



Borough of Chatham
MUNICIPAL BUILDING
54 FAIRMOUNT AVENUE
CHATHAM, NEW JERSEY 07928
973-635-7066 - Recreation
Fax: 973-635-2417 – Attention: Recreation

FACILITES USE QUESTIONNAIRE

Attach additional sheets as necessary, including plans, maps, etc.

Will tents be utilized for this event: Yes No

If so, how many: _____ What size: _____

Will a stage be utilized: Yes No

If so, what dimensions: _____

Will there be tables and/or chairs used: Yes No

If so, how many: _____

Will fencing, barriers, and/or barricades be utilized: Yes No

If so, please provide a map that outlines placement.

Will there be portable toilets: Yes No

If so, supplier's name: _____ Phone: _____

Will there be inflatable devices, amusements: Yes No

If so, supplier's name: _____ {Certificate of Insurance MUST be provided}

Will there be signs placed advertising the event: Yes No

If so, please provide a map of locations where signs will be placed

Will equipment be on site overnight? Yes No

If Yes, please explain: _____

If there will be live music, entertainment, or the use of amplified sound, please provide details: _____

If you will be selling or serving food and/or alcohol, please provide details:

Please list all event sponsors: _____

What is your plan for cleaning and disposing of all refuse from the event:
