

BOROUGH OF TENAFLY
100 Riveredge Road, Tenafly, NJ 07670
201-568-6100

Dear Resident/Event Organizer:

The Borough of Tenafly 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. General Event Application
2. List of the Most Commonly Requested Activity Permits & Contact Agencies
3. Summary of Borough Related Policies by Subject
4. Overview of Licensing & Handling Regulations for Food Vendors (if applicable)

EVENT APPLICATION SUBMISSION INSTRUCTIONS

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

1. Fill-out the Event Application Form
2. Attach any additional information Required as documentation
3. Return the form to the Department of Administration, Borough Administrator's Office for Review & Processing at the above address.

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General Event Application

Please fill-in the application form with all requested information and return to the Office of the Borough Administrator at Borough Hall. Please contact the appropriate office for assistance per the attached Activity List for questions.

Company/Organization Name _____

Street Address _____

City _____ State _____ Zip _____

Day Phone _____ Weekend Phone _____

Group Contact Person _____ Phone # _____

Event Contact Person _____ Phone # _____

E-Mail _____ Fax # _____

Name and Address of Insurance Carrier (Attach a Copy of the Rider):

Event Name/Title _____

Event Activities (COMPLETE ALL ITEMS APPLICABLE TO THE EVENT)

Date of Event, if one day ____/____/____ Rain Date ____/____/____

Dates of Event, if more than one day _____

Event Site Name _____

Site Address _____

Municipal Site _____ Non-Municipal Site _____ (complete lines a & b below)

a. If Non-Municipal Site Give Name of Owner/Operator _____

b. If Non-Municipal Give Status of Use Approval: Approved _____ Pending _____

c. If Approved, Attach Documentation

Anticipated Level of Event Activity (provide best estimated numbers for planning purposes)

Attendance _____ Vehicles _____ Staff/Volunteers _____

Merchants & Vendors: Yes ___ No ___ If Yes, How Many? _____

Food Vendors: Yes ___ No ___ If Yes, How Many? _____

Are You Requesting Use Of Electricity? Yes _____ No _____

If Yes, For What Purpose? _____

Are You Requesting Use of Restrooms? Yes _____ No _____

If No, How Will Patrons be accommodated? _____

Are You Requesting Special Parking Arrangements? Yes _____ No _____

Note: If yes, a meeting must be scheduled with the Tenafly Police Department

How will Security be Provided? _____

Event Times:

a. Set-Up for the Event Will Begin: _____ am/pm

b. The Event Will Begin: _____ am/pm

c. Clean-Up/Take-Down Will Be Completed By: _____ am/pm

Statement of Waiver by Applicant:

I agree to abide by the above and hold the Borough of Tenafly, harmless for any injury and/or loss of property while engaging in the activity described in this application form.

Authorized Signature _____ Date ____/____/____

Address _____ Phone # _____

City _____ State _____ Zip _____

FOR OFFICE USE ONLY

Date Submitted _____

Proof of Insurance _____

Site Area Plan _____

Non-Municipal Site Approval _____

Parking Plan _____

Security Plan _____

Signed Application with Statement of Waiver _____

Met with Borough Officials (if applicable) _____

Date Approved _____ Signature & Title _____

Activity (A-Z)	Permit Category	Assisting Department	Contact Number
Alcoholic Beverages *	Special	Borough Clerk	(201) 568-6100
Amusements *	Special	Borough Clerk	(201) 568-6100
Animals	Special	Board of Health	(201) 568-6100
Banner Display	General	Public Works	(201) 568-4134
Bingo *	Special	Borough Clerk	(201) 568-6100
Block Party	General & Special	Public Works	(201) 568-4134
Carnival *	General & Special	Borough Clerk	(201) 568-6100
Ceremony	General	Borough Clerk	(201) 568-6100
Circus	General & Special	Board of Health	(201) 568-6100
Concert	General	Administration/Mayor	(201) 568-6100
Demonstration/Protest	General	Police Department	(201) 568-5100
Emergency Mgt. Exercise	General	Police Department	(201) 568-5100
Farmers Market	Special	Public Works	(201) 568-4134
Field Days	Recreation	Recreation	(201) 568-6100
Filming	Special	Borough Clerk	(201) 568-6100
Flag Display	General	Public Works	(201) 568-4134
Food	Special	Board of Health	(201) 568-6100
Food Vending	Special	Board of Health	(201) 568-6100
Funeral Escort	General	Police Department	(201) 568-5100
Games of Chance *	Special	Borough Clerk	(201) 568-6100
Garage Sale	Special	Borough Clerk	(201) 568-6100
Home-based Event Notification	General	Police Department	(201) 568-5100
Multi-Day Events	General	Borough Clerk	(201) 568-6100
Parade	General	Borough Clerk	(201) 568-6100
Parks	Recreation	Recreation	(201) 568-6100
Picnics & BBQ's	Special	Fire Department	(201) 568-6100
Procession	General	Police Department	(201) 568-5100
Raffle *	Special	Borough Clerk	(201) 568-6100
Retail Vending	Special	Building Department	(201) 568-6100
Skateboard Party	Recreation	Recreation	(201) 568-6100
Sporting Event	Recreation	Recreation	(201) 568-6100
Street Closing	Special	Police Department	(201) 568-5100
Street Dedication	General	Council Resolution	(201) 568-6100
Street Fair	General	Borough Clerk	(201) 568-6100
Tennis Party	Recreation	Recreation	(201) 568-6100
Tents	Special	Building Department	(201) 568-6100
Wedding (Davis-Johnson Park)	Special	Public Works	(201) 568-4134
Wedding (Performed by Mayor)	Special	Mayor's Office	(201) 568-6100

*** Must be done in person**

Requires Additional Approval by State

Separate Applications will be required and must be submitted no less than 60 days before the event

Subject (A-Z)	Borough Event General Policies
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	Any borough owned equipment that is required for use must be returned at the conclusion of an event. All items are to be returned in good condition and working order following the event.
Event Location	All privately owned or operated 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.
Event Site Clean-up	Providing for the clean-up of litter and debris resulting from an event is the responsibility of the event organizer. 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 3 days prior to the event date.
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 form 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 borough permit, but do require the owner, tenant, or host to inform the Tenaflly Police Department so they can be prepared in case any emergency situation should occur at the premises.
Parking	The Tenaflly Police Department will review proposed plans and approve as to their sufficiency based on the anticipated amount of vehicular traffic associated with certain types of events. Contacting the TPD is the responsibility of the event organizer.
Rain Dates	The use of rain dates 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 Borough of Tenaflly 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 for Event Area Layout	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 Borough of Tenafly honors veterans' peddlers' licenses for the waiver of permit fees. However, the application and issuance of permits is still required for all activities.

Tenafly Health Department
Sanitation Regulations for Temporary Food Vendors

1. All food vendors must obtain a license or permit from the local Board of Health.
2. Food vendors shall include any individual or groups selling or distributing products intended to be consumed including: cotton candy, shaved ice, ice cream, fruit drinks, soda, candied apples, popcorn, sandwiches, labeled pre-packaged snacks etc.
3. All foods shall be purchased from an approved commercial source (8:24-3.2).
4. All foods shall be prepared in a **licensed and approved kitchen** unless prepared on site the day of event. **NO PREPARATION SHALL BE ALLOWED IN A PRIVATE**
 - a. **HOME OR BUSINESS OTHER THAN A FOOD BUSINESS (8:24-3.2(a)2).**
5. If foods are prepared, or if exposed foods are served on site, proper hand washing facilities **must** be provided within the booth. Any of the following would be acceptable
 - a. (8:24-2.3(f)/6.7(a)):
6. Running water with waste container, soap and towels provided.
7. Water vessel (5-10 gallons) with a spigot on the bottom, a vessel to collect waste water, hand soap, and paper toweling (paper towels dispenser)
8. Pre-treated cleansing napkins (wet ones, wash and dry, towelettes, etc.) in sufficient quantity with **approved** dispenser.
9. Food employees may not contact exposed, ready-to-eat food with bare hands and shall use gloves or other suitable utensils for the dispensing of the ready-to-eat food
 - a. (8:24- 3.3(a)2).
10. All potentially hazardous foods must be kept under 41°F or over 135°F. Mechanical refrigeration should be provided to hold cold foods cold. Accurate thermometers are to be provided (8:24-4.2c). Previously cooked and then refrigerated or frozen potentially hazardous foods must be rapidly reheated to at least 165° for 15 second and then held above 135°F, prior to service to the public. Steam tables, bain maries, warmers, and similar hot holding facilities are prohibited for the rapid reheating of potentially hazardous foods.
11. Shellfish shall be from approved sources certified by the State of New Jersey. All identification tags must remain with the shellfish until the shellfish are entirely consumed and then identification tags must be retained and held on site or by the coordinator of the event, on file and in chronological order, for 90 days (8:24-3.2r).

12. Water in which beverages (bottles or cans) are kept shall contain 2 ounces of bleach to each 5 to 10 gallons of water.
13. Ice which will be consumed, or will come into contact with food, shall be obtained in single service, closed, protected containers (8:24-3.3i).
14. Areas around all food vendors must be kept clean and free of litter, refuse and garbage at all times. Clean, washable garbage receptacles must be available at all points where garbage develops, such as grills, stoves, and serving areas. Corrugated cartons or wooden boxes are not acceptable.
15. Single service products (plastic or wooden spoons, forks, paper plates and cups) shall be used only once.
16. Employees preparing or serving food shall keep their hands clean, wearing clean clothing and a hair net or cap that will fully cover and prevent hair from falling into food (8:24-4, 2.3k/2.3(c)1).
17. Food preparation areas shall be shielded (metal or plastic) from serving areas when located adjacent to them.
18. All dirt or gravel floors must be graded to prevent accumulation of liquids and covered with removable, cleanable wooden platforms or duckboards in the food preparation area, or material acceptable to the Health Authority (8:24-6.1(a)2).
19. All food must be kept covered as to be protected from dust, insects and inadvertent bodily contact which may contaminate food while being stored, served or displayed (8:24-3.3).
20. All food and beverages shall be protected at all times from unnecessary handling and shall be stored, displayed and served so as to be protected from contamination.
21. Temporary food establishments must operate from an approved commissary or other fixed or mobile wholesale retail food establishment and must report at least daily for all food supplies and for servicing operations. Operating out of a private residence is not permitted (8:24-3.2-2). Except that dry, pre-packaged, non-potentially hazardous commercially prepared snacks, such as candy bars, uncooked fruits, soda, popcorn and donuts are exempt from commissary requirements.
22. The Health Inspector may require additional structural or operational requirements as necessary to ensure that food is of a safe and sanitary quality.

**Tenaflly Health Department
Checklist for Temporary Food Vendors**

Every temporary food stand shall have & conform to the following (when applicable)

- ___ Proof of Tenaflly Board of Health Food License for each booth or stand (fixed or mobile)
- ___ Single use (food-grade) disposable gloves or other utensils to **prevent** bare hand contact with ready-to-eat foods
- ___ A means of handwashing. (Water & liquid soap, Purell hand sanitizer, or other similar sanitizing wipes)
- ___ Paper towels, napkins, aprons, etc.
- ___ Plastic or other protective shields (sneeze guards for pre-prepared displayed foods such as zeppoles, stuffed pizza, etc.)
- ___ Hairnets, visors, baseball caps, or other hair restraints for **all** food handlers and cooks
- ___ Ice, as needed (must be from an approved source)
- ___ Serving spoons, spatulas, tongs, etc.
- ___ Cutting boards (must be smooth and sanitized)
- ___ Washable containers for food storage
- ___ Roll of plastic wrap for covering food
- ___ Platforms for elevating food and paper goods a minimum of 6" off the ground
- ___ Adequate counter space with washable surfaces
- ___ Adequate supply of trash bags/containers to accommodate garbage generated
- ___ Chef's "pocket tester" or stem type thermometer(s) for checking cooking temperatures.
Hot food must be held at 135°F or above
- ___ Thermometers in all cooler & refrigeration units storing potentially hazardous foods. Cold Holding temperatures must be 41°F or below