



TOWNSHIP OF FAIRFIELD
Municipal Clerk's Office
230 Fairfield Road
Fairfield, New Jersey 07004
(973) 882-2700 x 2501 * clerk@fairfieldnj.org

APPLICATION FOR BLOCK PARTY

Pursuant to Township Ordinance #2021-10 ~ No person, association, or group, except for the Township of Fairfield, shall cause or permit a municipal street to be closed for the purpose of conducting a block party without first having obtained a permit issued by the Municipal Clerk after approval by the Mayor & Council.

Applicant's Name: _____ Organization (if applicable): _____

Address: _____ Block: _____ Lot: _____

Home Phone #: _____ Cell # _____ Email Address: _____

Date of Party: _____ Time of Party: Begins _____ Ends _____ (no later than 10:00pm)

Rain Date: _____ Time of Party: Begins _____ Ends _____ (no later than 10:00pm)

In addition to the address listed above, the residents request permission to close the connecting streets:

from _____ to _____ (house #s & intersections)

Estimated # of participants attending: _____

ACTIVITIES PLANNED ~ (location of each item must be provided on the attached sketch)

Dunk tanks? ____ YES ____ NO

Inflatables? ____ YES ____ NO

Temporary Stage? ____ YES ____ NO

Vehicles/Trailers? ____ YES ____ NO

Music? ____ YES ____ NO **Live or Recorded?** _____ **# of speakers/amplifiers to be used?** _____

Temporary Tent(s)? ____ YES ____ NO **Size?** _____

BBQ - Propane / Open flames? ____ YES ____ NO

Food Trucks / Catering Company? ____ YES ____ NO **Name of Company** _____ **# of trucks** _____

***** Checklist *****

- Provide a list of the names, addresses, telephone numbers, blocks and lots of the property owners for each impacted property on the street or portion of the street where the block party is proposed.
- All residents in the barricaded area must be notified and invited to the party. The Municipal Clerk will request a certified list of property owners of the proposed area from the Tax Assessor. Signatures of all of those property owners indicated in the proposed area will need to consent and sign the attached form for the Block Party before Township approval.
- Streets must remain passable for all emergency vehicles. Do not set up any of the following in the street: dunk tanks, inflatables, temporary stage, vehicles/trailers, music such as a band or DJ, speakers/amplifiers, BBQs (propane/open flames) or catering company. All tables, chairs, tents should be setup close to the curb.

- A sketch describing the area and proposed design of outdoor area. The drawing should include but not be limited to any and all temporary structures, equipment, traffic signs, tents, umbrellas, tables, chairs, electrical outlets, generators, lighting, barricades, means of ingress/egress to area, any approved fire lanes and/or traffic control equipment to be used in connection with its operation.
- All applicants must provide a certificate of insurance specifically naming the Township of Fairfield as an additional insured providing general liability, bodily injury and property damage coverage with minimum limits of liability not less than \$1,000,000. If the applicant is an individual and the block party is not being held on behalf of any organization, the applicant may request a waiver of this requirement upon a showing to the Township Administrator of undue hardship.
- A permit may be revoked by the Township if the applicant fails to comply with the terms of approval of the "Block Party Permit". Should any issued be identified after the issuance of a permit that the Township identifies as necessary and proper for the preservation of the public health, safety and welfare, applicant will be required to revise said Block Party plans to the satisfaction of the Township or failure to do so will result in the revocation of the Block Party permit.
- If you receive a Block Party Permit from the Township of Fairfield, **ALL New Jersey Executive Orders must be followed.**
- Applications must be submitted not less than 30 days before the date of block party.
- Barricades will be dropped off by the Department of Public Works and set up by the Police Department.
- Fee of **\$20.00** for Block Party Permit.

***Please include the following with the application:**

1. Application fee made payable to the Township of Fairfield **\$20.00**
2. Block Party Property Owners Consent Form with signatures
3. Include sketch of proposed area for the Block Party
4. Signed Hold Harmless Agreement
5. Copy of Certificate of Insurance naming "Township of Fairfield" additionally insured

TOWNSHIP APPROVAL

TOWNSHIP ADMINISTRATOR

ZONING OFFICAL

POLICE CHIEF/DESIGNEE

HEALTH DEPARTMENT

FIRE MARSHAL

DIRECTOR OF DPW

BLOCK PARTY PERMIT

IMPORTANT ~ PLEASE READ AND SIGN

Applications must be submitted to the Municipal Clerk's Office at least thirty (30) days prior to the proposed date of a Block Party in order to be submitted to the Mayor and Council for approval at a Regular Meeting which are usually held on the 3rd Monday of each month. Failure to timely file an application may result in the denial of a request.

This application, once completed, must be circulated to every property owner directly impacted by the street closure for their signature and indication of their approval or disapproval. If any of the property owners disapprove of the block party request, the application will be denied. (A signature page is included. Copies can be made if additional sheets are necessary) **The individual(s) circulating the application must advise all property owners that no vehicular movement will be permitted on the street being used for the block party while the event is in operation.** Failure to follow this safety requirement will cause for a revocation of the permit.

A blank page (labeled SKETCH) is also included. Please indicate the appropriate street and connecting street(s) affected as well as the location(s) of tables, grills, trash receptacles, rides, music, and any other temporary items related to this request. Ample room must be provided down the center of the street in the event emergency vehicles have to access the street.

If a block party application is approved, the person that is granted the permit shall be responsible for conducting the block party so that there shall be a minimum inconvenience to the general public.

Applicant agrees that he/she will abide by all the conditions of the permit as well as all ordinances and regulations of all Township departments. Applicants shall exercise every effort if music is included to not permit noise to extend beyond the limits of the block party.

The Mayor & Council and Chief of Police shall have the authority to deny any application and the Municipal Clerk shall have the authority to revoke any issued permit, both in accordance with the applicable Municipal Ordinance.

I hereby certify that I have fully and truthfully completed this application, circulated same in accordance with the aforementioned, and agree to abide by all the conditions of the permit, the ordinances of the Township and the applicable rules and regulations of the Police Department. I am also aware that this application does not include all the particulars of the Ordinance and that I should obtain a complete copy for a full understanding of same.

Applicant's Signature

Date of Application

SKETCH OF PROPOSED AREA FOR BLOCK PARTY

Please indicate the appropriate street and connecting street(s) affected as well as the location(s) of tables, grills, trash receptacles, rides, music, and any other temporary items related to this request. Ample room must be provided down the center of the street in the event emergency vehicles have to access the street.



**HOLD HARMLESS AND INDEMNIFICATION AGREEMENT
FOR BLOCK PARTY APPLICATION**

WHEREAS _____ (hereinafter the “Applicant”) has submitted an application for a block party permit to the Township of Fairfield (the “Township”);

WHEREAS pursuant to Section 4-14.4(c) of the Township Code, the Applicant wishes to indemnify, defend, and hold harmless the Township from any liability or damages arising out of the block party to be held at the following location: _____ and on the following date: _____ or rain date of _____;

NOW THEREFORE, in consideration of the mutual covenants and obligations hereinafter set forth, the Applicant and the Township hereby agree to and with each other as follows:

1. If the Applicant’s application for a block party is granted, the Applicant shall be permitted to conduct a block party at the above date and location in accordance with all applicable ordinances, regulations, and conditions of the Township.
2. In consideration of permission to conduct a block party as set forth above, the Applicant does hereby indemnify, defend and hold harmless the Township, its agents, servants, representatives and employees from and against all losses, damages, claims, liabilities and causes of action of every kind, or character and nature, as well as costs and fees, including reasonable attorneys' fees connected therewith, and the expense of investigation thereof, based upon or arising out of damages or injuries to any persons or their property caused by the acts, omissions or negligence of the Applicant, anyone for whose acts the Applicant may be liable, any residents or other guests attending the block party, or any claims arising out of or in any manner relating to the permitted block party to the extent permitted by law. The Applicant shall give the Township prompt and reasonable notice of any such claims or actions.
3. The Applicant acknowledges that the application to conduct a block party is limited to the activities, time, and area described in the application and any permit granted by the Township is valid only for such activities, time, and area described. Notwithstanding the foregoing, however, this agreement shall be applicable to any claim asserted against the Township or any loss incurred arising out of the Applicant or guest activity whether or not the same extends beyond the permitted type or locale of activity or occurs on a different date than specified.
4. The Applicant specifically agrees that this agreement shall include the responsibility to provide legal defense for the Township for any suit arising out of the Applicant’s use of the premises, and that should the Applicant or the Applicant’s insurance carrier fail or refuse to provide such a defense, the Applicant will reimburse the Township for any costs incurred by it for any person or organization acting on its behalf.
5. The undersigned is authorized to execute this agreement as the binding act of the Applicant.

ATTEST/WITNESS:

TOWNSHIP

_____ By: _____

ATTEST/WITNESS:

APPLICANT

_____ By: _____