

**TOWN OF WEAVERVILLE
SPECIAL EVENT PERMIT APPLICATION**

CONTACT INFORMATION	NAME		
	ADDRESS		
	PHONE NO.		
	EMAIL		
ORGANIZATION			
DATE AND TIME OF EVENT			
DESCRIPTION OF EVENT			
LOCATION OF EVENT			
NUMBER OF PEOPLE EXPECTED TO ATTEND			
STREETS/SIDEWALKS TO BE CLOSED OR OBSTRUCTED?	NO	YES	
ANIMALS INVOLVED?	NO	YES	IF YES, ATTACH INFORMATION INCLUDING NUMBER AND TYPES OF ANIMALS INVOLVED; ADDITIONAL REQUIREMENTS AND FEES APPLY
SALE AND/OR CONSUMPTION OF ALCOHOL?	NO	YES	IF YES, ADDITIONAL REQUIREMENTS APPLY
STREET VENDORS?	NO	YES	IF YES, ATTACH INFORMATION INCLUDING THE NUMBER OF TYPES OF STREET VENDORS, MOBILE FOOD VENDORS, ETC; ADDITIONAL REQUIREMENTS APPLY
TOWN RESOURCES REQUESTED?	NO	YES	PLEASE SPECIFY; ADDITIONAL FEES MAY APPLY
TOWN RECOGNIZED EVENT	NO	YES	IF YES, ATTACH RESOLUTION
MATERIALS SUBMITTED WITH APPLICATION:	CHECK ALL THAT APPLY		
	CERTIFICATE OF INSURANCE		
	SKETCH MAP - MUST SHOW:		
		AREA WHERE EVENT IS TO TAKE PLACE	
		NAMES OF ANY STREETS TO BE CLOSED/OBSTRUCTED	
		LOCATION OF BARRIERS/TRAFFIC CONTROL DEVICES	
		LOCATION OF CONCESSION STANDS/BOOTHES, STREET VENDORS, MOBILE FOOD VENDORS, SIGNS, TEMPORARY STRUCTURES	
		LOCATION OF FENCES, STANDS, PLATFORMS, BLEACHERS	
		LOCATION OF ANY ANIMALS	
		LOCATION OF AREA DESIGNATED FOR SALE AND/OR CONSUMPTION OF ALCOHOL	
		LOCATION OF PARKING AREAS	
		DESCRIPTION OF NUMBER/TYPE OF ANIMALS INVOLVED	
		DESCRIPTION OF NUMBER/TYPE OF STREET VENDORS	
		VALID ABC PERMIT FOR EVENT INVOLVING ALCOHOL	
		OPERATIONAL PLAN SHOWING HOW ABC LAWS WILL BE COMPLIED WITH DURING THE EVENT, INCLUDING PREVENTION OF SALES TO MINORS AND ADHERENCE TO DESIGNATED AREAS	
	BOND FOR ANIMALS:	\$50.00	\$100.00
	APPLICATION FEE:	\$200.00	\$300.00

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 1161 560 1234"></td> <td data-bbox="560 1161 1252 1234">INSUFFICIENT FUNDING OR RESOURCES NECESSARY TO PROVIDE EXTRAORDINARY SERVICES NOT AVAILABLE</td> </tr> <tr> <td data-bbox="511 1234 560 1308"></td> <td data-bbox="560 1234 1252 1308">EVENT WILL INTERFERE WITH MOVEMENT OF EMERGENCY VEHICLES SUCH THAT EMERGENCY SERVICES CANNOT BE PROVIDED</td> </tr> <tr> <td data-bbox="511 1308 560 1381"></td> <td data-bbox="560 1308 1252 1381">APPLICANT HAS FAILED TO OBTAIN ALL NECESSARY PERMITS/LICENSES</td> </tr> <tr> <td data-bbox="511 1381 560 1455"></td> <td data-bbox="560 1381 1252 1455">APPLICANT IS IN VIOLATION OF TOWN CODE</td> </tr> <tr> <td data-bbox="511 1455 560 1528"></td> <td data-bbox="560 1455 1252 1528">APPLICANT HAS FAILED TO OBTAIN OR PROVE SUFFICIENT LIABILITY COVERAGE</td> </tr> <tr> <td data-bbox="511 1528 560 1602"></td> <td data-bbox="560 1528 1252 1602">EVENT WILL CREATE A SEVERE HARDSHIP WITHIN NEIGHBORHOOD OR ALONG EVENT ROUTE</td> </tr> <tr> <td data-bbox="511 1602 560 1675"></td> <td data-bbox="560 1602 1252 1675">EVENT WILL CAUSE AN UNREASONABLE OR UNWARRANTED DISRUPTION TO VEHICULAR OR PEDESTRIAN TRAFFIC</td> </tr> <tr> <td data-bbox="511 1675 560 1749"></td> <td data-bbox="560 1675 1252 1749">APPLICANT HAS FAILED TO COMPLY WITH SPECIAL EVENTS ORDINANCE, INCLUDING PMT OF FEE/BOND</td> </tr> <tr> <td data-bbox="511 1749 560 1822"></td> <td data-bbox="560 1749 1252 1822">A SPECIAL EVENTS PERMIT HAS ALREADY BEEN ISSUED FOR SUBSTANTIALLY THE SAME TIME/LOCATION</td> </tr> <tr> <td data-bbox="511 1822 560 1885"></td> <td data-bbox="560 1822 1252 1885">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 PMT OF FEE/BOND		A SPECIAL EVENTS PERMIT HAS ALREADY BEEN ISSUED FOR SUBSTANTIALLY THE SAME TIME/LOCATION		PUBLIC HEALTH AND SAFETY CONCERNS	
	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 PMT OF FEE/BOND																					
	A SPECIAL EVENTS PERMIT HAS ALREADY BEEN ISSUED FOR SUBSTANTIALLY THE SAME TIME/LOCATION																					
	PUBLIC HEALTH AND SAFETY CONCERNS																					
APPLICATION REVOKED FOR REASON NOTED:																						

