

APPLICATION TO CONDUCT SPECIAL EVENT WITHIN THE TOWN OF ELKIN CORPORATE LIMITS

Note: All sponsor/applicants shall have full knowledge of and comply with the Town of Elkin ordinance governing public festivals and special events.

To: The Chief of Police, Elkin N.C.

Application is hereby made for a permit to conduct a public street festival or special event within the Town of Elkin corporate limits. The undersigned sponsor and or applicant make the following representation of the event:

1. Date of request _____
2. Will the event be open to the general public or will it be a private event? _____
Public Private
3. Name of the organization making the request _____

4. Name and phone number(s) of contact person _____
5. Describe the principal objective of the event _____

6. Date event is to be held Day _____ Date _____
7. The event will begin at _____ AM/PM and end at _____ AM/PM.
8. Where will the event be held? _____
If the event is a parade, where will the parade begin? _____
Where will the parade end? _____
9. The approximate number of adults in the event _____
The approximate number of children (under 18 YOA) in the event _____
The approximate number of vehicles in the event _____
The approximate number of floats in the even _____
10. The organization/applicant shall provide any additional information needed for the Town of Elkin to consider this application.
11. Will there be alcoholic beverage provided / sold at the event _____
Yes No
12. The sponsor/applicant has read and thoroughly understands the Town of Elkin ordinance requiring a permit to conduct public street festivals and special events with in the Town of Elkin Corporate Limits. The sponsor/applicant has attached all required forms and or documentation to this application.

Yes No

13. The Town of Elkin Special Events Ordinance states under 5 (c) that the Chief of Police may require the sponsor/applicant to hire an off duty Elkin Police Officer(s) for security purposes for the event. The rate of pay for an off duty officer is \$20.00 per hour.

I certify that I am authorized to act for the above organization/group. This organization/group understands that approval of this permit in no way constitutes or signifies Town sponsorship of the activity or function conducted by this organization/group. I shall defend, save harmless, and indemnify the Town of Elkin against any tort, liability, claim, demand, or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring by use of this permit.

THIS THE _____ DAY OF _____, _____

SPONSOR

APPLICANT

THIS APPLICATION MUST BE COMPLETELY FILLED OUT, SIGNED AND PRESENTED TO THE CHIEF OF POLICE AT LEAST (30) DAYS BEFORE THE EVENT.

This Special Event Application is:

Approved _____

With stipulations:

Disapproved _____

Reason(s) for disapproval:

Chief Monroe Wagoner

Date

Lloyd Wm. Payne, Jr.
Town Manager

Date