



# *Borough of Lake Como*

formerly South Belmar  
**Incorporated 1924**  
Monmouth County

**Michael B. Ryan**  
Mayor

**Louise A. Mekosh**  
Borough Clerk/Administrator

Dear Applicant,

The Borough of Lake Como requires all applicants for Special Events to fill out the **SPECIAL EVENTS PERMIT APPLICATION**. Enclosed is the Special Events Permit Application and a copy of Borough Ordinance #93-576. Please pay special attention to the bracketed areas. If you have any questions pertaining to the application or ordinance please call Borough Hall at 732-681-3232.

**ALL RUNS MUST BEGIN PRIOR TO 10:00 AM.**

Special Events Committee



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**\*\*\*MUST BE TYPED OR PRINTED NEATLY\*\*\***

## SPECIAL EVENTS PERMIT APPLICATION

PLEASE COMPLETE THE FOLLOWING INFORMATION, AS REQUIRED BY  
BOROUGH ORDINANCE NO. 93-576.

NAME OF APPLICANT/ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TOWN: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

ON SCENE PERSON RESPONSIBLE FOR EVENT: \_\_\_\_\_

ADDRESS AND PHONE NUMBER: \_\_\_\_\_

WILL THERE BE AN ADMISSION CHARGE TO ATTEND?: \_\_\_\_\_ YES \_\_\_\_\_ NO

IF YES, HOW MUCH?: \_\_\_\_\_

LIABILITY INSURANCE COVERAGE? \_\_\_\_\_ YES \_\_\_\_\_ NO

AMOUNT OF COVERAGE \_\_\_\_\_



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PAGE -2-

## SPECIAL EVENTS PERMIT APPLICATION

DATE AND HOURS FOR WHICH THE PERMIT IS DESIRED: \_\_\_\_\_

\_\_\_\_\_

### **ALL RUNS MUST BEGIN PRIOR TO 10:00AM**

LOCATION OF EVENTS AND COMPLETE DETAILS AS TO HOW THE  
APPLICANT INTENDS TO PROVIDE FOR SECURITY AND TRAFFIC CONTROL:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DESCRIBE ALL BOROUGH RESOURCES AND/OR SERVICES THAT WILL BE  
REQUIRED TO BE PROVIDED IN CONNECTION WITH THE EVENT:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPROXIMATE NUMBER OF CONTESTANTS, PARTICIPANTS, SPECTORS,  
AND/OR OTHER PEOPLE THAT COULD RESONABLY BE ANTICIPATED TO  
ATTEND THE EVENT: \_\_\_\_\_

THE BOROUGH OF LAKE COMO RESERVES THE RIGHT TO CANCEL ANY  
SPECIAL EVENT DUE TO CIRCUMSTANCES BEYOND ITS CONTROL, SUCH AS  
STORMS OR ANY NATURAL DISASTER.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE



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PAGE -3-

## **SPECIAL EVENTS PERMIT APPLICATION**

PLEASE PROVIDE A DETAILED DESCRIPTION OF THE PROPOSED EVENT AND A SKETCH THAT WOULD SHOW THE AREA OR ROUTE TO BE USED, ALONG WITH ANY PROPOSED STRUCTURES, TENTS, FENCES, BARRICADES, SIGNS, BANNERS, AND RESTROOM FACILITIES, MORE COMMONLY REFERRED TO AS A FOOTPRINT.

YOU MUST ALSO INCLUDE A COPY OF THE CERTIFICATE OF INSURANCE.