



BOROUGH OF CLOSTER

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BOARD / COMMISSION **Activity Request for Mayor & Council Approval**

The Request for Activity Form must be submitted to the Borough Clerk for Mayor & Council review one month in advance of the event.

No Action (advertising/promoting/purchasing) should be taken until the Board or Commission has received the approval or denial of the Council.

Name of Board/Commission: _____

Chairperson: _____ Cell Phone: _____

Proposed Activity: _____

Date of Activity: _____ Rain Date: _____ Time of Event: _____

Location of Event: _____

Is this Activity/Event within the operating budget of the requestor? Yes ___ No ___

Description of event to be held: _____

Type of Activities and Number of Attendees anticipated: _____

List of Vendors: _____

Note: Following notice of approval of activity, if Board/Commission is contracting an outside Vendor, the Vendor will be required to provide a Certificate of Liability Insurance naming the Borough as an Additional Insured party and Hold Harmless Agreement.

Submission of Press Release to Administrator's Office? _____

Note: Activity Request Form must be submitted by 12 noon on Thursday prior to Council meeting, for discussion.
Mayor & Council meet on 2nd and 4th Wednesday of every month.