & Handling Regulations**
 - b. Fishing (Seasonal)**
 - c. Film Commission**
 - d. Street Closing**
 - e. Garage Sale**
 - f. Notification of Event (50 or more guests)**
 - g. Cable Television (Channel 35) Bulletin Board Posting**

INSTRUCTIONS

To get started in submitting your request, please do the following:

- 1. Fill-out permit application 1a. General, or 1b. Recreation depending on your event.**
 - a. Attach other required information as necessary, e.g. site plan, parking plan, etc.**
- 2. Complete Special Event Check-off Sheet and submit with your application.**
- 3. Refer to information contained in above sections #3, 4, & 5 to assist with the completion of your application package.**
- 4. Submit the application to the appropriate approving agency based on the primary activity.**

Activity & Required Forms	Permit Category	Special Permit	Approving Department
Banner Display	General		Administration
Ceremony	General		Administration
Flag Display	General		Community Services
Multi-Day Events	General		Administration
Parade	General		Administration
Street Dedication	General	Council Resolution	Administration
Street Festival	General		Administration
Animals	Special	Animal Health Certificate	Community Services
Circus	General & Special	Animal Health Certificate	Community Services
Concert	General		Community Services
Field Days	Recreation		Community Services
Food	Special	Food & Health Permit	Community Services
Food Vending	Special	Food & Health Permit	Community Services
Parks	Recreation		Community Services
Pool	Recreation		Community Services
Retail Vending	Special	Retail /Peddler Permit	Planning Department
Sporting Event	Recreation		Community Services
Tennis Party	Recreation		Community Services
Wedding (Performed by Mayor)	Special		Community Services
Emergency Mgt. Exercise	General		Fire Department
Fishing	Special	Fishing Permit	Mayor's Office
Alcoholic Beverages *	Special	Alcoholic Beverage	Municipal Clerk
Amusements *	Special	Amusement Permit	Municipal Clerk
Bingo *	Special	Bingo Permit	Municipal Clerk
Games of Chance *	Special	Game Permit	Municipal Clerk
Raffle *	Special	Raffle Permit	Municipal Clerk
Garage Sale	Special	Garage Sale Permit	Planning Dept.
Block Party	General & Special	Street Closing Permit	Police Department
Carnival	General & Special	Street Closing Permit	Police Department
Demonstration	General		Police Department
Funeral Escort	General		Police Department
Home-based Event	General	Notification Form	Police Department
Procession	General		Police Department
Street Closing	Special	Street Closing Permit	Police Department
Filming	Special	Filming Permit	Public Works
Tents	Special	Tent Permit	Fire Department
* Must be done in person			

Site Name	Owner	Contact Address	City, State, Zip	Phone
Bell Stadium	Brd. of Education	451 Lincoln Avenue	Orange, NJ 07050	(973) 677-4190
Schools	Brd. of Education	451 Lincoln Avenue	Orange, NJ 07050	(973) 677-4190
Campbell's Pond	City of Orange	29 N. Day Street	Orange, NJ 07050	(973) 266-4031
City Hall	City of Orange	29 N. Day Street	Orange, NJ 07050	(973) 266-4031
City Parks	City of Orange	29 N. Day Street	Orange, NJ 07050	(973) 266-4047
City Pools	City of Orange	29 N. Day Street	Orange, NJ 07050	(973) 266-4047
City Streets	City of Orange	29 N. Day Street	Orange, NJ 07050	(973) 266-4031
Fire Headquarters	City of Orange	419 Central Avenue	Orange, NJ 07050	(973) 266-4222
Justice Complex	City of Orange	29 Park Street	Orange, NJ 07050	(973) 266-4031
Parking Lots	City of Orange	29 N. Day Street	Orange, NJ 07050	(973) 266-4031
Reservoir	City of Orange	29 N. Day Street	Orange, NJ 07050	(973) 266-4031
Elks Club	Elks	475 Main Street	Orange, NJ 07050	(973) 673-9509
Essex County Parks	Essex County	115 Clifton Avenue	Newark, NJ 07012	(973) 268-3500
Monte Irvin Orange Park	Essex County	115 Clifton Avenue	Newark, NJ 07012	(973) 268-3500
Train Stations	NJ Transit	1 Penn Plaza	Newark, NJ 07014	(973) 491-7195
Senior Buildings	Housing Authority	340 Thomas Blvd.	Orange, NJ 07050	(973) 675-1250
Public Library	Library	348 Main Street	Orange, NJ 07050	(973) 673-0155

Subject	City Event General Policies
Bonds	In some instances, a bond may be required for extremely large, or complex, special events. If such a case should arise, the event organizer will be contacted directly by the City to make the necessary arrangements.
Duration of Permit Approvals	Permits granted for food, vendor, and peddlers are good for one day only. A permit granted for the use of a park may allow for the designation of a rain date. It is the event organizer's responsibility to confirm the policy for specific items.
Equipment Deposits	Deposits in the form of a certified check will be required for the use of municipally owned equipment that is required to be returned at the conclusion of an event. Deposits will be returned in full if all items are returned in good condition and working order following the event.
Event Location	All non-City of Orange event site locations require proof of the prior approval of the site owner/operator for use prior to the processing of an event application.
Event Request form Processing Time	The total time required for processing a request will vary by the size and location of the event, however, reasonable lead time must be provided by event organizers. Special Event Request Forms will not be accepted for processing by a Review Agency if the event date is less than ten (10) business days from the date of submission. Organizers can re-submit a new form with an amended event date to receive full and final consideration.
Event Site Clean-up	Providing for the clean-up of litter and debris resulting from an event is the responsibility of the event organizer. A deposit may be required to ensure that alternate arrangements for clean-up can be made if necessary.
Event Site Set-up	Providing for the set-up of table, chairs, tents, and all other equipment needed for events is the responsibility of the event organizer. A cost estimate for assistance from the Department of Public Works will be provided upon request by the event organizer.
Fees	All fees and charges related to a scheduled event must be paid-in-full no later than 3 calendar days prior to the event date to ensure the final approval of a Special Event Permit.
Fines	Fines levied for non-compliance with event policies must be paid in full prior to the granting of any future permits for events.
Fraudulent Activities	The documentation of any fraud connected with applying for Special Event permits may result in individuals or organizations being denied and/or prohibited from applying for future permits.
Hand Washing Facilities	Providing for the availability of water for hand washing related to the handling of food is the joint responsibility of the event organizer and their respective contractors.
Information Requests	Unless otherwise agreed, it is required that any requests for additional information by event permit reviewers be provided within 48 hours. Untimely responses to requests for information could result in inadequate review times that may result in a denial for the date(s) initially specified in the application.
Insurance	Providing for an insurance rider in the amount of \$1.0 Million is the responsibility of the event organizer.

Notifications	Certain types of large scale events, e.g. parties, weddings, receptions, etc., held on private premises do not require a specific permit, but do require the owner, tenant, or host to inform the Orange Police Department so they can be prepared in case any emergency situation should occur at the premises.
Parking	Providing plans for the parking of vehicular traffic associated with certain types of events is the responsibility of the event organizer. The Police Department will review proposed plans and approve as to their sufficiency based on the anticipated number of participants for the event.
Rain Dates	The use of rain dates is not prohibited, but it may require the purchase of new permits for the alternate date. It is the event organizer's responsibility to confirm the applicable policy for each permit.
Receipt	The City of Orange will provide a written receipt for all fees and charges collected from event organizers.
Restroom Facilities	Providing for access to toilet facilities is the responsibility of the event organizer. These can be provided in the form of portable or stationery facilities
Security	Providing for adequate security for events is the responsibility of the event organizer. The Police Department will review proposed plans and approve as to their sufficiency based on the anticipated number of participants for the event.
Site Plan	It is the event organizer's responsibility to provide a site plan upon request for use in completing the review process for obtaining the required approvals for an event. Timely submissions are encouraged in order to avoid delays in processing event requests.
Veterans' License	The City of Orange honors veterans' peddlers licenses for the waiver of permit fees. However, application and issuance of permits is still required for all activities.