



Mayor
Gabriel Rodriguez
Public Safety

WEST NEW YORK POLICE DEPARTMENT
428 60th Street Rm 26
West New York, N.J. 07093
201-295-5040



PERMIT APPLICATION FOR PARADES/PROCESSIONS/SPECIAL EVENTS

The following must be completed at the time of application:

- 1) Parades must start after 5 P.M. during the summer time.
- 2) It is your responsibility to obtain a copy of the event ordinance from the town clerk. You and your organization are responsible for compliance with all of its requirements.
- 3) If parade/procession involves other towns, please attach Event Permit approval from each town.
- 4) A check made payable to Town of West New York for \$ 250.00, if Organization is **NOT** a Non-Profit.
- 5) To be exempt from fee, a Non-profit Organization must present their 501c (3) status.
- 6) The Event Rules and Regulations form **MUST** be notarized.
- 7) In the event you might need to hire an officer for security purposes you will need to contact Jobs4blue at 1-877-425-8330.
- 8) A copy of your insurance documentation **MUST** be submitted at time of application. Liability Coverage is \$1,000,000.00 per occurrence. Certificate holder should include:

TOWN OF WEST NEW YORK
428 60TH ST
WEST NEW YORK NJ 07093

***** Application must be turned in one (1) month prior to event; if not, permission to conduct such event will be denied*****

(Please Print)

Date of application _____

1. Name of organization _____
Address _____
Phone () _____ cell () _____

2. Name of officer holder _____ title _____
Address _____
Phone () _____ cell () _____

Event chairperson _____
Address _____
Phone () _____ cell () _____

3. Conducted for benefit of (*if other than organization*)
Name _____
Address _____
Phone () _____ cell () _____

4. Date of event _____
Address of event (from/to) _____

5. Starting time of event _____ Approximate time of finish _____

6. Purpose of event _____

7. Number of vehicle in the event _____ Number of stands in the event _____
Number of persons participating _____
Music in the event Yes No What kind of music _____

8. Will parade/procession/event sponsors have their own clean up crew to pick up and dispose of any waste left by parade participants? Yes No

9. Any dignitaries or celebrities who would need extra coverage? Yes No

Names and titles

10. Do you need the entire roadway closed? Yes No

What streets (s) need to be closed?

Application completed by _____

Event Rules and Regulations

Date of event _____

Name of event or organization _____

Address of event _____

Starting time _____

- 1) All person, vehicles, floats, and contingents will only assemble at the area that has been designated by the West New York police.
Assembly area of event _____
- 2) Only authorized persons, vehicles, floats, and contingents may participate in the event.
- 3) All persons, vehicles, floats, and contingents will comply with directions of the West New York police.
- 4) The event will commence promptly at the starting time of _____. Any person, vehicles, floats, or contingent, who does not comply, will be escorted out of the event.
- 5) No person, vehicles, floats, or contingents that arrive late will be permitted to join the event.
- 6) No person, vehicles, floats, or contingents will put on a performance unless approved by the West New York Police.
- 7) No live animals of any variety, other then service dogs, are permitted to participate in the event.
- 8) No handouts, souvenirs, or other items are permitted to be dispensed during the event in a hazardous manner.

Person responsible for event

Sworn and subscribed to before

me this _____ day of _____, 20_____

Notary seal