City of Camden

FLAG RAISING CEREMONY PERMIT

This application must be submitted fifteen (15) business days prior to your event.
Permit requires a valid photo ID
Application Fee: $25 NON-REFUNDABLE
Money Order or Cashier Check ONLY Made Payable to: "City of Camden"

City buildings, parks, streets and all other city-owned or controlled property constructed or maintained for the benefit of the public shall be for the use of the public in general. To that end, no person or entity shall be given any special or exclusive privilege to use any public property under the control of the City without first obtaining the appropriate permit.

All expenses for insurance, security, restrooms, tents, sound systems, and services provided by the Police and Fire Departments shall be paid by the event organizer. Insurance Certificates for $1,000,000.00 naming the City as an additional insured may be required. Securing and paying for insurance is the responsibility of the applicant.

Clean-up of the property is required after each event; Flag Raising Ceremonies shall be scheduled between the hours of 10:00 a.m. and 2:00 p.m. Monday through Friday, and shall be limited to a maximum duration of one (1) hour and thirty (30) minutes, unless otherwise approved by the City of Camden.

The City reserves the right to cancel or alter your event as deemed necessary to protect the health, welfare and safety of the public. In the event that your application is denied, the city will contact you to discuss alternate options.

Any misrepresentation in this application or willful deletion of any information described herein may result in the immediate revocation of the permit. If a question does not apply, please write "N/A" in that space. The application will be returned if the information is incomplete. Please type or print clearly. Attach additional sheets if necessary.

Once your completed application is received, along with applicable fees, we will forward it to our Special Events Review Panel. Upon approval, the Department of Human Services will contact you and advise you of any additional requirements i.e. extra police officers, health permits, amusement ride taxes, staff fees, deposits, etc.

Department of Human Services
1000 North 6th Street
Camden, NJ 08102
Ph: 856-757-7285
Fax: 856-757-7360

Additional Contact Information:

DPW/Parks & Open Spaces	(856) 968-4783
Camden County Metro PD	(856) 757-7029
Licensing & Inspection	(856) 757-7131
Building Bureau	(856) 757-7032
Fire Marshall	(856) 757-7520
Camden County Parks	(856) 795-7275

CITY OF CAMDEN

DEPARTMENT OF HUMAN SERVICES
Ph. (856) 757-7285/Fax: (856) 757-7360

FLAG RAISING CEREMONY PERMIT APPLICATION

Applicant Information

Applicant Name: _____

Organization Name (if applicable): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Event Information

Name of Ceremony: _____

Flag to be Raised (Country, Organization, Cause, etc.): _____

Location of Flag Raising Ceremony: _____

Event Date: _____

Start Time: _____ End Time: _____

Alternate Date (if applicable): _____

Estimated Attendance: _____

**The dimensions and specifications for the existing large flags at the Camden City Hall poles are: 5ft X 8ft 210D Nylon flag with 2 grommets. The flags for the two ornamental poles can probably be scaled down to 4ft x 6ft.

Purpose of the Flag Raising Ceremony

Please provide a brief description of the significance and purpose of the ceremony:

_____

_____

_____

Program Schedule

Please attach or provide a proposed agenda, including:

- Opening Remarks
- Guest Speakers
- Presentation of the Flag
- Flag Raising
- Closing Remarks

Event Contact Person (Day of Event)

Name: _____

Phone Number: _____

Email Address: _____

TERMS AND CONDITIONS

The Applicant acknowledges and agrees to the following:

1. Applications must be submitted at least fifteen (15) business days prior to the requested event date.
2. The City of Camden reserves the right to approve, deny, modify, postpone, or cancel any flag raising ceremony request based on scheduling, safety, maintenance, or other municipal considerations.
3. The applicant shall be responsible for the conduct of all participants and attendees.
4. The applicant shall comply with all applicable federal, state, county, and municipal laws, regulations, and ordinances.
5. No activities shall interfere with public access, emergency operations, or the normal operations of City facilities.
6. Any amplified sound or public address system must comply with City ordinances and may require additional approval.
7. The applicant is responsible for ensuring that the event area is left in a clean and orderly condition immediately following the ceremony.
8. The City of Camden reserves the right to require proof of insurance, security measures, or additional permits if deemed necessary.
9. The approved flag shall be displayed only during the period authorized by the City and in accordance with applicable City policies.
10. Approval of this application does not constitute endorsement by the City of Camden of any organization, cause, viewpoint, or message represented by the flag.

INDEMNIFICATION

Permittee (organization/applicant) shall assume all risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of permittee's operations.

Permittee hereby expressly agrees to defend, indemnify, and hold harmless the City of Camden, its officers, agents, employees, and representatives from and against any and all claims, suits, losses, damages, liabilities, costs, and expenses arising directly or indirectly out of the permitted activity.

The applicant further acknowledges responsibility for restoring the event area to its original condition and reimbursing the City for any costs incurred due to damage or required cleanup.

The City of Camden reserves the right to cancel or revoke this permit at any time when deemed necessary and in the best interest of the City.

Applicant Signature: _____ Date: _____

Authorized Organization Representative: _____ Date: _____

City Approval: _____ Date: _____

Title: _____