

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: _____ Name of Event: _____

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 main contact person: _____

5. Describe the principal objective of the event? _____

6. Date(s) event is to be held: Day(s) _____ Date(s) _____, _____

7. The event will begin at _____ AM/PM and end at _____ AM/PM

8. Location(s) the event will be held: _____

Describe your event in detail: _____

The organization/applicant shall provide any additional information needed for the Town of Elkin to consider this application. Please attach one or more maps with event location(s) highlighted or street(s) needing closures.

9. If the event involves a parade, where will the parade begin? _____
Where will the parade end? _____

10. 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 event _____

11. Will there be alcoholic beverage provided / sold at the event? _____
Yes No

12. Will there be any overnight vendors/equipment set up, or camping requests at parks involved with the event?

Yes No

13. 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 applicant also agrees to comply with all applicable town ordinances, including those involving the enforcement of the North Carolina Fire Prevention Code. The sponsor/applicant has attached all required forms, permits and/or documentation to this application.

Yes No

14. 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 will be the current rate approved by the Town Board in the current schedule of fees.

15. If deemed necessary by the Fire Chief, the applicant will be required to provide measures that may include the following: fire watch personnel, a written public safety plan, and/or crowd managers where over 1000 personnel may be congregated. [NCFPC 403]

16. Are any of the following occurring within the realm of this event? [NCFPC 105.6]

YES	NO	ACTIVITY
		Use of specially designed amusement buildings and facilities
		Carnivals and/or fairs
		Exhibits and/or trade shows
		Use of explosives and/or fireworks
		Dispensing of liquid fuels
		Liquid- or gas-fueled vehicles or equipment in assembly buildings
		Use of pyrotechnic special effects material
		Installation or use of temporary membrane structures of tents larger than 400 square feet

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 OF EVENT

APPLICANT'S SIGNATURE

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:

X _____
Chief of Police

Date

X _____
Town Manager

Date