

TOWNSHIP OF LONG HILL

COUNTY OF MORRIS

GILLETTE, HOMESTEAD PARK, MEYERSVILLE, MILLINGTON, STIRLING

TOWNSHIP OFFICES:
915 Valley Road
Gillette, NJ 07933
(908) 647-8000
FAX (908) 647-4150

APPLICATIONS FOR SPECIAL PERMIT FOR SOCIAL AFFAIR

Special Permit for Social Affair Applications must be submitted at least three (3) months prior to the event to the Municipal Clerk's Office. All Applications must be signed by an authorized officer of the organization as well as the person in charge of the premises upon which the affair will be held.

The following items must be included with the application when submitted to the Clerk:

- List of all persons who will be serving alcoholic beverages as well as their addresses and social security numbers [form attached]
- A sketch of the location where alcoholic beverages are to be dispensed
- "Application for Permit" for the Fire Prevention Bureau [form attached] and a check in the amount of \$42.00 payable to "Township of Long Hill".
- ABC Questionnaire [must be forwarded to ABC with authorized application]

The Police Department will contact you regarding the criminal history check.

Once the application has been authorized by the appropriate officials, the application will be sent to you so you may forward it to ABC. If you have any questions, please contact the Municipal Clerk's Office at 908-647-8000, ext. 215.



Serving since 1924

Township of Long Hill Police Department



Daniel Hedden
Chief of Police

264 Mercer Street Stirling, New Jersey 07980-1483

Office: 908-647-1800 Fax: 908-647-8587

Serving Millington, Stirling, Meyersville, Gillette, Homestead Park in Morris County

www.Longhillnj.us

Notice to:

Raffle License & Social Affair Permit Applicants

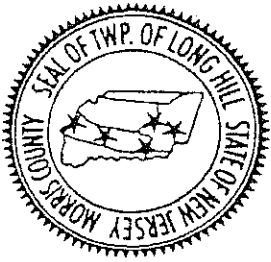
Once you have completed and submitted your Raffle license/Social Affair Permit application to the Long Hill Township Municipal Clerk, **immediately** contact any detective from the Long Hill Township Police Department to make an appointment to begin the background investigation process. This process is not lengthy, but the background investigation needs to be completed prior to any permit/license being authorized by the Township.

The background investigation consists of a state police name check, which does have a cost of \$18.00 (see below for details). Once you have made an appointment with a detective, please bring the following with you:

- Identification (A Valid Driver's license or County/State Identification card)
- \$18.00 **Certified Check** or **Money Order** made payable to: "NJ State Police, SBI"
 - ***Note :The NJ State Police will NOT accept Money Orders from the Peapack-Gladstone Bank***

To make an appointment or should you have any questions about the background investigation process, please contact one of the following detectives:

Detective Sergeant Sean Brown	908-647-1800	ext. 231
Detective James Marczewski	908-647-1800	ext. 227
Detective Aaron Buerstetta	908-647-1800	ext. 229



TOWNSHIP OF LONG HILL

FIRE PREVENTION BUREAU
MORRIS COUNTY - NEW JERSEY

LOUIS R. ARONEO
Fire Official
915 Valley Road
Gillette, N.J. 07933
Office-(908) 647-8000 x307
Fax-(908)-647-4150

APPLICATION FOR PERMIT

The Uniform Fire Code states:

"Permits shall be required, and obtained from the local enforcing agency for the activities specified in this section, except where they are an integral part of a process or activity by reason of which a use is required to be registered and regulated as a life hazard use. Permits shall at all times be kept in the premises designated therein and shall at all times be subject to inspection by the fire official." [N.J.A.C. 5:70-2.7(a)]

Date of application: _____

Location where activity will occur _____

Date _____ Time _____

Applicant Name _____ Address _____

Organization Name _____

Phone/Fax Number _____ Emerg.# _____

Block/Lot _____

The above named applicant hereby requests permission to conduct the following activity at the above indicated location:

And for the keeping, storage, occupancy, sale, handling or manufacture of the following:

(State quantities for each category to be stored, or used and the method stored or used:)

I hereby acknowledge that I have read this application, that the information given is correct, and that I am the owner, or duly authorized to act in the owner's behalf and as such hereby agree to comply with the applicable requirements of the fire code as well as any specific conditions imposed by the fire official.

Applicant Signature _____

Fire Official Signature _____

Fee Amount _____

Permit Type _____



STATE OF NEW JERSEY

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF ALCOHOLIC BEVERAGE CONTROL

P.O. BOX 087

TRENTON, NJ 08625-0087

PHONE: (609) 984-2830 FAX: (609) 633-6078

WWW.NJ.GOV/CAG/ABC

CHRIS CHRISTIE
GOVERNOR

KIM GUADAGNO
LT. GOVERNOR

PAULA T. DOW
ATTORNEY GENERAL

JERRY FISCHER
DIRECTOR

NOTICE TO ALL SPECIAL PERMIT APPLICANTS

The Division of Alcoholic Beverage Control must receive your application for a special permit two weeks prior to the date of the event. Please be advised that processing time is generally three to four working days upon receipt of your application. This permit must be posted on your premises at the time of your affair and must be available for inspection. All future applications, fees and sketches must be sent to the Division at least two weeks prior to the date of your event as stated on the application in order to receive your permit back in a timely manner. Please also take into consideration mailing time. The mere filing of an application for such permit does not imply that the Division has granted the authority to operate as if a permit had been issued.

Should you have any questions concerning this matter, please contact the Special Permit Unit at the Division of Alcoholic Beverage Control at 609-984-1954.



STATE OF NEW JERSEY
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF ALCOHOLIC BEVERAGE CONTROL
P.O. BOX 087, 140 EAST FRONT STREET
TRENTON, NJ 08625-0087

APPLICATION FOR SPECIAL PERMIT FOR SOCIAL AFFAIR [SA]

SOCIAL AFFAIR PERMITS WILL ONLY BE ISSUED TO NON-PROFIT ORGANIZATIONS

Applications must be accompanied by a fee of \$100.00 PER DAY for Civic, Religious, or Educational Organizations; \$150.00 PER DAY for all other NON-PROFIT organizations, payable with a MONEY ORDER or CHECK made out to the order of the DIVISION OF ALCOHOLIC BEVERAGE CONTROL.

NOTICE: ORGANIZATIONS MAKING APPLICATION FOR THE FIRST TIME, MUST SUBMIT PROOF OF NON-PROFIT STATUS IN NEW JERSEY. COMBINATIONS OF CERTIFICATE OF INCORPORATION, CHARTER OR BY-LAWS, FEDERAL TAX EXEMPT CERTIFICATE, FINANCIAL RECORDS AND MEMBERSHIP LIST (NAMES AND ADDRESSES INCLUDED) ARE ACCEPTABLE FORMS OF PROOF. THE DIVISION OF ALCOHOLIC BEVERAGE CONTROL RESERVES THE RIGHT TO REQUEST ADDITIONAL INFORMATION IF DOCUMENTATION SUBMITTED IS NOT SUFFICIENT.

APPLICATION MUST BE SUBMITTED AT LEAST TWO WEEKS PRIOR TO THE DATE OF THE AFFAIR

Pursuant to N.J.S.A. 33:74-1 and N.J.A.C. 13:2-5.1, the undersigned makes application for a Special Permit to sell, dispense and serve alcoholic beverages for consumption at an affair as stated herein:

PLEASE PRINT CLEARLY OR TYPE

1. Name of Organization _____
Address _____
2. Has organization held a Special Permit for Social Affair during the past 3 years? _____ If no, show proof of non-profit status.
3. Location of premises where affair will be held: (Describe Specifically)
Name _____
Address _____
4. For what type of Social Affair is this Permit requested? _____
5. Are premises where affair is to be held licensed? _____ If Yes, give type and License Number _____
6. State date affair will be held and between what hours alcoholic beverages will be dispensed:
_____ 20 _____ From _____ To _____
(Date) (Time) (Time)

RAIN DATE: _____

7. For what purposes was your Non-Profit Organization formed? _____
8. How many members does organization have? _____ How many under the legal age? _____
9. Does organization hold a liquor license? _____ If yes, give type and License Number _____
10. How will a charge be assessed? TICKET () CONTRIBUTION () OTHER _____
11. Are the premises where the affair is to be held owned by a municipality, county or State? _____
If so, state name of owner _____
For what purposes are premises used? _____
12. Check kinds of alcoholic beverages to be dispensed if Permit is granted:
WINE _____ DISTILLED SPIRITS _____ MALT ALCOHOLIC BEVERAGES _____
13. Are persons under the legal age to be admitted? _____
If Yes, will they be accompanied by adults of age to consume alcoholic beverages? _____
14. To whom and for what will the proceeds of the affair accrue? _____

PLEASE ATTACH A SKETCH OF THE LOCATION WHERE ALCOHOLIC BEVERAGES ARE TO BE DISPENSED. INCLUDE THE BAR AREA AND LOCATION OF PERSON/PERSONS CHECKING ID'S FOR ANYONE UNDER THE LEGAL DRINKING AGE. PERMITS WILL NOT BE ISSUED WITHOUT SKETCH.

TYPE/PRINT NAME AND ADDRESS OF PERSON TO WHOM PERMIT IS TO BE MAILED:

NAME _____
ADDRESS _____
TELEPHONE NO. () _____

OVER

NO PERMIT WILL BE GRANTED UNLESS WRITTEN APPROVALS FOR BELOW ARE OBTAINED

If a Special Permit is granted, applicant agrees that alcoholic beverages will not be sold or served to anyone under the legal age, nor will such persons be permitted to consume alcoholic beverages at aforesaid affair and certifies that all conditions set forth in said Permit, all rules and regulations pertaining thereto and all ordinances and/or resolutions of the municipality where aforesaid affair is to be held will be complied with; and that permission is hereby given the Director of the Division of Alcoholic Beverage Control, Division of Taxation, and their duly authorized investigators and agents, and to any local peace officer to investigate the sale of alcoholic beverages at the social affair for which this application is made. Gambling, mock gambling and gambling paraphernalia is not permitted on the premises licensed by the Special Permit unless otherwise approved by the Legalized Games of Chance Commission (973) 273-8000. **I HEREBY CERTIFY THAT THIS ORGANIZATION HAS NOT EXCEEDED ITS LIMIT OF 12 SPECIAL PERMITS DURING THIS CALENDAR YEAR.**

(Signature of Authorized Officer and Title)

(Name of Organization)

Date of Signature _____

I hereby certify that there is no objection to the granting of a Special Permit to above applicant to sell alcoholic beverages at the affair to be held on aforesaid date and premises, subject to, however, the following Special Conditions (if any):

(Signature of Chief of Police)

(Municipality where affair is to be held)

Date of Signature _____

I hereby certify that the License Issuing Authority of this municipality has no objection to the granting of a Special Permit herein applied for and consents thereto. I further certify that the issuance of said Permit is not contrary to any local ordinance, resolution, regulation or policy which would prohibit same.

(Signature of Clerk)

(Municipality where affair is to be held)

Date of Signature/Seal: _____

The following consent is to be signed by the person so authorized of the premises where the affair is to be held.

I hereby certify that I am the person in charge of the premises upon which the herein affair will be held, that I am fully authorized to and do hereby certify that there are no objections to the sale and service of alcoholic beverages upon such premises at such affair. **I HEREBY CERTIFY THAT THIS PREMISE HAS NOT EXCEEDED ITS LIMIT OF 25 SPECIAL PERMITS DURING THIS CALENDAR YEAR.**

(Signature and Title)

Date of Signature _____

**NOTICE: NO REBATE, REFUND OR TRANSFER WILL BE GRANTED
IN EVENT THE AFFAIR IS NOT HELD**

Issuance of the Special Permit will allow the organization to purchase alcoholic beverages for resale at the affair specified in the application from any licensed wholesaler or retailer. All advertising, tickets, etc., for the affair which contain reference to alcoholic beverages must include this Permit Number.

STATE OF NEW JERSEY
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF ALCOHOLIC BEVERAGE CONTROL
P.O. BOX 087, 140 EAST FRONT STREET
TRENTON, NJ 08625-0087
FAX 609-292-0691

THIS FORM MUST BE COMPLETED WHEN APPLYING FOR A
SOCIAL AFFAIR, CATERING OR EXTENSION OF PREMISES PERMIT

ALL APPLICATIONS MUST BE SUBMITTED AT LEAST TWO WEEKS PRIOR
TO THE DATE OF THE EVENT

APPLICATIONS WITHOUT THE APPROPRIATE SIGNATURES OF
MUNICIPAL OFFICIALS WILL NOT BE PROCESSED

1. Name of Organization _____
2. Date of Event _____
3. Contact Name _____ Phone Number _____
4. How many people are expected to attend the event? _____
5. What is the approximate age group of the attendees? _____
6. Explain in detail the security plans for the event. The plan should include the number of people checking for ID's, plans to prevent pass-offs to minors, the type of security at the event and any other relevant information pertaining to the event. *Please use reverse side if necessary.* _____

7. What types of alcoholic beverages will be served at the event? Please include cup size and limits. _____

8. Please attach a detailed sketch of the area to be licensed. The sketch should include entrances and exits, ID checking area(s), location of where alcoholic beverages will be dispensed and any other relevant information pertaining to the event.

NOTE: A catering or social affair permit will **not** be issued to a premises where other mercantile business is being conducted.
N.J.S.A. 33:1-12.