



SPECIAL EVENT PERMIT APPLICATION

Apply for this permit at least 60 days prior to your special event.

I. General Information

EVENT NAME: _____

EVENT DATE(S): _____

EVENT TYPE: Parade Festival Walk/Run Concert Assembly Other _____

LOCATION _____

IF THIS EVENT IS A PARADE Please provide a map of the proposed route on additional sheet(s). _____

SET-UP TIME (START/END): _____

EVENT HOURS: _____

DISMANTLE HOURS (START/END): _____

ESTIMATED ATTENDANCE: Children <18 Total Attendance Parade Floats

BASIS ON WHICH THIS ESTIMATE IS MADE: _____

COMPREHENSIVE GENERAL LIABILITY INSURANCE REQUIRED: \$1,000,000. Please attach proof of insurance (or applicable rider).

II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: _____

ARE YOU A NON PROFIT CORPORATION? No Yes If yes, are you 501c(3) 501c(6) Religious Org.

APPLICANT NAME: _____ TITLE: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP _____

PHONE: _____ FAX#: _____ EMAIL: _____

ON-SITE CONTACT: _____ TITLE: _____

ADDRESS: _____

PHONE #: _____ CELL PHONE #: _____ EMAIL: _____

III. Brief Description of Event

IV. Street Closure Request (Attach map if necessary)

List any street(s) (or lanes of streets) requiring temporary street closure as a result of this event.

Include street name(s) indicating beginning and endpoints of the closing, day, date and time of closing and reopening:

- 1. _____
- 2. _____
- 3. _____

V. Event Details

YES NO

 Does the event involve the sale or **use of alcoholic beverages**?
If yes, has the ABC permit been obtained? Yes No

 Does the event involve the **sale of food**? _____
If "YES", has the health department been notified? _____

 Does the event involve the **sale of non-food items**?

 Will there be **musical entertainment** at your event? IF "YES" provide the following information:
Number of _____ Number of _____
Stages: _____ Band(s): _____ Amplification? _____
Note: If amplification is used, you will be required comply with the noise ordinance.

 Do you plan to use an existing **occupied building**? Address _____

 Do you plan to use an existing **vacant building**? Address _____

 Will there be any **tents or canopies** in the proposed event site? Please provide the following information:
Approx. Number of Tents: _____ Will any tent exceed 400 sq. feet in area? NO YES
Note: A tent permit may be required through the Inspections Dept.

 Does the event involve the use of **pyrotechnics**? Explain _____

 Will you provide **portable toilets** for the general public attending your event? IF SO, how many? _____

 Will you require **electrical hookup** for the event? Generators? _____

 Will you require **access to water** for the event? Explain _____

 Will **admission fees** be charged to attend this event? If "YES", provide the amount(s) of all tickets. _____

 Will **fees be charged to vendors** to participate in this event? If "YES", please provide the amount(s). _____

 Will **signs and/or banners** be displayed as part of the event? If "YES" have you applied for a sign permit? _____

 Have you notified the fire department of this event?

 Will **barricades** be needed for the event? How many? _____ A \$25.00 deposit is required for barricades, refundable upon return.

VI. Additional Questions

How will **parking** be accommodated for this event? _____

Notes:

- 1. Parking and buildings involved may be examined for ADA compliance.
- 2. You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.

How will **trash** be contained and removed during and after the event? _____

Will security and medical services be privately contracted? Yes No If YES, provide contact information for the provider(s).

Will local police and medical services be requested for this event? Yes No

Apply for this permit at least 60 days prior to your special event. FAX OR EMAIL APPLICATIONS ARE NOT ACCEPTED.

Return to:

**Yadkinville Police Department
PO Box 816
Yadkinville, NC 27055
Telephone: (336) 679-2863**

VIII. Special Information for Applicants

IMPORTANT INFORMATION! PLEASE READ COMPLETELY!

- * Do not announce, advertise or promote your event until you have a signed permit. A pre-event assessment with public safety agencies may be required prior to issuance.
- * Events with expected attendance of **5,000** or more must comply with the Department of Homeland Security Contingency Planning guidelines, as well as developing a Public Safety Plan as required by North Carolina Fire Code Chapter 4, Section 403.2.
- * No permanent alterations to the street will be permitted.
- * The Applicant may be responsible for hiring and paying off-duty law enforcement officers, or reimbursing the City for the costs of providing on-duty law enforcement officers, to appropriately police street closures. For festivals, the Applicant may be additionally responsible for hiring and paying off-duty law enforcement officers, or reimbursing the City for the costs of providing city staff, including but not limited to: on-duty law enforcement officers and emergency medical technicians.
- * The Police Department, shall determine the number of officers needed to appropriately police street closures and for internal security, and the number of emergency medical technicians needed, and the time when such services shall commence and end.
- * The applicant acknowledges and agrees to comply with ordinances and in addition agrees:
 - * No speeches, posters, placards, literature, etc., shall not contain any profanity, obscenity, or material that is likely to be such as to cause a breach of the peace by either participants or spectators.
 - * Any item that is deposited so as to constitute "littering" either by a participant or spectator, will be removed from the streets, sidewalk, or other public area, and disposed of properly by the applicant.
 - * Any violation of any ordinance of the Town of Yadkinville, or of the laws of the State of North Carolina, shall be cause for the Chief of Police, or his designee, to revoke the permit, order the event cancelled, and the participants to disperse in an orderly manner.
- * **Permits may be denied, revoked or cancelled at any time for the safety of the public, lack of available resources to safely manage the event, or any other reason, at the discretion of the Chief of Police or designee.**

FOR INTERNAL USE ONLY:

Application and fee received:

Application approved by and date:

Application denied by and date:

