



Borough of Spring Lake

423 Warren Avenue
P.O. Box 638
Spring Lake, New Jersey 07762
www.springlakeboro.org

(732) 449-0800
Fax (732) 449-8797

Spring Lake
1892-1992

Application for Walk/Run/Race

If your organization would like to hold a walk or race in the Borough of Spring Lake you must complete this application and submit it to the Borough Clerk for approval by the Mayor and Borough Council. Your application must be submitted at least 30 days prior to the event to allow time for approval. Please do not schedule your event during the peak season (May 1st through the first weekend in October) as it will not be looked upon favorably. Events requiring road closures are not encouraged. Please confirm that the date you are requesting is available with the Borough Clerk's Office as no more than one (1) event per date will be approved. Confirmation of availability of the date by the Borough Clerk's Office does not guarantee approval by the Mayor and Borough Council.

As a condition of any approval, you will be required to remove any garbage, garbage receptacles, signs, tape, etc. along your route immediately upon completion of your event. In addition, please be advised that any type of paint or stenciling of any kind is strictly prohibited for use to mark out any route or Start/Finish lines. Failure to comply will result in the denial of permits for future events.

PLEASE NOTE THAT A CERTIFICATE OF LIABILITY INSURANCE NAMING THE BOROUGH OF SPRING LAKE AS AN ADDITIONAL INSURED, IN AN AMOUNT NOT LESS THAN ONE MILLION DOLLARS IS REQUIRED AND MUST BE RECEIVED AT LEAST SEVEN (7) DAYS PRIOR TO THE EVENT OR THE APPROVAL WILL BE RESCINDED.

Event Date: _____ Event Time: _____ # of Participants: _____

Organization: _____

Is the organization a 501C3? Yes _____ No _____ If yes please attach proof.

Contact Person: _____

Address: _____

Telephone # _____ Cell # _____

Route of the Event:

Please also attach a detailed Map of the Proposed Route

If this is your first time applying to the Borough of Spring Lake, please supply references, with contact information, for any previous walk or race that you may have held in other locations.

If your event is also going to take place in other towns, please attach a list of those towns and copies of any applications submitted to or approvals received from those towns.

BE ADVISED that if any portion of your event proposes to travel upon or cross any public street or roadway, you must obtain approval of your plan from the Borough of Spring Lake Police Department prior to your event.

Upon review of your application, additional information may be requested. Please be sure to include all of the requested information so as not to delay the review of your application by the Mayor and Borough Council.

FEES

Application for Run/Walk/Race \$50.00 due at time of application for any event with over 100 participants

POLICE:

This cost includes setting up any barricades, traffic assistance during event and removal of barricades after the event. The fee to be charged is in accordance with Chapter 76-13 of the Code of the Borough of Spring Lake as set by Resolution of the Mayor and Borough Council in effect at the time of the event. Manpower requirements are determined by the Chief of Police or his designee. An invoice will be sent to you within thirty (30) days of the event and is due and payable up receipt. Failure to pay an invoice will result in the denial of future events.

I HAVE READ ALL OF THE ABOVE AND FURTHER AGREE TO THE FOLLOWING AS PART OF ANY APPROVAL WHICH MAY BE GRANTED WITH RESPECT TO THIS APPLICATION:

- 1. I understand that no painting and/or marking of any kind is allowed for any reason.**
- 2. No tables are to be set up on the boardwalk or on the walkways leading up to the boardwalk.**
- 3. No tents or canopies shall be set up on the boardwalk or on the areas adjacent to the boardwalk.**
- 4. No audio equipment is allowed.**
- 5. No commercial activity shall take place on the Beach/Boardwalk. This includes the selling of any type of merchandise, food or beverages. The selling of any type of raffle tickets is also strictly prohibited.**
- 6. All garbage, garbage receptacles, signs, tape, etc... must be removed immediately upon completion of the event.**

I UNDERSTAND THAT FAILURE TO COMPLY WITH THE TERMS OF THIS APPLICATION WILL RESULT IN THE DENIAL OF ANY FUTURE APPLICATIONS BY MY ORGANIZATION.

Date: _____

Signature of Applicant

(Please print name)

FOR MUNICIPAL USE ONLY

Application Received on: _____ *Fee paid: cash/check #* _____

Approved/Denied on: _____

Copy to Chief of Police on: _____

Certificate of Insurance Information: _____

Inspection after event by: _____

Date: _____ *Time:* _____

Comments: _____
