

BOROUGH OF SPRING LAKE HEIGHTS

COUNTY OF MONMOUTH

STATE OF NEW JERSEY

Ordinance No. 2026-06

ORDINANCE REGULATING CONDUCTING OF SPECIAL EVENTS

WHEREAS, the Borough has determined it is in the public's interest to regulate and require permits for special events such as parades and other large-scale gatherings.

NOW, THEREFORE, BE IT ORDAINED by the Borough Council of the Borough of Spring Lake Heights in the County of Monmouth, State of New Jersey, as follows:

SECTION I. Chapter 3-30, titled "Special Events," is hereby established as follows:

3-30 SPECIAL EVENTS

§ 3-30.1 Definition

As used in this section, SPECIAL EVENT shall mean any gathering of people which: 1) may generate a parking or traffic situation that could potentially interfere with the ordinary flow of traffic or the use of emergency vehicles, and/or 2) where the attendees have a similar common purpose or goal and congregate in or upon any street, park, or public or quasi-public place, including schools, within the Borough. This definition shall include but not be limited to any parade, march, ceremony, show, exhibition, pageant, procession, marathon, block party, concert, fundraiser, photo shoot, or commercial video production.

§ 3-30.2 Permit Required

No Special Event shall be held within the Borough unless a permit has been obtained as set forth herein, except that the following shall be exempted from complying with the requirements as set forth in this section:

- a. Funeral and Wedding Processions;
- b. Government agencies acting within the scope of their functions;
- c. Students participating in educational activities under the authorization of the proper school authorities of the Borough.

§ 3-30.3 Application Procedure

- a. Any person or entity seeking to host a special event shall make an application, in writing, to the Spring Lake Heights Police Department at least twenty (20) days prior to their event.
- b. A fee of \$50 shall accompany the application, and be used to reimburse the Borough for the administrative costs in issuing the permit. The Chief of Police may waive the fee at their sole discretion.
- c. The application shall contain the following information:

1. The name, address, and telephone number of the person requesting the permit;
2. The name, address, and telephone of any organization they are representing;
3. The name, address, and telephone number of the person(s) who will act as chairperson of the Special Event and be responsible for the conduct thereof;
4. The number of staff and support personnel to be provided and the identifying clothing, signs, badges, or symbols to be used or worn by the staff and support personnel;
5. The purpose of the Special Event;
6. The estimated number of attendees;
7. Whether the host will charge participants a fee;
8. If there are to be vehicles present, the number and types of vehicles;
9. The date, rain date, start time, and end time of the Special Event;
10. The location of the Special Event, and the plans for assembly and dispersal of the participants;
 - i. In the case of parades, walks, or other similar events, this shall include a map indicating the exact route to be travelled by the event's participants.
11. A detailed description of the Borough resources or services that will be required to be provided in connection with the Special Event;
12. Whether or not there will be music played at the event, whether live or recorded;
13. The number, types, and locations of all loud speakers and amplifying devices to be used;
14. A detailed list of any vendors using cooking devices, which shall be transmitted by the Police Department to the Fire Department for review;
15. If alcohol is to be served at the event, copies of any and all required licenses or permits obtained from the New Jersey Division of Alcoholic Beverage Control, as well as a plan of how to secure the area;
16. Any other information which may be necessary for the Borough to fairly decide whether the permit shall be issued.

§ 3-30.4 Issuance of Permit

- a. The Police Department shall issue a Special Event Permit upon a finding that the Special Event:
 1. Will not substantially interrupt the safe and orderly movement of other traffic contiguous to its routes;
 2. Will not require the diversion of so great a number of Police Officers or Ambulances that it would prevent the normal provision of emergency services to the rest of the Borough;
 3. Will not interfere with the movement of First Responders en route to an emergency situation;
 4. Will not tend to unreasonably interfere with the public use of the streets and sidewalks and private properties, and can be conducted in a safe manner.

- b. The Police Department shall consider applications in the order they are received.
- c. Notice of approval or disapproval of the application shall be given by the Police Department to the Applicant no later than ten (10) days after the application is filed and no later than ten (10) days prior to the Special Event. In the event the application is denied, the Police Department shall provide a written statement of reasons for the denial to the applicant.

§ 3-30.5 Enforcement

The Police Department or its designee shall have the authority to eject from the area in which the special event is taking place any person acting in violation of this chapter, or any other chapter of the Borough's Ordinances.

§ 3-30.6 Violations

Any person that violates the provisions of this Ordinance shall be subject to the penalties set forth in § 1-5.

SECTION II. Severability.

The provisions of this Ordinance shall be severable. In the event that any portion of this Ordinance is found to be invalid for any reason by any Court of competent jurisdiction, such judgment shall be limited in its effect only to the portion of the Ordinance actually adjudged invalid and shall not be deemed to affect the operation of any other portion thereof, which shall remain in full force and effect.

SECTION III. Repealer.

All ordinances and resolutions, and parts of ordinances and resolutions which are inconsistent with provisions of this ordinance shall be, and are hereby, repealed to the extent of any such inconsistency.


SECTION IV. Effective Date.

This ordinance shall take effect upon final adoption and publication in accordance with law.



Christopher M. Campion, Jr., Mayor

4-22-2026
Date



Janine Gillis, Borough Clerk

April 22, 2026
Date