

ORDINANCE 26-10

AN ORDINANCE OF THE BOROUGH OF RUNNEMEDE ESTABLISHING A SPECIAL EVENT PERMIT REQUIREMENT FOR CERTAIN LARGE OR HIGH-IMPACT GATHERINGS AND AMENDING THE CODE OF THE BOROUGH OF RUNNEMEDE

WHEREAS, the Mayor and Council of the Borough of Runnemede recognize that certain gatherings, events, and assemblies conducted on public or private property can create significant impacts on traffic, parking, public safety, emergency services, and surrounding neighborhoods; and

WHEREAS, such impacts may include congestion, unsafe pedestrian conditions, visual or auditory distractions to motorists, excessive demand on police and emergency services, and disruption to the quiet enjoyment of residents; and

WHEREAS, the Borough has a legitimate interest in protecting the health, safety, and welfare of its residents while allowing lawful events to occur in a controlled and coordinated manner;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of Runnemede, County of Camden, State of New Jersey, as follows:

Section 1. Creation of Article

The Code of the Borough of Runnemede is hereby amended to create a new Article entitled "Special Event Permits."

Section 2. Definitions

"Special Event" shall mean any gathering, assembly, activity, or event conducted on public or private property, whether organized or informal, that is reasonably anticipated to:

- a. attract one hundred (100) or more persons at any one time;
- b. require traffic control, roadway crossing assistance, or police presence beyond ordinary patrol;
- c. result in on-site parking demand exceeding available legal parking spaces, thereby necessitating off-site parking or use of public streets;
- d. involve the organized display, exhibition, or congregation of motor vehicles, including but not limited to car meets, cruise nights, or similar events;
- e. involve activities, displays, lighting, sound, or movement in proximity to roadways that may create a distraction to normal vehicular traffic or increase pedestrian activity near roadways;
- f. otherwise have the potential to create impacts on public safety, emergency services, or surrounding properties as determined by the Borough Administrator, Chief of Police, or Fire Official.

"Applicant" shall mean any person, entity, organization, or group seeking to conduct a Special Event.

"Person in Charge" shall mean the individual designated by the Applicant as responsible for the planning and execution of the Special Event.

Section 3. Permit Required

No person or entity shall organize, sponsor, conduct, or permit a Special Event within the Borough without first obtaining a Special Event Permit in accordance with this Article.

This requirement shall apply to events conducted on both public and private property.

Section 4. Application

An Applicant shall submit a completed Special Event Permit application to the Borough Administrator not less than thirty (30) days prior to the proposed event. The Administrator may waive this requirement for good cause shown.

The application shall include, at a minimum, the information previously outlined, including traffic, safety, and operational plans as required by the Borough.

Section 5. Review and Approval

Upon receipt of a complete application, the Borough Administrator shall circulate the application to the Chief of Police, Fire Official, and such other officials as deemed appropriate.

The Borough Administrator shall have the authority to approve, approve with conditions, or deny the application based upon departmental input and the overall impact of the proposed event.

Section 6. Conditions of Approval

The Borough may impose reasonable conditions on any Special Event Permit, including but not limited to police staffing, traffic control, safety measures, insurance, indemnification, sanitation, and escrow for municipal costs.

Section 7. Grounds for Denial

An application may be denied for failure to provide required information, inability to adequately protect public safety, insufficient emergency resources, unreasonable traffic interference, or prior violations.

Section 8. Authority of Chief of Police and Fire Official

The Chief of Police and Fire Official, or their designees, shall have authority to require modifications to traffic control, crowd management, fire safety, and operational plans, including mandatory staffing levels and safety measures necessary to protect the public.

Section 9. Revocation

A Special Event Permit may be revoked by the Borough Administrator, Chief of Police, or Fire Official if the event is conducted in violation of permit conditions or poses an immediate threat to public health, safety, or welfare.

Section 10. Exemptions

This Article shall not apply to:

- a. events conducted by the Borough or its agencies;
- b. school-sponsored events conducted on school property;
- c. regularly scheduled events conducted as part of the normal operating seasons of recognized youth sports organizations within the Borough, including but not limited to Runnemede Youth Athletic Association (RYAA) and Runnemede Girls Softball League, provided that such events do not include tournaments, special events, or activities outside the ordinary course of league play;
- d. events otherwise regulated and permitted under separate provisions of the Borough Code, provided that such events do not meet the criteria set forth in Section 2.

Section 11. Fees

The Mayor and Council may, by resolution, establish an application fee for Special Event Permits.

The Borough Administrator shall have discretion to waive or reduce application fees for governmental entities, recognized nonprofit organizations, school-affiliated groups, or events determined to serve a public purpose.

Section 12. Violations and Penalties

Any person or entity who conducts a Special Event without obtaining a required permit shall be subject to a fine as follows:

- a. for a first violation where the person or entity was not previously notified of the permit requirement, a fine not to exceed two (2) times the applicable permit fee, if any, or such other penalty as permitted by law;
- b. for any person or entity that has been directed by a Borough official to obtain a Special Event Permit and fails to do so, or that proceeds with an event after a permit has been denied, a fine not to exceed one thousand dollars (\$1,000.00) per day, imprisonment for a term not exceeding ninety (90) days, or community service, or any combination thereof, as permitted by law; and
- c. each day that a violation continues shall constitute a separate offense.

Nothing herein shall preclude the Borough from seeking injunctive relief or other remedies as permitted by law.

Section 13. Severability

If any section, subsection, sentence, clause, or phrase of this Ordinance is held invalid, such decision shall not affect the remaining portions.

Section 14. Repealer

All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

Section 15. Effective Date

This Ordinance shall take effect upon final passage and publication as provided by law.

NOTICE

The above ordinance was introduced and passed on first reading at a meeting of the Borough Council of the Borough of Runnemede held on the 28th day of April, 2026, and will be taken up for final consideration and passage at a meeting of the Borough Council of said Borough of Runnemede, 24 N. Black Horse Pike, Runnemede, New Jersey, on the 26th day of May, 2026, at which time and place all persons interested will be heard.

Beth Miller, Borough Clerk
Upon First Reading