



SPECIAL EVENT APPLICATION

***Please provide a site plan, aerial view or drawing indicating event location and road(s) to be closed.**

Name of applicant: _____ Applicant Signature: _____

Address: _____ Telephone: _____

Event Name: _____

Property Owners Name: _____ Property Owner Signature: _____

Phone: _____

Property Address: _____

Number of Participants: _____

Location of Special Event (if different from above) _____

Date(s) of Event: _____ Event Hours: _____

- | | | |
|--------------------------|--------------------------|---|
| Yes | No | |
| <input type="checkbox"/> | <input type="checkbox"/> | Will you be having any music and/or amplified sounds during your event? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will your event be starting before 8:00 AM. |
| <input type="checkbox"/> | <input type="checkbox"/> | Will your event end after 11:00 PM? |

EVENT NARRATIVE

A detailed written description/summary of your event is required. Please describe all activities, schedule of activities, inventory of any sold items, giveaway items, list of vendors and any other important information. If additional space is needed please use a blank sheet of paper and attach to the application.



POLICE DEPARTMENT

Off-duty police officers are required for street closures as determined by the Police Department. You will be required to hire off-duty police officers if your event includes street closures, alcohol sales or large crowds.

Yes No

- Will your event obstruct the normal flow of traffic or sidewalks?
- Do you expect the total attendance for your event to be over 50 people at any one given time?
- Will you be requesting the use of off-duty police officers?

If YES, how many _____ (**Please note:** if you answered NO, to this question off-duty officers can still be assigned to your event at a cost to the applicant if deemed necessary)

If NO, please describe why the event will not have a significant impact on the surrounding public streets and/or property area.

Does this event require street closings? Yes No

If yes, please describe which road(s) are to be closed

If yes, please describe which police services have been contracted for this event.

STREET, SIDEWALKS AND RIGHT-OF-WAY CLOSURES

List detailed closures you are requesting for your event including street, sidewalks and right-of-ways.

Please note: All closures require Town Council approval by resolution and may take up to two (2) months to be approved. All street, sidewalk and right-of-way closures must be identified on the site map.

ADDITIONAL EVENT FEATURES

- | | | |
|--|---|---------------------------------------|
| <input type="checkbox"/> Temporary Fencing | <input type="checkbox"/> Open Flames | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Inflatables/Rides | <input type="checkbox"/> Food Trucks | _____ |
| <input type="checkbox"/> Live Music | <input type="checkbox"/> Tents or Canopies | _____ |
| <input type="checkbox"/> Stage | <input type="checkbox"/> Electrical Services/
Generators | _____ |
| <input type="checkbox"/> Signs/Banners | <input type="checkbox"/> Port-A-Johns | _____ |
| <input type="checkbox"/> Additional Barricades | | |

(Please note: If any of the following apply, a separate narrative description of each additional feature may be required by the Town with this application. Additionally: tents, stages, generators, etc. may require Building Permits at the cost to the applicant.)

NOTE: Applicant & owner hereby acknowledge that this permit is subject to the following conditions:

- No alcoholic beverages may be sold or dispensed without proper state license
- Only one sign/banner may be posted on the property
- No signs are allowed within the public right-of-way
- A drawing to scale must be submitted locating all improvements on the property, the proposed location of the special event, any temporary structure proposed, and the parking to be utilized.
- A completed building permit application is required if tent is larger than 100 Sq. Ft, generator, and/or electrical work

****Pursuant to Section 3-169(E) Special Events, the Director may revoke the event permit or discontinue the use if conditions imposed on the permit application are violated.**



OFFICE USE ONLY

Special Event Permit # _____ First _____ Second _____

Planning Division Signature: _____ Approved _____ Disapproved _____
Police Department Signature: _____ Approved _____ Disapproved _____

Sec. 3-169. - Special events.

- (a) Application. Any property owner who desires to have a special event shall apply for a permit, including any applicable fee, with the department on a form provided by the town. The director shall transmit the application to the police department, building official and public works director for review and approval. The director may approve, approve with conditions, or deny the application, except as otherwise provided within this section.
(b) Permit conditions. The director may impose conditions on an event permit as is necessary to protect the public health, safety and welfare and minimize impact to adjacent uses. Conditions which may be imposed may include, but are not limited to:
(1) Yard, setback, open space and visibility triangle limitations;
(2) Temporary fences, walls or other screening;
(3) Signage;
(4) Vehicular and pedestrian ingress and egress;
(5) Property maintenance during and after the course of the activity;
(6) Control of illumination, noise, odor, vibration or other nuisances;
(7) Hours of operation; and
(8) Exterior lighting.
(c) General criteria. The following criteria shall be used to review the application for a special event permit:
(1) The event must be compatible with the surrounding land uses;
(2) If the event is not sponsored by the property owner then permission from the property owner will be required;
(3) The event must have a plan to accommodate the expected number of vehicles in an efficient manner that will not result in a parking problem for the surrounding area. If off-site parking is to be utilized, permission must be in writing from the owner of the property utilized;
(4) The applicant has not requested a special event permit on the same property more than three times within a calendar year, unless approved by the town council; and
(5) The event must not endanger the public health or safety of the citizens or businesses of the town.
(d) Termination. At the end of the time period for which the event permit was issued, the event shall be discontinued and all temporary structures and signs shall be removed within 24 hours. Failure to comply with this requirement shall be a violation of this code.
(e) Violations. The director may revoke the event permit or discontinue the use if the conditions imposed on the permit are violated.
(1) Revocation of permit. The director may revoke an event permit at any time upon the failure of the owner or applicant of the use covered by the permit to observe all requirements of the permit, this section and other relevant provisions of law, including failure to obtain appropriate business licenses. Notice of such revocation shall be given in writing by the director to the owner or operator of the use, by hand delivery or certified mail, setting forth the reasons for the revocation, the date and time upon which the revocation is effective and the appeals procedure. This provision shall not preclude the use of any other remedy prescribed by law with respect to violations of the provisions of this code.
(2) Enforcement of permit. The director may discontinue a use if the conditions imposed on the permit are violated, and such violation(s) creates an environment where the health, safety and welfare of the residents are compromised.