



City of Wildwood
Recreation Department
4400 New Jersey Ave.
Wildwood, NJ 08260
Phone: (609) 522-5837
Email: adeluca@wildwoodnj.org
Website: www.wildwoodnj.org

2022 Special Event Application

The City of Wildwood requires all organizations, corporations, and/or individuals planning an event to file a Special Event Application Form with the Recreation Department. **This application must be fully completed, signed, and forwarded to the Recreation Department, along with the application fee, site plan, and certificate of insurance 90 days in advance of the event date. Any incomplete applications will not be reviewed until all information is properly submitted.**

Any Additional Cost to any Department involved in the event is to be borne by event organizer or the organization.

All Special Event Permit fees are due at least 1 week prior to your event date. This includes all Vendor fees, Open Flame Permits and Production Permits. **Open Flame Permit fees will double if not submitted one week prior to event date. All City Personnel Labor Fees, Use of City Property & Equipment fees will be billed after the event.**

The submission of a Special Event Application for the City of Wildwood does not automatically approve your event. **The City of Wildwood reserves the right to reject a permit application. This includes the right of refusal of event if fees for a prior year's event have not been paid in full.**

An ABC Permit is required for any event serving alcohol. Said permit must be displayed at the event. In addition to your ABC Permit, event applicant must submit an Alcohol Management Plan.

Once a completed application is submitted, the application will be subject to review by all departments. All applications will be subjected to a 30-day review. Some may require a 14 day and 7 day review prior to their event.



Official Use Only
REF #:
Date Submitted:

Name of Event: _____

Date of Event: _____ Rain Date if applicable: _____

Name of Organization: _____

Contact Person: _____

Website: _____ Email: _____

Cell Phone: _____

Address of Organization:

_____ Street Address

_____ City State Zip Code

On Site Contact Person if different from above:

Name: _____ Cell Phone: _____

Email Address: _____

Is this Organization a 501C3: Yes No

Business Registration #: _____ Tax ID#: _____

Type of Event (*check all that apply*):

- Beach Sporting Event Bonfire Car Show
- Walk / Run (1K-5K-10K) / Triathlon / Bike / Marathon / Race
- Ceremony / Celebration / Demonstration Concert 1Day multi-day
- Craft Show 1-Day multi-day Festival 1-Day multi-day
- Film / Photography Parade / Procession Polar Plunge / Water Event
- Residential Block Party Stage Request Only Other: _____



SECTION 1: EVENT INFORMATION

Location of Event: _____

Describe Event Activities: _____

***Attach a site map and timeline of your event – final version must be turned in 30 days prior to event. Site Maps must include all event details including but not limited to port-a-pots, vendors, stage(s), electrical hook-ups, road closings, race route etc. An event application will not be reviewed if your application is incomplete.**

Special Guests (*i.e., Mascot, Politician, Musician, Actor, Actress, etc.*):

Approximate Number of Attendees: _____

Approximate Number of Participants (for sporting/race events): _____

Will the event require site to remain in place overnight, or will the site be broken down each night? (*partially or completely*) Explain: _____

What is your security plan for your event?: _____

Provide Private Security Company Information (*name/address/contact person/phone*):

Name of Organization: _____

Contact Person: _____

Website: _____ Email: _____

Cell Phone: _____



Address of Security Company:

Street Address

City State Zip Code

Event Details: *(Include a copy of program schedule/timeline/description of events)*

	1 st Day	2 nd Day	3 rd Day	4 th Day
Day of the Week (SU,M,TU,W,TH,F,SA)				
Date (MM/DD/YY)				
Event Starts (00:00 AM/PM)				
Event Ends (00:00 AM/PM)				

Event Details:



Event Setup & Breakdown Only:

	1 st Day	2 nd Day	3 rd Day	4 th Day
Day of the Week (SU,M,TU,W,TH,F,SA)				
Date (MM/DD/YY)				
Set-Up (00:00AM/PM)				
Clean-Up (00:00 AM/PM)				

Setup & Breakdown Details:

Will this event require street closures? Yes No

If yes, please provide streets/blocks you are requesting to be closed:

Will this event have food and beverage and/or sampling? Yes No

***If yes, please fill out the Cape May County Health Department Application found here: <https://capemaycountynj.gov/DocumentCenter/View/5125/Temporary-Food-Application-Packet---web>**

Will this event have alcoholic beverages? Yes No

***If yes, please submit an Alcohol Management Plan.**

Is the event a gated and/or ticketed event? Yes No



Will this event include staging, fencing, or other temporary structures? Yes No

*If yes, please list and describe temporary structures: _____

Will your event have Portable restrooms? Yes No

*If yes, Total # of Portable Restrooms: _____

Type of Entertainment /Amplified Sound (please include start and end times): _____

SECTION 2: City Services

The City of Wildwood Fire Department will review your event application and determine if Fire and/or EMS services are needed for your event. If you intend on using a private EMS provider, attach an EMS plan for review. The City of Wildwood Fire Department has sole discretion to approve or deny the use of private EMS services. Event applicants are not permitted to use private EMS services for any or all beach events.

Does this event need open flame permit? Yes No

*If yes, please fill out the open flame permit:

https://www.wildwoodnj.org/_files/ugd/da89b2_f12499c2cd8d429eb40a621a71cd5e0d.pdf

The City of Wildwood Police Department will review your event application and determine what police services are needed for your event. If your event is a gated/ticketed event, you must provide a security plan and manage that plan accordingly. The Wildwood Police Department is not responsible for gate security at your event.



The City of Wildwood Public Works Department:

Does your event need street/beach cleaning? Yes No
 Before Event Starts After the Event Ends

Does your event need trash/recycling bins? Yes No
Quantity of trash bins: _____ Quantity of recycling bins: _____

Does your event need daily trash pickup? Yes No
*If, yes please provide date(s) and time(s) for pickup:

Does your event need onsite dumpster? Yes No

How will you be managing event trash during the event times? _____

Does your event need electricity? Yes No
*If yes, please note 20amp circuits are available at Fox Park. Beach events please contact Alicia DeLuca at alicia@wildwoodnj.org

Will your event be using generators? Yes No
*If yes, please indicate how many and the anticipated amps needed:

These items are **PROHIBITED** in Festival Area:

- Any Glass Bottles and Glass Containers served at festival sites
- Any type of Back Packs
- Any type of Coolers



Please fill in Vendor Information Spread Sheet Below. Vendor Information Sheet must be submitted at least 1 week prior to event. If you add additional vendors the week of event please email Alicia DeLuca adeluca@wildwoodnj.org to make changes.

Vendor Name	Check if Food Vendor	Does This Food Vendor Need an Open Flame Permit?	Check if Non-Food Vendor	Booth Space 10x10; 10x20; 10x30; Over 300sq ft.	Official Use Only	Open Flame Permit Paid
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CERTIFICATE OF INSURANCE

Evidence of financial responsibility from event chairperson, organization and others with whom the City of Wildwood does business is required. Evidence should be in the form of a document that is issued by an insurance company or their authorized representative, which spells out the insurance coverage in force at the dates and times the special event will occur. It does not serve as a binder and does not confer rights upon the holder. The policy must be current and not expire before or on the dates of the event.

The City Administrator or Mayor and Commissioner's may refuse to grant the use of permission to execute the Special Event whenever in their judgment there is good reason why permission should be refused. They shall not be required to give a reason for such refusal.

Individuals – Block Parties or any other oriented parties

Non-Profit/Charitable Groups – Civic Groups, Social Groups, Support Groups or any other group that does not gain profits.

Commercial Rental – Any organization that is for profit (i.e. Associations, Corporations, Partnerships, etc. ...)

I. INDIVIDUALS

- A. General Liability Limit \$100,000

Evidence that the individual has personal liability insurance in force is required to use any City of Wildwood property or facility. This would be in the form of Homeowners, Condo, or Tenant's policy where the personal liability coverage is included along with other coverage for the individual. A copy of the policy needs to be kept on file with the Special Event Application as evidence of coverage.

II. NON-PROFIT/CHARITABLE GROUPS

- A. General Liability Limit \$300,000
B. City of Wildwood, N.J. named as "**Additional Insured**" with Endorsement page(s)
C. Executed Hold Harmless Agreement required with Special Event

Application. The Special Event shall not be allowed to occur or use the City of Wildwood until it has obtained the insurance required under this contract. All coverage shall be with insurance carriers licensed and admitted to do business in the State of New Jersey and acceptable to the City of Wildwood. If the organization/ individual contracts with a vendor, evidence of adequate insurance coverage will need to be secured from them.



III. COMMERCIAL (FOR PROFIT) GROUPS

- A. Commercial General Liability Limit: \$1,000,000
- B. Commercial General Liability Limit for Motorized Beach Event:
\$5,000,000 Aggregate \$2,000,000 per occurrence.
Combine Single Limit of Liability for Bodily Injury and Property Damage.
- C. City of Wildwood, N.J. named as “**Additional Insured**” with Endorsement page(s)
- D. Executed Hold Harmless Agreement required with Special Event Application. The Special Event shall not be allowed to occur or use the City of Wildwood until it has obtained the insurance required under this contract. All coverage shall be with insurance carriers licensed and admitted to do business in the State of New Jersey and acceptable to the City of Wildwood. If the organization/individual contracts with a vendor, evidence of adequate insurance coverage will need to be secured from them.



HOLD HARMLESS

NAME OF ORGANIZATION/USER _____

will be referred to as **USER** from this point forward. **USER** shall indemnify, save harmless and defend the **City of Wildwood**, its elected and appointed officials, its employees, agents, volunteers and others working on behalf of the **City of Wildwood**, from and against any and all claims, losses, costs, attorney's fees, damages, or injury including death and/or property loss, expense claims or demands arising out of **User's** use of the named Facilities / Equipment, including all suits or actions of every kind or description brought against the **City of Wildwood**, either individually or jointly with **USER** for or on account of any damage or injury to any person or persons or property, caused or occasioned or alleged to have been caused by, or on account of, any of the activities conducted by or caused to be conducted by **USER**, or through any negligence or alleged negligence in safeguarding the FACILITY(IES) / EQUIPMENT, participants, or members of the public, or through any act, omission or fault or alleged act, omission or fault or alleged act, omission or fault of the **USER**, its employees, agents, volunteers, subcontractors or others under the direction, control or under any contractual relationship with the **USER**.

The above **USER** shall inspect the described FACILITY (IES) / EQUIPMENT prior to the use of the FACILITY (IES) / EQUIPMENT and report any defective, hazardous or dangerous conditions found at the FACILITY (IES) / EQUIPMENT to An Appointed Recreation Supervisor and/or Public Works Supervisor at (609) 522-5837 or (609) 522-2942, and **USER** shall immediately cease the use of the FACILITY (IES) / EQUIPMENT until such defective, hazardous or dangerous conditions are remedied. After the use of the FACILITY(IES) / EQUIPMENT, **USER** shall immediately report to the **City of Wildwood** any and all defects, hazards, damages or dangerous conditions upon or adjacent to the FACILITY(IES) / EQUIPMENT.

INSURANCE

Notwithstanding the indemnification and defense obligations of the **USER**, **USER** shall purchase and maintain such insurance described in the attached schedule and as is appropriate for the type of use and hazards present and as will provide protection from any and all covered claims which may arise out of or caused or alleged to have been caused in any manner from **User's** use of the FACILITY(IES) / EQUIPMENT, whether it is to be used by the **USER**, its employees, agents, volunteers, subcontractors or others under the direction, control or under any contractual relationship with the **USER** or by anyone for whose acts any of them may be liable.

USER shall be required to name the **City of Wildwood** as an "Additional Insured" on the **User's** policy of commercial general liability insurance, and simultaneously with the delivery of the executed Use of Facilities Agreement or Special Event Application, **USER** shall provide the **City of Wildwood** with a Certificate of Insurance indicating that the insurance coverage as described in the attached schedule, and as is appropriate for the type of use and hazards present, has been obtained and that the **City of Wildwood** has been



designated as an “Additional Insured” where required. The **USER** shall also provide the Additional Insured Endorsement page(s) to be included with the Certificate. On or before the renewal date of said policy, **USER** shall be required to provide the **City of Wildwood** with a Certificate of Insurance indicating the continuation of insurance coverage and designating the **City of Wildwood** as an “Additional Insured” for the duration of this agreement.

The schedule of insurance and the limits of liability for the insurance shall provide coverage for not less than the amounts listed in the attached schedule or greater where required by law.

Signed by an authorized representative of the **USER** and the **City of Wildwood**
on this _____ day of _____, 20_____.

USER (SIGNATURE)

CITY REPRESENTATIVE

USER (PRINT NAME)

CITY REPRESENTATIVE (PRINT)