

# 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** \_\_\_\_\_