



Department of Public Works

Event Request Form

Name of Event: _____

Date: __/__/__ Rain Date: __/__/__ Day: M T W T F S S (*circle day*)

Times: Start _____ Finish _____

Set up Time: _____ Break-down Time: _____

Who is running the event?: _____ Phone: (____) _____ - _____

Where is the event? _____

What extras are needed?

Lights : Y /N What kind of lights: _____ Generator: Y/N

Tables: Y/N How many to bring?: _____ Set up: Y/N

Chairs: Y/N How many to bring?: _____ Set up: Y/N

Port-a-johns: Y/N How many?: _____ Garbage cans? Y/N How many? _____

Stage: Y/N Where does it go? _____

Barricades: Y/N How many _____ Was PD notified? Y/N _____

Where do they go: _____/_____

Anything extra?: _____

If banner is required, please call DPW for information 201-440-4860.

Drawing of set up (Please use back of form.) _____

Commissioners Approval

Required for events with:

1. More than 50 people attending.
2. Need town assistance. IE. Police or DPW.
3. At the discretion of the DPW Superintendent.

This form MUST BE completed and submitted two weeks prior to event.