

**EVESHAM TOWNSHIP SCHOOL DISTRICT (ETSD)**  
**INFORMATION FOR OUTSIDE GROUPS**

If you are an outside Organization or Business that would like to book an Event in ETSD, please be sure to read all of the attached links on this website before completing your online Request Form.

You may first have to create an account before the system will allow you to book an event. If so, please go ahead and do that – especially if you are a first time user.

When completing your online Request Form, please be sure to note in the "*Summary of Description Box*" your contact information and if you are planning to have an outside Vendor, DJ, Food Truck, etc. participate in your event (and provide the name of their company).

Once your online Request Form is received, it will be reviewed for approval and an email will be sent back to you with further instructions.

**INSURANCE REQUIREMENTS:**

*\*Please refer to the link regarding insurance coverage on this website.*

**FOOD TRUCKS:** If the Food Truck Vendor will be "cooking food," they must also apply for a Fire Permit through the Township. Make sure you get proof of the application. To apply for a Fire Permit, the Food Truck Vendor can go on the Eveshamfire.org website and download a Permit Application.

**CARNIVAL EQUIPMENT (for School PTA's only):** Companies who provide carnival equipment (especially inflatables) during an event, must also provide proof that they have filed their equipment with the State of New Jersey by providing a copy of their most current Permit Certificate (with Permit #) for each piece of equipment.

If you have any questions, please contact the Operations Department at 856-7976840.

Thank you.