

LONG BRANCH RESIDENTIAL EVENT APPLICATION



Date Application Received: _____

Approved _____ Rejected _____ Date _____

The Long Branch Residential Event Application is required for any/all private events that will be held in the City of Long Branch at a private residence or business. The City of Long Branch has a right to request a full Special Event Application, requiring fees and insurance, and the applicant will be notified if deemed necessary.

EVENT TYPE _____

EVENT DATE _____ # OF GUESTS _____

EVENT LOCATION _____

EVENT TIME _____ SET UP TIME _____

(Please note the City of Long Branch has a sound ordinance of 7 AM and 10 PM)

EVENT CONTACT INFORMATION

Applicant Name(s) _____

(The applicant is the party or entity legally responsible for the event)

Mailing Address: _____

Telephone (Day) _____ (Cell) _____ Email _____

Event Planner Name and Company _____

Mailing Address: _____

Telephone (Day) _____ (Cell) _____ Email _____ Website _____

ACTIVITIES (circle all that apply)

Band _____ DJ _____ Sports _____ Other Entertainment (please specify) _____

WILL THERE BE AMPLIFIED SOUND? Yes _____ No _____

No amplified sound before 8 AM or after 10 PM

WILL THERE BE VALET PARKING? Yes _____ No _____

If yes to valet parking what street is valet parking occurring and where are the cars being parked?

Please provide a parking plan with site map; a full Special Event Application may be required with all fees and insurance.

WILL THIS EVENT AFFECT CITY STREETS OR CITY PROPERTY? Yes _____ No _____

A full Special Event Application may be required with all fees and insurance.

WILL YOUR EVENT HAVE VIP ATTENDANCE? Yes _____ No _____

DOES YOUR EVENT REQUIRE LONG BRANCH POLICE? Yes _____ No _____

(Police will need to be hired for the event and paid in escrow prior to the event.)

SIGNATURE OF APPLICANT _____ DATE _____

SIGNATURE OF EVENT PLANNER _____ DATE _____