



**TOWNSHIP OF FAIRFIELD**  
230 FAIRFIELD ROAD, FAIRFIELD, NJ 07004  
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**MUNICIPAL CLERK / VITAL STATISTICS**

**APPLICATION FOR SPECIAL EVENT OR SEASONAL OUTDOOR DINING**

Business Name: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

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

Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_ Cell # \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_

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

Date(s) of Special Event or Seasonal Outdoor dining: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Describe Special Event: \_\_\_\_\_

Open to the Public: ( ) YES ( ) NO / Tickets being sold: ( ) YES ( ) NO

# of anticipated guests: \_\_\_\_\_ (Police presence with fees may be required)

• **Special Event**

*\*Additional Permits & Fees may be required\*  
(Zoning permit required)*

Temporary Signs / Banner(s): ( ) YES # \_\_\_\_\_ ( ) NO

Temporary Tent(s): ( ) YES Size? \_\_\_\_\_ ( ) NO

*(Fire Prevention permit required)*

BBQ - Propane / Open flames: ( ) YES ( ) NO

*(Fire Prevention permit required)*

Food Trucks / Catering Company: ( ) YES # \_\_\_\_\_ ( ) NO

*(Health & Fire Prevention permits required)*

Alcohol being served? ( ) YES Explain: \_\_\_\_\_ ( ) NO

*(ABC permit from State may be required)*

Raffle of any kind? ( ) YES Type: \_\_\_\_\_ ( ) NO

*(Gaming & Raffle License required)*

Vendors selling goods or advertising? ( ) YES How many? \_\_\_\_ ( ) NO *(Transient Merchant Permit required)*

• **Seasonal Outdoor Dining** *(valid from April 1<sup>st</sup> thru November 30<sup>th</sup>)*

Current approved (zoned) capacity of indoor restaurant area: \_\_\_\_\_ (# of seats)

Proposed capacity of outdoor dining area: \_\_\_\_\_ (# of tables) \_\_\_\_\_ (# of seats)

Total # of existing parking spaces on site: \_\_\_\_\_

Will the outdoor dining location eliminate any existing parking spaces? ( ) Yes How Many: \_\_\_\_\_

Number of Tent/Canopy (s): # \_\_\_\_\_ Size of Tent/Canopy (s): \_\_\_\_\_

**\*\* TENTS MUST BE REMOVED BY DECEMBER 1<sup>ST</sup> OF THE LICENSE YEAR \*\***

**\*\*\*\* Submit contract of installation, picture of actual tent and how it being anchored\*\*\*\***

**TENTS MUST BE COMMERCIAL GRADE AND TAKEN DOWN BY DECEMBER 1<sup>ST</sup>**

**POP-UP TENTS OR TARPS ARE NOT PERMITTED**

Electrical Outlets: ( ) YES How many? # \_\_\_\_\_ ( ) No

Proposed Lighting: ( ) YES Describe: \_\_\_\_\_ ( ) NO

Generators: ( ) YES How many? # \_\_\_\_\_ ( ) NO

Heating/Cooling Unit(s): ( ) YES How many? # \_\_\_\_\_ ( ) NO

Emergency Egress Lighting: ( ) YES (*required if tents have sides*) ( ) NO

*(Electrical/Lighting/generator/Heating/Cooling require Building permits)*

**(See below requirements)**

- a. All dates of the proposed Special Event or Seasonal Outdoor Dining application, must have starting and ending time. All Special Event or Seasonal Outdoor Dining permits are for a specific time pursuant to Township Ordinances.
- b. Permit for Seasonal Outdoor Dining (*only*) shall be issued from **APRIL 1<sup>st</sup> thru NOVEMBER 30<sup>th</sup> of the license year** pursuant to Township Ordinance.
- c. Must provide written permission from the owner of the property for the space or area to be utilized if different from the applicant.
- d. A sketch describing the proposed area for the Special Event or Seasonal Outdoor Dining must be included. The drawing should include, but not be limited to, any and all temporary structures, equipment, temporary signs, tents, umbrellas, tables, chairs, electrical outlets, generators, lighting, barricades, any approved fire lanes and/or traffic control equipment to be used in connection with its operation.
- e. Permit will be issued for tents under 900 sq. ft. by the Fire Prevention Department. Over 900 sq. ft., the permit will be issued by the Fairfield Building Department. **TENTS MUST BE REMOVED BY DECEMBER 1<sup>ST</sup> OF THE LICENSE YEAR.**
- f. Combined indoor and outdoor seating **MAY NOT** exceed approved maximum seating capacity for existing facility.
- g. Special Event or Seasonal Outdoor Dining seating near vehicular circulation must provide for the following protections, subject to review and approval by the Police Chief or designee:
  - a. In cases where barricades are absolutely needed to protect the event area from vehicular traffic because of the location of the outdoor space, the Police Department shall require the establishment to provide barricades that are sufficient for preventing a vehicle from entering the outdoor event space, either accidentally or on purpose.
- h. All electrical must follow the current National Electrical Code, which does not permit the use of extension cords. A licensed electrical contractor must obtain the electrical permit.
- i. All mechanical heating must be located outside temporary tents and completed by a licensed HVAC contractor. **(NO PATIO OR UMBRELLA HEATERS ARE PERMITTED UNDER THE TENTS AT ANY TIME)**
- j. The applicant shall submit a copy of certificate of insurance, providing for the payment of not less than \$1,000,000.00 to satisfy all claims for damage by reason or bodily injuries, to, or the death of, any person as a direct result of the approved Special Event or Seasonal Outdoor Dining Permit and further providing for the payment of not less than \$50,000.00 to satisfy all claims for property damage occurring as a result of the said Special Event or Seasonal Outdoor Dining Permit and naming the Township of Fairfield as an additional insured.

- k. Pursuant to Township Code Book C3-3.6: (specific Noise Prohibition)  
Sound reproduction System: operating, playing or permitting the operations or playing of any radio, television, stereo, live entertainment or similar device that reproduces or amplifies sound in such a manner as to create a noise disturbance for any person other than the operator of the device. After 11:00pm, such noise or any sound reproduction system is **NOT PERMITTED**.
- l. Issuance of Special Event or Outdoor Dining Permit shall not be considered a variance under the “Municipal Land Use Law” P.L. 1975 c291 (C.40:55D-1 et seq).”
- m. If the business holds a current on-premise retail consumption license and intends to serve alcoholic beverages in the designated outdoor area, a separate permit must be obtained from the State of New Jersey using the POSSE Online Licensing System (POSSE). A copy of the ABC permit request must be attached to the application before a permit will be issued. Said area must be barricaded accordingly.
- n. A permit may be revoked by the Township if the applicant fails to comply with the terms of approval of the “Special Event or Seasonal Outdoor Dining Permit”. Should any issued be identified after the issuance of a permit that the Township identifies as necessary and proper for the preservation of the public health, safety and welfare, applicant will be required to revise said Special Event or Seasonal Outdoor Dining permit plans to the satisfaction of the Township or failure to do so will result in the revocation of the Special Event or Seasonal Outdoor Dining permit.
- o. Fee of **\$200.00** for Special Event or Seasonal Outdoor Dining Permit made payable to the Township of Fairfield.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\*\*\*\*\*

**\*The following must be included with the application for processing:**

1. Application fee of **\$200.00** made payable to the Township of Fairfield
2. Include design/sketch of proposed space or outdoor area for any Special Event or Seasonal Outdoor Dining
3. Signed Hold Harmless Agreement
4. Copy of Certificate of Insurance naming “Township of Fairfield” additionally insured
5. Property owner letter/email permitting the use of space or outdoor area proposed (if applicable)

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**TOWNSHIP APPROVALS**

\_\_\_\_\_  
CONSTRUCTION OFFICIAL

\_\_\_\_\_  
ZONING OFFICER

\_\_\_\_\_  
HEALTH OFFICER

\_\_\_\_\_  
FIRE MARSHAL

\_\_\_\_\_  
POLICE CHIEF/DESIGNEE

\_\_\_\_\_  
MUNICIPAL CLERK

**USE OF SPECIAL EVENT OR SEASONAL OUTDOOR DINING PERMIT  
HOLD HARMLESS AGREEMENT**

**THIS AGREEMENT**, by and between the **TOWNSHIP OF FAIRFIELD** (hereinafter referred to as the “Township”) and \_\_\_\_\_ (herein referred to as “Business Owner”) in connection with premises known as \_\_\_\_\_ Fairfield, New Jersey (herein referred to as the “Premises”).

**WHEREAS**, the Business Owner has requested that the Township permit the Business Owner, located at \_\_\_\_\_ New Jersey (herein referred to as the “property”) to provide a Special Event or Seasonal Outdoor Dining Permit; and

**WHEREAS**, the Business Owner will be required to complete the Township’s, County of Essex (if applicable) and NJ State Alcohol and Beverage Control (if applicable) necessary forms and applications and obtain all required inspections: and

**WHEREAS**, the Business Owner is aware that if they are requesting from the Township, permission to set up tables for outdoor seating within the right-of-way of the Township and the Township grants that permission, it would be the responsibility, both physically and financially, of the Business Owner to take the necessary steps to make the area safe for pedestrian and customer use; and

**WHEREAS**, the Township must inspect and approve all requests for use of public properties or public right of ways; and

**WHEREAS**, the Business Owner acknowledges that the New Jersey Alcohol and Beverage Control has to approve any use related to alcohol for outdoor seating or an extension or expansion of an existing distribution license; and

**WHEREAS**, the Business Owner will provide proof of applicable insurance as required by the Township; and

**WHEREAS**, the Business Owner and his/her successors and/or assigns, agree to indemnify and hold harmless the Township and its officers, agents and employees for any loss, damage, expenses, or liability directly or indirectly arising from or in connection with the permit and use requested by this document.

IN WITNESS WHEREOF, I CERTIFY AND AFFIRM THAT I WILL COMPLY WITH ALL REQUIREMENTS OF THE TOWNSHIP OF FAIRFIELD, ESSEX COUNTY, STATE OF NEW JERSEY.

DATED: \_\_\_\_\_

\_\_\_\_\_  
Signature of Business Owner