**Public Events in Washington Township**

What is a public event? Any public gathering in the Township requires an **Application for an Event License** to be filed. Examples of a public event are:

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| School Fair | Festival / Carnival |
| Taste of the Town | Tricky Tray |
| Flea Market | Sports Tournament |

Please register your public event with the Municipal Clerk by filling out the **Application for an Event License.** The application form is available in the Clerk’s Office or on line on the Documents and Forms page of the Township website. ([www.wtmorris.org](http://www.wtmorris.org))

When you submit your **Application for an Event License** form please be as specific as possible about the details of your event, menu, intended vendors, site plan, traffic plan, etc. Based on your event details you may be asked to fill out additional permit applications (Fire, Food Handler, and/or Food Vendor).

If your event will include Games of Chance (raffle, 50/50, tricky tray, bingo, or other similar game) you will be asked to fill out an **Application for a Raffle License** with the Municipal Clerk.

If you will have a merchant selling food/merchandise at your event, they will need to fill out a **Temporary Mobile Merchant /Concessionaire Permit Application.**

If your event will be selling alcoholic beverages for profit (even if the cost of the beverages is included in the ticket price) you must apply for a Social Affairs Permit on line at <https://abc.lps.nj.gov/ABCPublic/Login.aspx>. Your application must be filed and submitted on line at least 21 days prior to your event.

**Complete and accurate applications for any event need to be submitted at least 4 weeks prior to event.**