



# City of Camden

## Public Spaces & Closure of Streets – Block party, Parade & Demonstration Permit Special Event Application

Department of Human Services – Bureau of Recreation  
• 1000 North 6<sup>th</sup> Street • Camden, NJ 08102

**This application must be submitted fifteen (15) business days prior to your event.**

**Permit requires a valid photo ID**

**Application Fee: \$25 NON-REFUNDABLE**

**Money Order or Cashier Check ONLY Made Payable to: "City of Camden"**

City buildings, parks, streets and all other city-owned or controlled property constructed or maintained for the benefit of the public shall be for the use of the public in general. To that end, no person or entity shall be given any special or exclusive privilege to use any public property under the control of the City without first obtaining the appropriate permit.

All expenses for insurance, security, restrooms, tents, sound systems, and services provided by the Police and Fire Departments shall be paid by the event organizer. Insurance Certificates for \$1,000,000.00 naming the City as an additional insured may be required. Securing and paying for insurance is the responsibility of the applicant.

**Clean-up of the property is required after each event; Street Must Be Re-Opened By 8pm**

**The City reserves the right to cancel or alter your event as deemed necessary to protect the health, welfare and safety of the public. In the event that your application is denied, the city will contact you to discuss alternate options.**

Any misrepresentation in this application or willful deletion of any information described herein may result in the immediate revocation of the permit. If a question does not apply, please write "N/A" in that space. The application will be returned if the information is incomplete. Please type or print clearly. Attach additional sheets if necessary.

Once your completed application is received, along with applicable fees, we will forward it to our Special Events Review Panel. Upon approval, the Department of Human Services will contact you and advise you of any additional requirements i.e. extra police officers, health permits, amusement ride taxes, staff fees, deposits, etc.

**Department of Human Services**

1000 North 6<sup>th</sup> Street  
Camden, NJ 08102  
Ph: 856-757-7285  
Fax: 856-757-7360

**Additional Contact Information:**

DPW/Parks & Open Spaces	(856) 968-4783
Camden County Metro PD	(856) 757-7029
Licensing & Inspection	(856) 757-7131
Building Bureau	(856) 757-7032
Fire Marshall	(856) 757-7520
Camden County Parks	(856) 795-7275



**CITY OF CAMDEN**  
DEPARTMENT OF HUMAN SERVICES  
Ph. (856) 757-7285/Fax: (856) 757-7360

OFFICE USE ONLY

Date Received: \_\_\_\_\_

Application Fee \$25: \_\_\_\_\_

Received By: \_\_\_\_\_

**Special Event Permit Application**

Applicant: \_\_\_\_\_

Organization Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone# \_\_\_\_\_ Email: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Alternate Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**Type of Event (Please select one)**

- Block Party
- Sidewalk Demonstration
  - \*Please attach or list below a schedule that includes exact dates and locations
  - \_\_\_\_\_
  - \_\_\_\_\_
- Motorcade (Attach Map of Proposed Route/Permit Required)
- Parade (Requires parade attachment and map of proposed route)
- Public Spaces \_\_\_\_\_

**Estimated Attendance:** \_\_\_\_\_ (crowd size)

**Description of event and activities planned:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**City of Camden**  
**LIST OF CONDITIONS FOR STREET CLOSURE PERMITS**

**APPLICANT: Please read these conditions for your permit:** Acknowledge that you have read and agreed to these conditions by initialing and returning it with your application.

1. All applications must be submitted no less than **15 business days in advance of an event** to ensure proper scheduling. Only original applications will be accepted.
2. For a street to be closed, the approval of **51%** of the households residing on the block is required along with their name, address and phone number. (Resident Petition form is attached)
3. The applicant is responsible for the closing of the street.
4. Applicants will be responsible for notifying all homeowners and business owners on the date, time of the closed street of the special event.
5. Applicant(s) **will be** held responsible for the conduct of attendees at their event.
6. Applicants signing must live on the block being closed. Only one signature per household will be accepted.
7. The street may be blocked off for the event; however, the use of motor vehicles may not be used to block the street **due to a potential catastrophe if emergency vehicles must enter the street.**
8. **Block party permits shall be accepted only for Saturdays, Sundays and Holidays; unless specifically authorized.**
9. Applicants assume total responsibility for bagging and removing trash until their regular collection day. At the conclusion of the event the street will be left in a clean and safe condition and opened to the public no later than **8:00 PM.**
10. **Commercial vehicles are to be admitted for delivery purposes, along with vehicles of persons who must enter the street in order to perform occupational duties. Also, all residents of the closed streets will be allowed unimpeded access by their vehicles to conduct their normal activities regardless if they signed or did not sign the street closing petition.**
11. If you plan to have rides, a carnival or raise money by selling merchandise or charge admission, **you must contact: License & Inspection at 856-757-7131.**
12. **Alcoholic beverages shall not be sold nor will any organized gaming devices/table be permitted.**
13. The applicant will be responsible for any sound devices so that the noise/music level will not interfere with city codes/ordinances, which will be enforced by City of Camden.
14. If there are **any** complaints from neighbors and/or the City of Camden relating to any disturbance or violation(s) of the stipulated application rules, future street closure applications **will be** denied. Complaints can range from, but not limited to fighting, loud music, violation of time limitations, & excess number of people at the event.

**Initial** \_\_\_\_\_

**The street MUST be re-opened by 8:00 PM. NO EXCEPTIONS!**





City of Camden

Resident Petition for Street Closure



Event Location & Date: \_\_\_\_\_

\*One adult signature per household from fifty-one percent (51%) of residences on block is required. All petitioners must sign in their own handwriting for petition to be valid. PHONE NUMBERS ARE REQUIRED FOR VALIDATION OF SIGNATURE. USE REVERSE SIDE FOR ADDITIONAL SPACE IF NEEDED.

TOTAL NUMBER OF HOUSES ON BLOCK: \_\_\_\_\_

NUMBER OF OCCUPIED HOUSES ON BLOCK: \_\_\_\_\_

NUMBER OF VACANT HOUSES ON BLOCK: \_\_\_\_\_

TOTAL NUMBER OF SIGNATURES COLLECTED: \_\_\_\_\_

**NAME OF PETITIONER:                      HOUSE NUMBER:                      PHONE NUMBER:                      SIGNATURE:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_
- 11. \_\_\_\_\_
- 12. \_\_\_\_\_
- 13. \_\_\_\_\_
- 14. \_\_\_\_\_
- 15. \_\_\_\_\_
- 16. \_\_\_\_\_
- 17. \_\_\_\_\_
- 18. \_\_\_\_\_
- 19. \_\_\_\_\_
- 20. \_\_\_\_\_



# City of Camden

## Special Event Permit

### Parade Application

(Parade, Runs and March/Walking Demonstration)

DATE APPLICATION SUBMITTED \_\_\_\_\_

**A MAP REFLECTING PARADE ROUTE MUST ACCOMPANY THIS APPLICATION.**

APPLICANT: \_\_\_\_\_  
(Name and Address) (Telephone #)

ORGANIZATION: \_\_\_\_\_  
(Name and Address) (Telephone #)

OBJECTIVE OF PARADE: \_\_\_\_\_

Estimated number of persons to participate in parade: \_\_\_\_\_

Number of vehicles to be used \_\_\_\_\_ Floats \_\_\_\_\_ Motorcycles \_\_\_\_\_ Other

If "Other" was selected, please describe: \_\_\_\_\_

Motorcade Procession: ( ) YES ( ) NO Pedestrian Procession: ( ) YES ( ) NO

Locations and Dates of prior parades within the State of New Jersey in the past two years. Supply previous routes.

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Amount of street space the parade will occupy: ( ) Entire Street ( ) Half Street ( ) Sidewalk

The interval of space between each unit of the parade will be \_\_\_\_\_ feet and the entire parade will be \_\_\_\_\_ feet/miles (circle one) in length.

The minimum speed will be \_\_\_\_\_ mile(s) per hour, while the maximum speed will not exceed \_\_\_\_\_ mile(s) per hour.

*APPLICANT IS RESPONSIBLE FOR MAKING ARRANGEMENTS TO CLOSE A STREET, TO REQUEST MEETINGS WITH ANY POLICE UNIT OR TO CONFIRM ANY POLICE ASSISTANCE OR ACTUAL POLICE PRESENCE FOR THEIR EVENT.*

# City of Camden

## PARADE PERMIT APPLICATION

Parade will be conducted between the hours of \_\_\_\_\_ (AM/PM) and \_\_\_\_\_ AM/PM)

on \_\_\_\_\_, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
(Day of Week) (Day) (Month) (Year)

Said parade to assemble and commence at: \_\_\_\_\_,  
(Starting Location)

To proceed to between these points and terminate at: \_\_\_\_\_.  
(Ending Location)

The entire proposed activity is to be conducted in strict adherence to the following conditions as designed in the PARADE PERMIT APPLICATION made a part hereof by express reference thereto.

ACTUAL PARADE TIME: Start: \_\_\_\_\_ End: \_\_\_\_\_

The person(s) whose name(s) appears on the application shall be solely liable and shall indemnify and hold the CITY OF CAMDEN and CAMDEN COUNTY harmless for any and all claims for damages which may arise from on in connection with this event. The parade permit must be carried by the Chairperson, or his/her duly authorized representative, of said parade, and must be presented upon request to any Lawful Authority – same being the exclusive valid evidence of the requested official authorization.

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, I, \_\_\_\_\_,  
my capacity as \_\_\_\_\_, with respect to the above mentioned information do hereby swear upon my oath as to the truth and accuracy of the above mentioned information, expressly acknowledging the reliance upon the same will have a direct relationship to the petitioned CITY GOVERNMENT, with respect to the within tendered request.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Sworn & Subscribed to

Before me this \_\_\_\_\_ day

Of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Seal and Signature