



# Application for Outdoor Event

One DeKorte Park Plaza • PO Box 640 • Lyndhurst, New Jersey • 07071

Phone: 201.460.1700 • Fax: 201.372.0161

Website: njsea.com/applications

**Required Application Fee:** None

**Required Plans:** One copy of the site plan indicating the location of event areas  
One copy of the floor plan indicating the dimensions of indoor display/sale areas, emergency exits, aisle widths, and location of bathroom facilities

**Required Documents:** Copies of notification letters to Municipal Police and Fire Departments and approval letters from these departments, as required by the Municipality.

### 1. Applicant information

Applicant name \_\_\_\_\_

Street address \_\_\_\_\_

Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Office phone ( \_\_\_\_\_ ) \_\_\_\_\_ Cell phone ( \_\_\_\_\_ ) \_\_\_\_\_

Email address \_\_\_\_\_

### 2. Property for which application is made

Location of property: Street address \_\_\_\_\_

Suite No. \_\_\_\_\_ Floor No. \_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_ Town \_\_\_\_\_

Property owner's name \_\_\_\_\_

Property owner's mailing address \_\_\_\_\_

Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number ( \_\_\_\_\_ ) \_\_\_\_\_

Email address \_\_\_\_\_

Existing tenant and use \_\_\_\_\_

### 3. Outdoor event information

Description of outdoor event: \_\_\_\_\_

Square footage of outdoor event area: \_\_\_\_\_

On-site representative responsible for event: \_\_\_\_\_



# Application for Outdoor Event

One DeKorte Park Plaza • PO Box 640 • Lyndhurst, New Jersey • 07071

Phone: 201.460.1700 • Fax: 201.372.0161

Website: njsea.com/applications

### 3. Outdoor event information (continued)

DAY	DATE	TIME

### 4. Signature of applicant (Must be the same as in item 1 on page one)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print name please \_\_\_\_\_

### 5. Property owner's authorization\*

(If applicant is other than the property owner listed in item 2 above, the owner's authorization must be obtained)

I hereby authorize \_\_\_\_\_ as the applicant listed above, to act as my agent in matters pertaining to this application.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print name please \_\_\_\_\_



## Application for Outdoor Event

One DeKorte Park Plaza • PO Box 640 • Lyndhurst, New Jersey • 07071

Phone: 201.460.1700 • Fax: 201.372.0161

Website: njsea.com/applications

### Note to all applicants:

1. Applications shall be submitted to this Office a minimum of 15 business days prior to the event.
2. Outdoor events in excess of seven days per year require the prior written approval of the NJSEA. Outdoor events shall not exceed a total of 14 days per property per year.
3. Note that in order to conduct any outdoor event, the prior written approval from the Municipal Police Department and Municipal Fire Official shall be submitted to the NJSEA a minimum of 7 days prior to the event.
4. No retail sales shall be permitted in the outdoor event area.
5. One temporary event sign or banner is permitted per lot. The size and location of the sign or banner shall conform to N.J.A.C. 19:4-8.14. Such signs or banners may be erected up to 7 days before the event and must be removed immediately following the event.
6. The owner's authorization of this application is also consent to allow the Authority's Staff to inspect the subject property.
7. Please be advised that violations of the Meadowlands District Zoning Regulations may lead to the invalidation of conveyances of property, revocation of NJSEA permits, fines of not less than \$500.00 nor more than \$5,000.00, or other legal action.

### Outdoor Event Requirement

See N.J.A.C. 19:4-6.4 for detailed requirements concerning outdoor events.

An application for an outdoor event must include all of the following items:

1. Completed application form, including property owner's authorization.
2. List of proposed event dates and times.
3. Notification letter to the Chief of Police and the Fire Official seeking permission for the event(s) (see sample letters to Chief of Police and Fire Official).
4. Approval letters from the Municipal Police Department and Fire Official listing the dates and times of the event(s).
5. Approval letter from the local Board of Health, as necessary.
6. One copy of the site plan for the property indicating the location of event areas and all parking spaces. The square footage of the event area shall be indicated on the plan.



# Application for Outdoor Event

One DeKorte Park Plaza • PO Box 640 • Lyndhurst, New Jersey • 07071

Phone: 201.460.1700 • Fax: 201.372.0161

Website: njsea.com/applications

## SAMPLE LETTER TO CHIEF OF POLICE

Chief of Police

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_, NJ \_\_\_\_\_

Dear \_\_\_\_\_:

\_\_\_\_\_ would like to hold a retail sale event as follows:

Name of Company

Location: \_\_\_\_\_

\_\_\_\_\_

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

The New Jersey Sports and Exposition Authority requires the approval of the Police Chief before it will issue a permit. If you approve the above sale date and times, please forward a copy of your written approval to:

Land Use Management  
New Jersey Sports and Exposition Authority  
One DeKorte Park Plaza  
PO Box 640  
Lyndhurst, NJ 07071

If you have any questions please do not hesitate to contact us.

Sincerely,



# Application for Outdoor Event

One DeKorte Park Plaza • PO Box 640 • Lyndhurst, New Jersey • 07071

Phone: 201.460.1700 • Fax: 201.372.0161

Website: njsea.com/applications

## SAMPLE LETTER TO FIRE OFFICIAL

Fire Official

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_, NJ \_\_\_\_\_

Dear \_\_\_\_\_:

\_\_\_\_\_ would like to hold a retail sale event as follows:

Name of Company

Location: \_\_\_\_\_

\_\_\_\_\_

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

We are now applying to the New Jersey Sports and Exposition Authority (NJSEA) for a permit for this event. The NJSEA requires the approval of the Fire Official before it will issue a permit. If you approve the above sale date and times, please forward a copy of your written approval to:

Land Use Management  
New Jersey Sports and Exposition Authority  
One DeKorte Park Plaza  
PO Box 640  
Lyndhurst, NJ 07071

If you have any questions, please do not hesitate to contact us.

Sincerely,