



## 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
- ☐ Safety Plan
- ☐ 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: \_\_\_\_\_

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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.):