

**TOWN OF WEAVERVILLE  
SPECIAL EVENT PERMIT APPLICATION**

<b>CONTACT INFORMATION</b>	<b>NAME</b>		
	<b>ADDRESS</b>		
	<b>PHONE NO.</b>		
	<b>EMAIL</b>		
<b>ORGANIZATION</b>			
<b>DATE AND TIME OF EVENT</b>			
<b>DESCRIPTION OF EVENT</b>			
<b>LOCATION OF EVENT</b>			
<b>NUMBER OF PEOPLE EXPECTED TO ATTEND</b>			
<b>STREETS/SIDEWALKS TO BE CLOSED OR OBSTRUCTED?</b>	<b>NO</b>	<b>YES</b>	
<b>ANIMALS INVOLVED?</b>	<b>NO</b>	<b>YES</b>	<b>IF YES, ATTACH INFORMATION INCLUDING NUMBER AND TYPES OF ANIMALS INVOLVED; ADDITIONAL REQUIREMENTS AND/OR FEES MAY APPLY</b>
<b>SALE AND/OR CONSUMPTION OF ALCOHOL?</b>	<b>NO</b>	<b>YES</b>	<b>IF YES, ADDITIONAL REQUIREMENTS AND/OR FEES MAY APPLY</b>
<b>STREET VENDORS?</b>	<b>NO</b>	<b>YES</b>	<b>IF YES, ATTACH INFORMATION INCLUDING THE NUMBER OF TYPES OF STREET VENDORS, MOBILE FOOD VENDORS, ETC; ADDITIONAL REQUIREMENTS AND/OR FEES MAY APPLY</b>
<b>TOWN RESOURCES REQUESTED?</b>	<b>NO</b>	<b>YES</b>	<b>PLEASE SPECIFY; ADDITIONAL FEES MAY APPLY</b>
<b>TOWN RECOGNIZED EVENT</b>	<b>NO</b>	<b>YES</b>	<b>IF YES, ATTACH TOWN COUNCIL RESOLUTION</b>
<b>MATERIALS SUBMITTED WITH APPLICATION:</b>	<b>CHECK ALL THAT APPLY</b>		
			<b>CERTIFICATE OF INSURANCE</b>
			<b>SKETCH MAP - MUST SHOW:</b>
			<b>AREA WHERE EVENT IS TO TAKE PLACE</b>
			<b>NAMES OF ANY STREETS TO BE CLOSED/OBSTRUCTED</b>
			<b>LOCATION OF BARRIERS/TRAFFIC CONTROL DEVICES</b>
			<b>LOCATION OF CONCESSION STANDS/BOOTHES, STREET VENDORS, MOBILE FOOD VENDORS, SIGNS, TEMPORARY STRUCTURES</b>
			<b>LOCATION OF FENCES, STANDS, PLATFORMS, BLEACHERS</b>
			<b>LOCATION OF ANY ANIMALS</b>
			<b>LOCATION OF AREA DESIGNATED FOR SALE AND/OR CONSUMPTION OF ALCOHOL</b>
			<b>LOCATION OF PARKING AREAS</b>
			<b>DESCRIPTION OF NUMBER/TYPE OF ANIMALS INVOLVED</b>
			<b>DESCRIPTION OF NUMBER/TYPE OF STREET VENDORS</b>
			<b>VALID ABC PERMIT FOR EVENT INVOLVING ALCOHOL</b>
			<b>OPERATIONAL PLAN SHOWING HOW ABC LAWS WILL BE COMPLIED WITH DURING THE EVENT, INCLUDING PREVENTION OF SALES TO MINORS AND ADHERENCE TO DESIGNATED AREAS</b>
		<b>APPLICATION FEE: <i>BASED ON APPLICABLE FEE SCHEDULE</i></b>	

**WAIVER AND RELEASE OF LIABILITY** – I, the Applicant, expressly agree and contract, on behalf of myself, my heirs, executor, administrators, successors and assigns, that the Town and its insurers, employees, officers, and directors, shall not be liable for any loss, damage, expense or cost (including attorney's fees) arising from property damage or personal injuries (including death) sustained by me in, on or about the premises, or as a result of my use of the Town's property related to this special event permit, regardless of whether such injuries result, in whole or in part, from the negligence of the Town.

**SIGNED AND SUBMITTED BY:**

\_\_\_\_\_  
**APPLICANT**

\_\_\_\_\_  
**DATE OF APPLICATION**

***TOWN MANAGER ACTION TO DENY, REVOKE OR IMPOSE CONDITIONS THAT APPLICANT FINDS UNREASONABLE IS APPEALABLE TO TOWN COUNCIL. APPEALS MUST BE MADE IN WRITING AND BE FILED WITH THE TOWN CLERK WITHIN THREE (3) BUSINESS DAYS OF OBJECTIONABLE ACTION. TOWN COUNCIL WILL REVIEW THE MATTER AT ITS NEXT REGULARLY SCHEDULED MEETING AND ITS DECISION WILL BE FINAL.***

OFFICIAL USE ONLY	SIGNATURE OF TOWN MANAGER/ADMINISTRATOR	DATE																				
APPLICATION APPROVED																						
APPLICATION APPROVED WITH CONDITIONS (SEE ATTACHED)																						
APPLICATION DENIED FOR REASON NOTED:	<table border="1"> <tr> <td data-bbox="511 1125 560 1188"></td> <td data-bbox="560 1125 1424 1188">INSUFFICIENT FUNDING OR RESOURCES NECESSARY TO PROVIDE EXTRAORDINARY SERVICES NOT AVAILABLE</td> </tr> <tr> <td data-bbox="511 1188 560 1251"></td> <td data-bbox="560 1188 1424 1251">EVENT WILL INTERFERE WITH MOVEMENT OF EMERGENCY VEHICLES SUCH THAT EMERGENCY SERVICES CANNOT BE PROVIDED</td> </tr> <tr> <td data-bbox="511 1251 560 1314"></td> <td data-bbox="560 1251 1424 1314">APPLICANT HAS FAILED TO OBTAIN ALL NECESSARY PERMITS/LICENSES</td> </tr> <tr> <td data-bbox="511 1314 560 1377"></td> <td data-bbox="560 1314 1424 1377">APPLICANT IS IN VIOLATION OF TOWN CODE</td> </tr> <tr> <td data-bbox="511 1377 560 1440"></td> <td data-bbox="560 1377 1424 1440">APPLICANT HAS FAILED TO OBTAIN OR PROVE SUFFICIENT LIABILITY COVERAGE</td> </tr> <tr> <td data-bbox="511 1440 560 1503"></td> <td data-bbox="560 1440 1424 1503">EVENT WILL CREATE A SEVERE HARDSHIP WITHIN NEIGHBORHOOD OR ALONG EVENT ROUTE</td> </tr> <tr> <td data-bbox="511 1503 560 1566"></td> <td data-bbox="560 1503 1424 1566">EVENT WILL CAUSE AN UNREASONABLE OR UNWARRANTED DISRUPTION TO VEHICULAR OR PEDESTRIAN TRAFFIC</td> </tr> <tr> <td data-bbox="511 1566 560 1629"></td> <td data-bbox="560 1566 1424 1629">APPLICANT HAS FAILED TO COMPLY WITH SPECIAL EVENTS ORDINANCE, INCLUDING PAYMENT OF FEE</td> </tr> <tr> <td data-bbox="511 1629 560 1692"></td> <td data-bbox="560 1629 1424 1692">A SPECIAL EVENTS PERMIT HAS ALREADY BEEN ISSUED FOR SUBSTANTIALLY THE SAME TIME/LOCATION</td> </tr> <tr> <td data-bbox="511 1692 560 1749"></td> <td data-bbox="560 1692 1424 1749">PUBLIC HEALTH AND SAFETY CONCERNS</td> </tr> </table>		INSUFFICIENT FUNDING OR RESOURCES NECESSARY TO PROVIDE EXTRAORDINARY SERVICES NOT AVAILABLE		EVENT WILL INTERFERE WITH MOVEMENT OF EMERGENCY VEHICLES SUCH THAT EMERGENCY SERVICES CANNOT BE PROVIDED		APPLICANT HAS FAILED TO OBTAIN ALL NECESSARY PERMITS/LICENSES		APPLICANT IS IN VIOLATION OF TOWN CODE		APPLICANT HAS FAILED TO OBTAIN OR PROVE SUFFICIENT LIABILITY COVERAGE		EVENT WILL CREATE A SEVERE HARDSHIP WITHIN NEIGHBORHOOD OR ALONG EVENT ROUTE		EVENT WILL CAUSE AN UNREASONABLE OR UNWARRANTED DISRUPTION TO VEHICULAR OR PEDESTRIAN TRAFFIC		APPLICANT HAS FAILED TO COMPLY WITH SPECIAL EVENTS ORDINANCE, INCLUDING PAYMENT OF FEE		A SPECIAL EVENTS PERMIT HAS ALREADY BEEN ISSUED FOR SUBSTANTIALLY THE SAME TIME/LOCATION		PUBLIC HEALTH AND SAFETY CONCERNS	
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