

[Updated 11-13-2020]

**Ordinance #2020-49**

**AN ORDINANCE BY THE MUNICIPALITY OF PRINCETON CONCERNING PARADES AND SPECIAL EVENTS AND AMENDING CHAPTER 24 OF THE "CODE OF THE BOROUGH OF PRINCETON, NEW JERSEY, 1974" AND CHAPTER 18B OF THE "CODE OF THE TOWNSHIP OF PRINCETON, NEW JERSEY, 1968".**

WHEREAS, the Borough of Princeton and Township of Princeton pursuant to the provisions of the New Jersey Municipal Consolidation Act, N.J.S.A. 40:43-66.35 consolidated as Princeton on January 1, 2013; and

WHEREAS, pursuant to N.J.S.A. 40:43-66.64, the Princeton Council on January 1, 2013 adopted a Resolution continuing in effect Ordinances of the former Borough of Princeton and the former Township of Princeton as a new Code for Princeton is prepared; and

WHEREAS, the Princeton Police Department and Clerk's Office have reviewed and propose the consolidation of Chapter 24 of the "Code of the Borough of Princeton, New Jersey, 1974" and Chapter 18B of the "Code of the Township of Princeton, New Jersey, 1968," pertaining to Parades and Special Events, respectively; and

WHEREAS, the Princeton Council wishes to adopt said Code revisions which will become a part of the new Princeton Code at a future date.

NOW, THEREFORE, BE IT ORDAINED by the Princeton Council as follows:

Section 1. Chapter 24 of the "Code of the Borough of Princeton, New Jersey, 1974"

(“Borough Code”) and Chapter 18B of the “Code of the Township of Princeton, New Jersey, 1974” (“Township Code”), entitled “Parades” and “Special Events,” respectively, are hereby repealed.

Section 2. A NEW Chapter 24 of the Borough Code, as set forth on Exhibit A attached hereto and made a part hereof, is hereby adopted to set forth the provisions governing parades and other special events, and to replace the aforementioned Chapter 24 the Borough Code and Chapter 18B of the Township Code.

Section 3. All ordinances and resolutions or parts thereof inconsistent with this ordinance are repealed.

Section 4. If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portion thereof.

Section 5. The provisions of the attached Chapter 24 shall be applicable within Princeton upon final adoption and shall become a part of the new Princeton Code once completed and adopted.

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Delores Williams, Clerk

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Liz Lempert, Mayor

Ordinance Introduced:

Ordinance Adopted:

This ordinance is part of the ongoing process of merging and harmonizing the code provisions of former Princeton Borough and former Princeton Township into a new code for the consolidated municipality of Princeton. It consolidates the provisions from the Borough and Township Codes concerning parades and other special events into a single chapter, and updates the consolidated provisions for consistency with current practice.

**EXHIBIT A**

**CHAPTER 24. PARADES AND OTHER SPECIAL EVENTS.**

**Article I. Parades and Similar Special Events Along Public Right of Way.**

**Sec. 24-1. Definitions.**

For the purposes of this article, the term “parade” shall be deemed to include any parade, march, ceremony, show, exhibition, pageant, soap box derby, marathon run, walkathon, bikeathon, jogging group, organized group having a similar common purpose or goal, or procession of any kind, or any similar display, in or upon any public street, sidewalk or right-of-way within the municipality.

**Sec. 24-2. Required; exceptions.**

No person shall engage in, participate in, aid, form or start any parade, unless a parade permit shall have been obtained from the municipal clerk; except that no permit shall be required for funeral processions, school activities on school property under the immediate direction and supervision of proper school authorities or activities of any governmental agency acting within the scope of its functions.

This article shall apply to parades taking place on public streets, sidewalks and right-of-ways which are under the jurisdiction of the municipality. Requests for permission for parades to take place on streets, sidewalks or right-of-ways under the jurisdiction of the state or county shall be made to the appropriate state or county office.

**Sec. 24-3. Application.**

A person seeking issuance of a parade permit shall file an application with the municipal clerk on forms provided by such officer. A fee of twenty-five (\$25.00) dollars shall accompany the application.

(a) Filing period. Except as otherwise provided in this section, an application for a parade permit shall be filed with the municipal clerk no less than thirty days nor more than six months before the date on which it is proposed to conduct the parade.

(b) Contents. The application for a parade permit shall set forth the following information:

(1) The name, address and telephone number of the person seeking to conduct such parade.

(2) If the parade is proposed to be conducted for, on behalf of or by an organization, the names, addresses and telephone numbers of the headquarters of the organization and of the

authorized and responsible head of such organization.

(3) The name, address and telephone number of the person who will be the parade chairman and who will be responsible for its conduct.

(4) The date when the parade is to be conducted.

(5) The route to be traveled, the starting point and the termination point, including the specific assembly and dispersal location and plans for assembly and dispersal of the participants.

(6) The purpose of the event, and the estimated number of persons who, and animals and vehicles (if any) which, will participate in such parade and otherwise attend; the type of animals and description of vehicles.

(7) The hours when such parade will start and terminate.

(8) A statement as to whether the parade will occupy all or only a portion of the width of the streets proposed to be traversed.

(9) The location by streets of any assembly areas for such parade.

(10) The time at which units of the parade will begin to assemble at any such assembly area.

(11) The interval of space to be maintained between units of such parade.

(12) If the parade is designed to be held by, and on behalf of or for, any person other than the applicant, the applicant for such permit shall file with the municipal clerk a communication in writing from the person proposing to hold the parade, authorizing the applicant to apply for the permit on his behalf.

(13) The number of monitors to be provided and the identifying marks, badges or symbols to be worn or used by the monitors.

(14) The method of notifying participants of the terms and conditions of the special event.

(15) Whether or not any music will be provided, either live or recorded.

(16) The number, types and locations of all loud speakers and amplifying devices to be used.

(17) Whether any admission fee will be charged for participation in the parade and the amount of any such fee, if any.

(18) Such other information as the chief of police may deem necessary in order to properly provide for traffic control, street and property maintenance and the protection of the public health, safety and welfare.

(c) Late applications. The municipal clerk, where good cause is shown therefor, shall have the authority to consider any application under this section which is filed less than thirty days before the date such parade is proposed to be conducted.

**Sec. 24-4. Issuance procedures and standards.**

(a) Procedure. Upon the filing of a complete application with and payment of the application fee to the municipal clerk, the clerk shall forward the application to the chief of police. Based on the estimated quantity of participants and attendees at the parade as set forth immediately below, the chief shall undertake the following scope of review:

(1) Parades at which less than twenty-five (25) participants or attendees are estimated. The chief shall review the application and determine whether to issue a permit, based on the standards set forth in subsection (b) below.

(2) Parades at which twenty-five (25) or more participants or attendees are estimated. The chief shall review the application and recommend to council whether to issue a permit, based on the standards set forth in subsection (b) below. After giving due consideration to the recommendation of the chief of police, the final determination as to whether a permit shall be issued shall be made by the council.

(b) A permit shall be issued when, based on consideration of the application and from such other information as may be otherwise obtained, the chief or council, as appropriate, find that:

(1) The conduct of the parade will not substantially interrupt the safe and orderly movement of other traffic contiguous to its route.

(2) The conduct of the parade will not require the diversion of so great a number of police officers of the municipality to properly police the line of movement and the areas contiguous thereto as to prevent normal police protection to the municipality.

(3) The conduct of such parade will not require the diversion of so great a number of ambulances as to prevent normal ambulance service to portions of the municipality other than that to be occupied by the proposed line of march and areas contiguous thereto.

(4) The concentration of persons, animals and vehicles at the assembly point of the parade will not unduly interfere with proper fire and police protection of, or ambulance service to, areas contiguous to such assembly area.

(5) The conduct of such parade will not interfere with the movement of fire fighting equipment en route to a fire.

(6) The parade is scheduled to move from its point of origin to its point of termination expeditiously and without unreasonable delays en route.

(7) The parade is not to be held for the sole purpose of advertising any product and is not designed to be held purely for private profit.

(8) There is not outstanding an approved permit for another parade for a time and place that is so proximate to that applied for as to constitute a conflict therewith.

(9) The parade is not to be held for any unlawful purpose nor will it otherwise substantially infringe upon the public health, welfare and safety.

(c) The chief of police and council shall seek consultation from such municipal agencies and personnel as may be necessary to make the above-referenced finding, including but not limited to the health department, fire department and department of emergency and safety services.

(d) Any permit granted under this article may contain conditions reasonably calculated to reduce or minimize dangers and hazards to vehicular or pedestrian traffic and the public health, safety and welfare, including but not limited to changes in the date, time, duration or number of participants as requested by the applicant. Additional conditions may include, but not be limited to, conditions for the applicant's provision of refuse collection receptacles and portable restrooms for attendees. For the purposes of public safety and welfare, the chief of police may order the temporary closing of streets and/or the temporary prohibition of parking along same during the parade, and shall direct the posting of proper warning signs in connection with said parade, as provided by law. Additionally, if the chief of police indicates that additional police officers shall be made available for the purpose of preserving the public health, safety and welfare during the course of the parade, the permittee shall deposit in advance of the holding of the event a sum of money to be determined by the chief to pay in full for all police services which the chief deems necessary in connection with the parade, which shall be based on the extra-duty rate then in effect. After the conduct of the parade, if additional costs are incurred for the purpose of providing police protection, the holder of the permit shall be required to pay to the municipality the additional funds within fourteen days of notification by the municipality as to the exact figure due. In the event that the sum of money so deposited in advance exceeds the funds needed to pay for actual police protection, the municipality shall refund any excess deposit within fourteen days after the holding of the parade.

(e) The permittee shall agree in writing to indemnify, defend and hold harmless the municipality, its servants, agents, officers and employees, for any and all claims caused by or arising out of the activity covered in such permit.

**Sec. 24-6. Approval or denial; notice; right to appeal.**

The municipality shall act upon the application for a parade permit as soon as practicable but in any event within twenty days after the filing thereof and shall, within such time, notify the applicant of its action and, in the event of a denial of the permit, the reasons therefor. A permit may be denied in writing based upon the issuance standards set forth in subsection 24-5. In case more than one application shall be received for parades on the same date, the application first received shall be granted if it complies with all the requirements of this article.

Any person aggrieved shall have the right to appeal the denial of a parade permit to council. Such appeal shall be taken within three days after notice of denial. Council shall act upon the appeal as soon as practicable after receiving notice of the appeal. Alternatively, the person aggrieved may seek redress in a court of competent jurisdiction and the failure to appeal to council shall in no way affect the ability to seek redress in court.

**Sec. 24-7. Alternate permit.**

The chief of police or council, as the case may be, in denying an application for a parade permit, shall be empowered to authorize the conduct of the parade on a date, at a time or over a route different from that named by the applicant. An applicant desiring to accept an alternate permit shall, within three days after notice of the action of the municipal clerk, file a written notice of acceptance with the municipal clerk. An alternate parade permit shall conform to the requirements of and shall have the effect of a parade permit under this article.

**Sec. 24-8. Duties of permittee and attendees/participants.**

A permittee under this article shall comply with all permit directions and conditions and with all applicable laws and ordinances. The parade chairman or other person heading or leading such activity shall carry the parade permit upon his person during the conduct of the parade.

Nothing herein shall be deemed to allow the attendees and participants of the parade to violate any applicable law or ordinance.

While attending or participating in any parade, no permittee, attendee or participant shall be permitted to carry or possess any stick, pole, stave, rod, plank, pipe, stud, staff, slat, or similar object. Persons shall not be prohibited from carrying or possessing any sign support that is: one-fourth inch or less in thickness if round, two inches or less in width if flat, blunt at both ends and made of wood or plastic.

**Sec. 24-9. Revocation.**

The chief of police shall have the authority to revoke a parade permit issued under this article, if applicant fails to comply with the standards for issuance of a permit as herein set forth in

section 24-5.

**Sec. 24-10. Interference with parades receiving permit under article.**

No person shall:

- (a) Unreasonably hamper, obstruct or impede or interfere with any parade or parade assembly, or with any person, vehicle or animal participating or used in a parade, nor shall any person join or participate in any parade, unless he is authorized to do so by the organization conducting the parade.
- (b) Drive any vehicle between the vehicles or persons comprising a parade, when such vehicles or persons are in motion and are conspicuously designated as a parade.
- (c) Park or leave unattended any vehicle on any street on the route of a parade, where parking has been prohibited by the chief of police and where signs to such effect have been posted.

**Sec. 24-11. Violations.**

Any person in violation of the provisions of this article shall, in addition to revocation of a permit issued, be subject to the penalties set forth in section 1-6.

**Article II. Tournament Special Events.**

**Sec. 24-12. Definitions.**

For purposes of this article, the term "tournament event" means a golf tournament to be held over a period of two or more days, and including events associated with the tournament, if it is projected that the tournament attendance will exceed five thousand people per day.

Not later than one hundred twenty days prior to the tournament, an application for a permit to conduct a tournament event shall be made in writing to the mayor and council of the municipality of Princeton (hereinafter referred to as "Princeton") and the Township Council of the Township of Lawrence (hereinafter referred to as "Lawrence") (by the person or entity) or (the sponsor) responsible for staging the event. A fee of one thousand five hundred dollars shall accompany the application with fifty percent of said fee payable to Princeton and fifty percent of said fee payable to Lawrence. Additionally, an escrow deposit of five thousand dollars for retaining professional consultants to review the applicant's submission shall be paid to Princeton. If additional escrow funds are needed, the applicant shall make payment within fifteen days of the request. Princeton will provide the applicant with a final accounting within thirty days after the tournament, and within fifteen days thereafter the applicant will make any remaining payment or Princeton shall return to the applicant any excess escrow funds. Said funds shall be jointly utilized by Princeton and Lawrence for the review of the event application by the professional review committee established in section 24-14 hereinbelow.

**Sec. 24-13. Submission requirements.**

The application shall include:

- (a) *Tournament event plan*. Including:
  - (1) Dates:
    - a. When pre-tournament construction will start;
    - b. When pre-tournament events start;
    - c. Of tournament play with rain dates, if any;
    - d. When post-tournament removal of temporary facilities will end.
  - (2) Description of and schedule of golf events during tournament week.
  - (3) Projection of number of people attending golf event on a day by day basis during tournament week, including:
    - a. Spectators;
    - b. Volunteers;
    - c. Golfers and their staff;
    - d. Tournament staff;
    - e. Sponsors and hosts and their staff;
    - f. Others.
  - (4) Information about applicant to demonstrate professional experience and financial responsibility.
  - (5) Contact person(s) to be contacted by municipal staff in the event of problems. If there is more than one contact person, the area of responsibility of each contact person shall be specified.
  - (6) A description of location of each entrance and exit to the golf course, including:
    - a. What people or vehicles are allowed to enter and leave;
    - b. If both vehicles and pedestrians, how separated;
    - c. Permitted hours of entrance and exit;
    - d. Plan for staffing, regulating, and controlling entrances and exits;
    - e. Where ticket booths are located;
    - f. What entrance trucks will use for pre- and post-tournament construction and removal activities;
    - g. What entrances will be used for service traffic during the tournament event.
  - (7) The plan for off-site event directional signage and the plan for its removal after the event.

(8) The plan for dealing with inclement weather as it relates to cancellation of days of the event and public notification process.

(b) *Transportation plan.* Including the following elements:

- (1) An off-site parking plan designating:
  - a. The location of off-site parking areas;
  - b. The number of cars which can be accommodated at each location;
  - c. The contractual arrangements which are in effect for each location;
  - d. A schedule showing when during the tournament each of the locations will be in use;
  - e. A capacity analysis report which relates the number of parking spaces to the expected crowd size during the tournament with particular reference to peak periods;
  - f. The plan, if any, for VIP and handicapped parking;
  - g. A plan showing any limitations on the off-site parking areas in the event of inclement weather.
  
- (2) A routing and parking allocation plan showing:
  - a. The expected geographical areas from which those driving to the event will be coming and the methodology for determining this;
  - b. The plan for directing drivers to parking areas, including VIP and handicapped parking, if any;
  - c. The driving directions which will be sent to advance purchasers of tickets;
  - d. The parking information and directions which will be included with the tournament promotional materials for those not purchasing tickets in advance.
  
- (3) A busing plan showing:
  - a. The main and any secondary tournament drop-off and pick-up areas;
  - b. The routes from the off-site parking areas to the drop-off areas;
  - c. The routes from the drop-off areas to the off-site parking areas;
  - d. The schedule of bus departures from the off-site parking areas during the course of the tournament and the expected bus travel times;
  - e. The capacity of the drop-off and pick-up areas to handle the proposed schedules, particularly at peak times;
  - f. The plan for linking buses to other public transportation (e.g., train station and bus stops) and from in-town locations for use by local residents;
  - g. The contractual arrangement for having buses available;
  - h. The plans for general and any special arrangements for intersection and other roadway control devices or persons;
  - i. The staging areas for buses not in use;
  - j. The plan for avoiding conflicts between buses and pedestrians and other traffic near the tournament entrance and exit areas.

- (4) The course-area parking and traffic regulations plan showing:
  - a. Any special parking regulations which are proposed for public roads which are proximate to the course;
  - b. The plan for legally adopting any special regulations;
  - c. The plan for posting and enforcing the regulations and for coordinating with the needs of local residents;
  - d. Whether it is contemplated that there will be restriction on private land owners in the vicinity of the course from setting up parking lots on their property;
  - e. Whether it is contemplated that private cars or taxicabs or van services will be allowed to drop off people at the entrance areas.
  
- (5) A pedestrian safety plan, including:
  - a. Specially designated areas for pedestrians using the public street, including any special plans needed for pedestrians walking along or crossing Route 206;
  - b. The plan for directing pedestrians to the entrance areas;
  - c. Plan for the safety of passengers embarking and disembarking from the bus drop-off and on-line at the pick-up areas.
  
- (6) A bicycle plan, including:
  - a. Whether it is contemplated there will be restrictions on bicyclists using public roads in the course area;
  - b. Where bicycle racks will be provided at the course.
  
- (7) A background traffic plan, including:
  - a. Estimates of non-tournament traffic on area roadways during the tournament period and identifying times and places of potential conflicts with tournament traffic;
  - b. Other unusual traffic-generating activities taking place within a five mile radius of the course and of each off-site parking area during the tournament event.
  
- (8) A summary and analysis plan prepared by a professional traffic engineer and based on the facts in the other elements of the plan demonstrating:
  - a. That the off-site parking areas are adequate to accommodate the expected parking demand during the tournament event;
  - b. That the routing and parking allocation plan is designed to effectively disperse the arriving automobiles and to direct them to parking areas with the least disruption on local area streets;
  - c. That the busing plan is adequate to safely transport people from the off-site parking areas to the tournament drop-off areas and from the tournament pick-up areas to the off-site parking areas without undue travel times, without undue wait times, and without causing undue traffic congestion;
  - d. That the parking and other traffic movements on the area roadways are adequately regulated so as to minimize the problem for area residents and will not unduly interfere with buses and other transportation objectives;

e. That the proposed plans do not pose a safety problem for pedestrians and bicyclists and will not interfere with buses and other transportation objectives, and that adequate arrangements have been made to accommodate the needs of handicapped persons; and

f. That the bus drop-off and pick-up areas are designed to efficiently and safely board and unload passengers and to avoid conflicting bus movements and with sufficient capacity to handle pick-up demands.

(c) *Emergency and other services plan.*

(1) Police services plan describing:

- a. The police services that will be required during the tournament;
- b. Special security arrangements which might be necessary;
- c. Any private security companies and personnel which will be present during the tournament.

(2) Fire services plan describing:

- a. The location and volume of water availability from fire hydrants within or adjacent to the tournament site, or from other sources;
- b. The duration of flows or storage capacity as measured in hours of deliverable flows and water pressure available for fire protection purposes within the site of the tournament;
- c. How the on site temporary structures to be located during the tournament, such as tents, food preparation areas, as defined under subsection (d)(3) hereinbelow satisfy the requirements of the National Fire Protection Association Standards 1231 as adopted by Princeton pursuant to section 10B-118.3 of this Code.

(3) Ambulance and emergency services plan describing:

- a. The proposed location for the stationing of ambulance and first aid station on the site of the tournament;
- b. The medical personnel that the applicant proposes having available on site during the tournament;
- c. The location of an emergency helivac landing area for the removal of those who may become ill or injured on site during the tournament.

(4) Trash removal plan describing:

- a. The size and location of all trash receptacles and holding areas on site;
- b. The method to be utilized for the removal of the trash from the tournament site;
- c. The number of trips that will be made to and from the site during the tournament for trash removal purposes and the proposed routing of the trash removal vehicles;
- d. A certification that the trash storage and removal will be done in accordance with the applicable regulations of the Princeton Board of Health.

(5) Disaster control plan describing the plans and contingencies should there be a natural

disaster occurring during the tournament.

(d) *Temporary tournament facilities plan.* Including a site plan showing the location and dimensions of the following structures, facilities or areas together with a narrative describing the use of temporary structures and facilities.

- (1) Press and media coverage.
  - a. Location and size of staging area(s), including setback from property lines;
  - b. Location of press and media area(s), including setback from property lines;
  - c. Location and height of elevated camera area(s) and antennas, including height and setback from property lines;
  - d. Power supply and needs (if new service is to be brought in).
- (2) Concession area.
  - a. Location and size of area(s);
  - b. Location, size, height, and setback from property lines of structure(s);
  - c. Power supply and needs (if new service is to be brought in).
- (3) Temporary structures such as grandstands, skyboxes, hospitality tents, leader boards, trailers media, press, tournament officials, etc., portable rest rooms, and water fountains.
  - a. Location, size, height, and setback from property lines of structures;
  - b. Description of special maintenance requirements;
  - c. Power supply and needs (if new service is to be brought in).
- (4) Trash storage area.
  - a. Location, size, height, and setback from property lines of area(s) for refuse and recyclables;
  - b. Tonnage estimate for solid waste and schedule for pick-up;
  - c. Plan for controlling wind blown debris.
- (5) Emergency services.
  - a. Location of emergency service area;
  - b. Emergency service access points.
- (6) Utility connections.
  - a. Location and size of existing and proposed utility connection;
  - b. Location and size of any proposed generator(s);
- (7) On-site advertising.
  - a. Sign location, size, height, and setback from property lines;
  - b. Whether it is contemplated that there will be cigarette or liquor advertising.
- (8) Noise, light, and odors.

- a. Identify source and location;
- b. Identify control measures;
- c. Measurement estimates showing compliance with the Princeton noise ordinance.
- d. Plans to assure compliance with other municipal standards.

(e) *Risk management plan.* Including:

(1) Insurance. The applicant shall present to the Princeton administrator and the Lawrence Manager all necessary insurance information. All insurance policies shall be provided by companies licensed to do business in the State of New Jersey. The applicant shall purchase and maintain insurance with companies satisfactory to the Princeton administrator and Lawrence Manager as follows:

a. Public liability policies, including comprehensive general liability insurance, for the satisfaction of all claims for damages by reason of bodily injury to or the death of any one person and of all claims for damages by reason of bodily injury to or the death of all persons resulting from an accident. Such liability policies shall be in an amount of not less than two million dollars for each person and five million dollars for each accident. If the Princeton administrator or the Lawrence Manager deems this insurance to be inadequate to fully protect Princeton or Lawrence, either the Princeton administrator or Lawrence Manager, with the consent of the professional review committee, may require increased insurance to provide both Princeton and Lawrence with adequate protection. The named insured shall be the applicant, and Princeton and Lawrence shall be named as additional insureds.

b. Contractual liability insurance must be included in the comprehensive general liability insurance specifically insuring the indemnification clause specified below in subsection (e)(2).

c. Policies shall remain in force until the tournament event has concluded and until all retained deposits and performance bonds have been released.

d. Certificates of insurance required must be filed with the Princeton administrator and the Lawrence Manager. The comprehensive general liability certificate must specifically state that standard contractual liability insurance is in force insuring the indemnification clause, and the indemnification clause must be typed on the certificate or specifically incorporated therein by reference. All certificates must provide for thirty days prior written notice to the Princeton administrator and Lawrence Manager of policy cancellation or material change.

e. Copies of the insurance policies must be filed with Princeton and Lawrence at least fourteen days before the beginning of the tournament event.

(2) Indemnification. The applicant shall agree in writing to assume the defense of and indemnify and save harmless Princeton and Lawrence, and each of their servants, agents, employees and officers for all suits, actions, damages or claims to which Princeton or Lawrence may be subjected of any kind or nature whatsoever resulting from, caused by, arising out of or as a consequence of such tournament event, excluding negligence and intentional acts or failure to act by Princeton or Lawrence, and each of their servants, agents, employees and officers.

(3) Performance bonds/letters of credit. The applicant, within ten days after issuance of a permit, shall supply the Princeton administrator and Lawrence Manager with a performance bond or letter of credit in an amount equal to one hundred percent of the costs associated with the tournament event as specified in the tournament agreement and guaranteed by a qualified surety on a performance bond. In the event of the insolvency of the surety, the applicant shall forthwith furnish and maintain another performance bond. In lieu of posting the aforementioned performance bonds/letters of credit, the sponsor may make a cash deposit to cover said cost with Princeton. The costs associated with the tournament event or which the aforementioned performance bond/letters of credit must be posted shall cover the following: contractual arrangements under sections 24-13(b)(1)c., 24-13(b)(3)g. and 24-13(c)(4) hereinabove. If these contractual arrangements are submitted to and approved by the Princeton attorney and Lawrence Attorney prior to the issuance of the permit, the Princeton administrator and the Lawrence Manager may relieve the applicant from the requirements of posting security for them.

(4) Deposits. An amount equal to at least ten percent of the performance bond or letter of credit must be provided to the Princeton administrator in cash or its equivalent at the time the performance bond or letter of credit is required to be supplied to be held by Princeton for the joint benefit of Princeton and Lawrence. This amount shall be held until the applicant has fully performed its obligations to Princeton and may also be used as security to assure the repairs of damage to public property and for the removal of off-site signs. Said deposit shall secure performance of the cost associated with the tournament event as referenced in paragraph (e)(3) hereinabove.

(f) *Staffing plan.* Including:

(1) A description of the paid staff (other than police and other emergency services personnel described in subsection (c) hereinabove), including numbers, their schedule, their on-site activities and responsibilities, and any special parking arrangements.

(2) A description of the volunteer staff including:

- a. Day by day schedule showing how many and when needed;
- b. A description of the activities to be performed;
- c. A description of any special parking arrangements.

(3) A recruitment plan, showing:

- a. How recruited;
- b. How trained;
- c. Who is responsible for recruiting volunteers;
- d. What payments or other items are required from volunteers.

(g) *Local Charitable Purpose Fund plan.* The applicant shall cause an amount equal to ten percent of the total charitable funds generated by the tournament to be paid into the Local Charitable Purpose Fund. The fund shall be either a new IRS § 501(c)(3) entity or part of an existing

IRS § 501(c)(3) entity as mutually determined by the mayor and council of Princeton and the Lawrence Council. The Local Charitable Purpose Fund will allocate funds to local charitable purposes, as determined by its board of trustees.

**Sec. 24-14. Professional review committee.**

The applicant's submissions shall be reviewed by a joint committee of Princeton officials and Lawrence officials. This committee shall consist of eleven members to be constituted as follows: five members from Princeton as appointed by the mayor and council of Princeton to include: the chief of police, the municipal planner, the municipal fire official and two other appointees; and five members from Lawrence appointed by five members from Lawrence as determined by the Lawrence Township Tournament Events Ordinance.

The committee after reviewing the applicant's submissions may request such additional information as may be necessary to fully evaluate the applicant's permit request. The committee may also designate professional consultants to review and evaluate submission items which are beyond the expertise of the committee. The committee shall make a final determination as to whether the permit should be issued, including any conditions to be attached to the permit.

**Sec. 24-15. Specific arrangements and payment for emergency services.**

(a) *Police.*

(1) At least sixty days prior to the proposed tournament, the applicant shall meet with the Princeton chief of police or his or her designee and the Lawrence Chief of Police or his or her designee to review the police services that will be required during the tournament. At that time, the applicant shall review in detail the final transportation plan.

(2) After discussing with the applicant the requirement for police services, the Princeton police department and Lawrence Police Department shall determine the cost of providing police personnel for the tournament, including, but not limited to, the expense associated with regular duty officers assigned to the tournament and the need for special officers assigned to the tournament. The applicant shall be required to post an escrow deposit or payment bond with Princeton and Lawrence in the amount determined by the respective chiefs of police or his or her designee to cover these anticipated costs. All costs associated with providing these services to the tournament shall be paid by the applicant through said deposit.

(3) Within thirty days following the tournament, Princeton and Lawrence shall provide a full and final accounting to the applicant as to the costs charged to this escrow deposit. All funds unexpended shall be returned to the applicant. If the escrow deposit is insufficient, the applicant shall be required to pay to Princeton or Lawrence any additional costs within fifteen days of receiving said final accounting.

(b) *Fire.*

(1) At least sixty days prior to the tournament, the applicant shall meet with the Princeton fire official and Lawrence Fire Official to ensure that the fire protection plan is adequate. The applicant shall also review with the said fire officials the establishment of an instant command system to provide adequate fire protection during the tournament.

(2) All costs associated with the time spent by Princeton fire official and Lawrence Fire Official in conferring with the applicant and reviewing the fire protection plan shall be paid for through an escrow deposit by the applicant.

(c) *Ambulance and emergency services.*

(1) At least sixty days prior to the tournament, the applicant shall meet with representatives of the Princeton First Aid and Rescue Squad and Lawrence First Aid and Rescue Squad to ensure that there will be adequate ambulance and emergency services available on the site at the tournament.

(2) The applicant shall also arrange to make a reasonable donation to both squads providing ambulance and emergency services to the tournament.

(d) *Disaster control.* At least sixty days prior to the tournament, the applicant shall meet with the Princeton Emergency Management Council and Lawrence Emergency Management Council to discuss plans and contingencies should there be a natural disaster occurring during the tournament.

**Sec. 24-16. Issuance of permit.**

As provided for in section 24-14 hereinabove, the professional review committee shall approve, disapprove, or approve with conditions the issuance of a tournament permit. Any permit granted under this article may contain conditions reasonably calculated to reduce or minimize the dangers and hazards to vehicular or pedestrian traffic and the public health, safety, or welfare; to reduce or minimize the possibility of damage to public and private property and the liability of Princeton therefor; and to reduce or minimize the nuisance effects arising out of the tournament event activity.