



Special Events Permit Application

Name of Applicant/Organization: _____

Address: _____

Telephone Number(s): _____

Email Address: _____

Date of Event: _____ Time: _____

Purpose/Description of the Event: _____

Estimated Number of Participants: _____ Estimated Number of Spectators: _____

Estimated Number of Vehicles to Participate: _____

Event Location: _____

Description of Security: _____

Description of Sanitary Provisions: _____

Description of Health and Safety Provisions: _____

Description of any proposed open-flame cooking facilities or proposed use of any pressurized flammable or combustible gases: _____

Description of Maintenance and Cleanup Plan: _____

Application Fees Required (Please review Ordinance 2025-03 for size determination):

Minor Event \$100

Intermediate Event \$150

Major Event \$250

PLEASE BE ADVISED:

Application, fee, and supplemental documents must be submitted to the Town Manager in accordance with Ordinance 2025-03. Major events must be submitted at least 120 days in advance, intermediate events must be submitted at least 90 days in advance, and minor events must be submitted at least 30 days in advance.

Supplemental Documents, when applicable:

☐ Vendor List with Proof of Liability Insurance

☐ Traffic and Parking Plan

☐ Alcohol or Food Permits Required

☐ Alcohol Control Plan

☐ Alcohol Liability Insurance

☐ Lighting Plan

☐ Site Plan

☐ Event Budget, to include revenues and expenses, and the previous year's actual, if not new budget.

☐ Entertainment Schedule

☐ Certificate of Event Liability Insurance naming the Town as a certificate holder and additional insured.

☐ Signed Hold Harmless Agreement

☐ Signed Memorandum of Understanding, if required by the Commission, and the size of the event.

Applicant Signature: _____ Date: _____

Town Manager's Approval: _____ Denial: _____ Date: _____

Commission Approval: _____ Denial: _____ Date: _____

BELOW FOR OFFICE USE ONLY

Application Date: _____ Date Paid: _____ Cash: _____ Check #: _____ Credit/Debit: _____

PW Reviewed: _____ PD Reviewed: _____ FD Reviewed: _____

Appeal Submitted: _____ Appeal Reviewed: _____

NOTES (waivers requested, etc.):