

GREEN TOWNSHIP
PUBLIC EVENT NOTIFICATION
PO BOX 65
TRANQUILITY, NJ 07879

Individuals and/or businesses and/or organizations planning to hold a large outdoor public event (300 or more participants), are required to submit this completed notification form and any supplemental documentation or information as indicated on the attached service list at least 30 days in advance of the Event.

Name of Applicant: _____

Contact Name: _____ Phone number: _____

Location of Event: _____

Owner of Property to be utilized for Event: _____

Date(s) of Event: _____ Time(s) of Event _____

Description of Event: _____

Proposed Parking provisions: _____

Proposed Traffic Management: _____

Will food be provided? yes no

Will food be prepared at the location and during the event? yes no

If yes please attach license or approval.

Will alcohol be served? yes no

If yes please attach license or approval.

Will any temporary structures be erected? yes no

If yes please attach approval.

Will there be any use of fire (cooking, fireworks, bon fires, etc.)? yes no

If yes please attach license or approval.

I hereby certify that I am the party responsible for the event here noticed and that I have notified all of the parties on the service list as appropriate.

(Signature)

(Printed Name)

Notary

Please note that, if the necessary approvals are not attached, this notification will not be accepted!

NOTIFICATION FORM SERVICE LIST:

The following MUST be notified when a public event is planned for 300 or more participants:

Green Township Committee PO Box 65 Tranquility, NJ 07879	NJ State Police PO Box 130 Augusta, NJ 07822
Green Township Volunteer Fire Department PO Box 68 Greendell, NJ 07839	Green Township Office of Emergency Management PO Box 65 Tranquility, NJ 07879
Allamuchy/Green First Aid Squad 25 Maple Lane Andover, NJ 07821	

The following agencies may require a permit or license depending on the nature of the event (please note that these permits/licenses may require more than 30 days to obtain):

Food preparation or handling:

Sussex County Department of Environmental and Public Health Services

01 Wheatsworth Road
Hamburg, NJ
973 579-0370

Temporary structures (bounce houses, tents, lighting, etc.):

Construction Department Green Township
PO Box 65
Tranquility, NJ 07879
908 852-9333

Use of fire (outdoor cooking, fireworks, bonfires, tents in excess of 900 sq ft or more than 30 ft in any direction, etc.):

State of NJ
Department of Community Affairs
Division of Fire Safety
101 South Broad Street
PO Box 809
Trenton, NJ 08625-0809
609 633-6132

Service of alcoholic beverages:

Green Township Clerk
PO Box 65
Tranquility, NJ 07879
908 852-9333