

SPECIAL EVENT PERMIT APPLICATION

(a \$50.00 fee may be required after approval of application by Town Council)

NAME of Event: _____

DATE(S) of Event: _____

ORGANIZATION Making Request: _____

COMPLETE ADDRESS: _____

PHONE: _____ EMAIL: _____

RESPONSIBLE PERSON/CONTACT: _____

PHONE: _____ EMAIL: _____

SECONDARY CONTACT (if available): _____

PHONE: _____ EMAIL: _____

LOCATION of Event: _____

EVENT DETAILS

BRIEF DESCRIPTION OF EVENT: _____

HOURS OF WHICH PARK IS BEING REQUESTED *(including all set-up and clean-up)*

Beginning: ____ am/pm Ending: ____ am/pm

Will your event require electricity: yes/no *(circle one)*

If electricity is being required what amp service is needed: _____

What time would electric need to be turned on: _____

Is this a public event that can be advertised? __ Yes __ No

Streets closing request from intersection to intersection. Ex: Lane St. **from** Main St. **to** Sycamore St.

STREET(S) REQUESTING TO BE CLOSED: _____

Will **ALCOHOLIC BEVERAGES** be Served? Yes ___ No ___ Sold? Yes ___ No ___ *If on Public Property a Beer Garden will be required.* Location of Beer Garden: _____

SECURITY Arrangements: (if needed) _____

RESTROOM provisions: **Name of Company:** _____

CLEAN-UP Arrangements: _____

APPROVED: _____ DENIED: _____ FEE: _____ (if applicable)

Please submit your application eight weeks in advance to give the Council ample time to review. Thank you!