

**CITY OF NORTHFIELD, NJ
ORDINANCE NO. 16-2025**

AN ORDINANCE GOVERNING SPECIAL EVENTS

BE IT ORDAINED, by the Common Council of the City of Northfield, County of Atlantic and State of New Jersey as follows:

Chapter 367 of the Code of the City of Northfield is hereby enacted as follows:

SECTION 1: SPECIAL EVENTS.

367-1 DEFINITIONS.

APPLICANT – A person or entity who files or makes application for a permit for a Special Event.

COMMERCIAL PROPERTY – For purposes of this Chapter, commercial property is/are improved or unimproved lands not owned by the City of Northfield used for non-residential purposes.

SPECIAL EVENT - A gathering of thirty (30) or more people for temporary purpose and use other than the primary purpose and use of the Commercial Property where the event is being held. Special Events can impact the ordinary use of parking lots, sidewalks and rights-of-way, and can generate a substantial amount of public participation. Special Events include but are not limited to concerts, fairs, carnivals, circuses, parades, festivals, and other similar activities. An outdoor display of goods as defined in Chapter 215-42 shall not be considered a Special Event for the purposes of this Article and shall remain subject to the provisions of Chapter 215-42.

No Special Event shall be permitted on residential property.

SPECIAL EVENT PERMIT – A permit approved by the Council for the City of Northfield.

VENDOR – A person or entity offering something for sale.

BIRCH GROVE PARK – The City-owned recreation park and athletic fields located on Burton Avenue, Northfield, New Jersey.

FOOD TRUCK - A motor vehicle or trailer which typically contains food cooking and preparation facilities from which food is sold.

EXHIBITOR – A person or entity who displays items for sale or informational purposes at a Special Event.

CITY/MUNICIPAL EVENTS - Events that are designated by the Council for the City of Northfield as such and are sponsored financially and/or otherwise in whole or in part, by the City of Northfield.

367-2 CITY/MUNICIPAL EVENTS.

Nothing in this Chapter shall preclude the City of Northfield from conducting any type of City/Municipal Event(s). No City permit shall be required for City/Municipal Events.

367-3 PERMIT REQUIRED FOR SPECIAL EVENTS.

- A. A permit shall be required from the Council of the City of Northfield for all Special Events to be held on Commercial Property in the City of Northfield.
- B. Under certain conditions, the Council for the City of Northfield may approve Special Events at Birch Grove Park.

367-4 –TIME AND PLACE RESTRICTIONS.

- A. Approved Special Events in Birch Grove Park shall only occur between 7AM and sundown, unless otherwise extended and approved by the Council for the City of Northfield.
- B. Approved Special Events outside of Birch Grove Park shall occur only between the hours of 7AM and 9PM, unless otherwise extended and approved by the Council for the City of Northfield. This timeframe shall specifically include setup and breakdown of and for the Special Event.
- C. No motor vehicles associated with a Special Event shall operate or be parked in any area where the parking of motor vehicles is prohibited or restricted.

367-5 – APPLICATION FOR SPECIAL EVENT PERMIT.

- A. An application for a Special Event Permit must be submitted to the Council for the City of Northfield at least 45 days prior to the date(s) of the requested Special Event.
- B. All applications shall be reviewed and approved by the City of Northfield's Zoning Officer, Chief of Police, Fire Chief, Office of Emergency Management and Department of Public Works.
- C. The Special Event Permit application shall be on the prescribed application form available in the Office of the City Clerk, as amended from time to time, and shall include but not be limited to the following information:
 - 1) Type and description of the Special Event.
 - 2) Description of the area and location where is event is proposed to be held.
 - 3) Proposed date(s) and times of the Special Event.
 - a. No application shall be accepted for Special Events of greater than 3 days in duration.

- b. A separate application shall be required for each separate Special Event.
- 4) Anticipated number of attendees.
- 5) If applicant is the owner of the Commercial Property on which the Special Event is to occur:
 - a. Name, address, telephone number, email address and signature.
- 6) If Applicant is not the owner of the Commercial Property on which the Special Event is to occur:
 - a. Applicant's name, address, telephone number, email address and signature;
 - b. Applicant's relationship to the owner (e.g., tenant, event host, promoter, etc.);
 - c. Owners name, address, telephone number, email address; and
 - d. All such Applications must be accompanied by written, notarized approval from the owner of the Commercial Property.
- 7) Name of primary contact person for the Special Event (if different from applicant) address, telephone number, email address and signature.
- 8) Two copies of a scaled drawing, no larger in size than 11" × 17", with dimensions (distances in feet) of the Special Event location shall be submitted as part of the required application. Said drawing shall also depict a north arrow, parking area(s), added temporary structure locations, queuing area(s), trash and recycling receptacle area(s), traffic pattern, tent locations, porta-potty or sanitary disposal structures and areas, structures and other areas to be used, location of food trucks, vendors and exhibitors, location of barricades and traffic control devices, and, if proposed, any perimeter or security fencing and gate.
 - a. Tents, tensioned membrane structures, or canopies may require additional approvals based on the Uniform Fire Code or Uniform Construction Code. It shall be Applicant's responsibility to obtain and provide said approvals with an Application.
- 9) Applications shall also include any additional information deemed necessary by the City of Northfield or its agents and agencies to evaluate the Application and request for a Special Event Permit.
- 10) Name, address and contact information for any and all food truck or other vendors and exhibitors who will be present at the Special Event.
 - a. This requirement shall be supplied at the time of the Application or at least 5 business days prior to the commencement of the Special Event in the event the name, address and contact information of the food truck or other vendors and exhibitors is unknown at the time of Application.
 - b. No mercantile license is necessary for food trucks, vendors and exhibitors covered by the Special Event Permit if the food truck,

vendor or exhibitor has a brick-and-mortar facility and mercantile license in the City of Northfield.

- c. All food trucks and food vendors must provide proof of proper inspections performed by the County Board of Health with appropriate jurisdiction.

- 11) If the serving and/or sale of alcoholic beverages is proposed at a Special Event, the Applicant must provide a copy of all required permits and approvals for said service and/or sale at the time of Application or identify the type of alcohol service and/or sale permit being sought, and a copy of the application proposed to be submitted to the NJ Division of Alcoholic Beverage Control must accompany the Special Event Application. The issuance of any and all applicable permits for the serving and/or sale of alcoholic beverages by the NJ Division of Alcoholic Beverage Control shall be a condition precedent to the issuance/release of any Special Event Permit. No Special Event Permit shall be issued for a Special Event involving alcoholic beverages prior to the Applicant providing a duly issued permit from any and all governmental agencies with jurisdiction.
- 12) No Special Event Permit shall issue for a Special Event involving carnival rides or inflatables prior to the Applicant providing a duly issued permit from any and all governmental agencies with jurisdiction.

367-6 - FEES.

- 1) Special Events on Commercial Property:
 - a) One to three consecutive days - \$150 per day.
 - b) All applications must be accompanied by the required fee.
 - c) Fees are non-refundable upon submission.
- 2) Special Events in Birch Grove Park:
 - a) One day Special Event - \$1,000.
 - b) Two Day Special Event - \$2,000.
 - c) Three Day Special Event - \$3,000.
 - d) Use of City trash or recycling receptacles - \$200.

367-7 - OTHER REQUIREMENTS FOR FOOD TRUCKS, VENDORS AND EXHIBITORS.

- A. As applicable, food vendors and exhibitors shall prominently display their Certificate of Authority issued by the New Jersey Division of Taxation.
- B. As applicable, food vendors conducting cooking operations shall prominently display their permit from the NJ Division of Fire Safety.
- C. The equipment used or employed by licensed vendors of ice cream, food, beverages, confections, and other related commodities shall be maintained in a clean and sanitary manner and be subject to the inspection of the County Board of Health with jurisdiction. Any violation found and not immediately

corrected shall be grounds for revocation of the permit or expulsion from the Special Event.

- D. No signage other than that exhibited on or inside of the mobile food truck may be displayed.
- E. For all vendors, including food trucks and mobile food vendors, one (1) A-frame sign that contains the name of the operator/business, menu or other items for sale, and pricing is allowed. Said signage must be within 6' (six feet) of the vehicle or other assigned location and shall not be in any public right-of-way.
- F. No item(s) related to the operation of any vendor shall be leaned against or hung from any building or any other structure, including but not limited to, lampposts, fences, telephone poles, mailboxes, traffic signals, fire hydrants, trees, boxes, benches, bus shelters or traffic barriers.
- G. Grills, generators, or other items related to food truck operation shall be physically attached to the vehicle. Any on-site preparation of food shall be performed inside the primary vending unit only. There shall be no grills or other cooking facilities allowed outside the primary vending unit.
- H. Equipment and operations must be self-contained within the mobile food truck or other assigned location. Food or other vendors shall not provide for or allow and/or permit any seated dining area, including but not limited to tables, chairs, booths, barstools, and benches unless so specified on the application and approved by the Council.
- I. No furniture, umbrellas, generators, extension cords, objects or structures shall be placed outside of the vehicle or other assigned location (except for required refuse and recycling containers).
- J. All food items for sale must be approved by the Atlantic County Board of Health, if required.
- K. All products sold, disposed of, or offered for sale under this chapter shall comply with all State, County and local laws and ordinances relating to food and food products.
- L. Food vendor vehicles shall be attended at all times by the owner / operator.
- M. No amplified music or loudspeakers.
- N. All vendors and exhibitors shall comply with all ordinances, laws and regulations relating to noise and nuisance in effect.
- O. Food truck vendor vehicles shall be solely used for the commercial use of food service and shall not contain sleeping quarters.
- P. Food vendors shall not verbally solicit business from pedestrians or persons in vehicles and shall not sell to persons in vehicles.
- Q. Food vendors shall be responsible for controlling smoke and odors caused by food preparation to avoid a public nuisance.
- R. All motorized vehicles must abide by all existing traffic and parking regulations promulgated by the City, county, and/or state, and shall not impede safe movement of vehicular and pedestrian traffic, parking lot circulation or access to any public alley or sidewalk.

- S. The City reserves the right to temporarily displace any vendor for emergency purposes as determined in the sole discretion of the City of Northfield Police or Fire Departments.

367-8 - ON-SITE WASTE MANAGEMENT.

- A. Cleanup and removal of litter generated by a Special Event, any food or other vendors, exhibitors and or event guests and patrons shall be the responsibility of the Applicant. The area to be cleaned will be a 100-foot radius beyond where the event is held. Collected trash must be removed and properly disposed of by the Applicant.
- B. Separation and placement of recyclables
- 1) Permittees must adhere to the regulations for mandatory separation of recyclable materials as set forth in Chapter 315-3 of the City Code.
- C. Food and other vendors and exhibitors shall provide clearly marked refuse and recycling receptacles in readily accessible locations for the use of customers within 10 feet of their site.
- 1) Receptacles shall be emptied as often as necessary to prevent spillage.
 - 2) Refuse and recycling receptacles shall be removed upon leaving the location.
- D. Food and other vendors shall not cause any liquid waste used in the operation to be discharged as a result of their operation.

367-9 - INSURANCE AND INDEMNIFICATION; PROOF OF MOTOR VEHICLE REGISTRATION.

- A. A copy of the valid registration for all food trucks, mobile food vendors or any other vehicles needed by vendors or exhibitors must be provided with the Application, along with proof of insurance for said vehicle.
- B. All approved Special Event Permits shall require the Applicant to execute a Hold Harmless and Indemnification Agreement.
- C. All approved Special Event Permits require the Applicant to provide a certificate of insurance issued by an insurance company licensed to do business in the State of New Jersey protecting the permittee and the City of Northfield from all claims or damages to property and bodily injury, including death, which may arise from operations under or in connection with the Special Event. Such insurance shall name the City of Northfield as an additional insured and shall provide that the policy shall not terminate or be cancelled prior to the expiration date without 30 days' advance written notice to the City. The insurance shall be as follows:
- 1) Commercial General Liability insurance or its equivalent for bodily injury, personal and advertising injury and property damage including loss of use, with minimum limits of:

- a. \$1,000,000 each occurrence;
 - b. \$1,000,000 personal and advertising injury;
 - c. \$2,000,000 general aggregate per project;
 - d. \$2,000,000 products/completed operations aggregate
- 2) Applicant's coverage shall be primary to the City of Northfield's and shall not be contributing with any other insurance or similar protection available to the City of Northfield, whether other available insurance be primary, contributing or excess. Applicant shall also grant the City of Northfield a waiver of any right to subrogation which any insurer may acquire by virtue of the payment of any loss.

367-10 - EVALUATION AND APPROVAL.

- A. The Application shall be subject to review and endorsement by the Zoning Officer, Police Chief or his designee, Fire Chief or his designee, Superintendent of the Department of Public Works or his designee, and Emergency Management Department. Any application that fails to be endorsed by the individuals named here shall be automatically denied.
- B. Permits for approved applications shall be issued by the Clerk of the City of Northfield on behalf of the Council for the City of Northfield once approved.
- C. Permits are nontransferable from person to person or place to place

367-11 - REVOCATION OF PERMIT.

- A. Any change in ownership of the property where the event is being held will result in automatic revocation of the Special Event Permit and will require submission of a new Application.
- B. Any Special Event Permit issued may be revoked by the City of Northfield or any of its agents at any time if any of the conditions required for the issuance of or contained in the Special Event Permit are not complied with or if any condition previously met ceases to be complied with or it reasonably appears that the conditions are likely not to be complied with. In addition, the Police Chief, Fire Chief, or Emergency Management Coordinator may revoke a Special Event Permit if a public emergency arises in which the Police Chief, Fire Chief, or Emergency Management Coordinator reasonably believes that the Special Event is or would have an adverse effect upon public health, safety, and welfare. The Police Chief, Fire Chief, or Emergency Management Coordinator specifically has the authority to revoke a Special Event Permit, even while the Special Event is being held if there is a present or imminent significant risk to public health, safety, or welfare.
- C. Notice of a revocation of a Special Event Permit providing the reasons therefor shall be provided to the Applicant. In the event of emergency

revocation, notice may be given to the email address provided in the Application, by telephone through the number provided in the Application or in person to the Applicant or any representative of the Applicant present at the Special Event.

367-12 - VIOLATIONS AND PENALTIES.

- A. Any person or association of persons violating any of the provisions of this chapter, upon conviction thereof, shall be subject to a fine of not more than \$2,000. Each day the violation continues shall constitute a separate offense. With respect to any violation which involves tampering with or causing damage to municipal property, nothing in this section shall be deemed or interpreted as precluding a prosecution pursuant to (the code for criminal mischief) or any other statute or ordinance which may be applicable to the operative facts.

SECTION 2: All ordinances and parts of Ordinances inconsistent with the provisions of this ordinance are, to the extent of such inconsistency, hereby repealed.

SECTION 3: Should any section, clause, sentence, phrase or provision of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, such decision shall not affect the remaining portions of this ordinance.

SECTION 4. This Ordinance shall become effective immediately upon final adoption and publication according to law.

The above Ordinance was introduced at a Regular Meeting of the Common Council of the City of Northfield, New Jersey on the 2nd day of September 2025, and will be taken up for a second reading, public hearing and final consideration at a meeting of said Council held on the 16th day of September 2025, in Council Chambers, City Hall, Northfield, New Jersey.

Mary Canesi, RMC
Municipal Clerk

Erland Chau
Mayor

First Reading:	September 2, 2025
Publication:	September 6, 2025
Final Reading:	September 16, 2025
Publication:	September 20, 2025