



# Application for Special Events Permit

## I. General Information

EVENT NAME: \_\_\_\_\_

EVENT DATE(S): \_\_\_\_\_

Note: If event is more than three days in duration, and not in the public right-of-way, you will also need a temporary event permit. Contact the Waynesville Police Dept. at 828-456-5363 for more information.

LOCATION \_\_\_\_\_

IF THIS EVENT IS A PARADE OR ROAD RACE \_\_\_\_\_  
Please provide a full route description and map

SET-UP TIME (START/END): \_\_\_\_\_

EVENT HOURS: \_\_\_\_\_

DISMANTLE HOURS (START/END): \_\_\_\_\_

ESTIMATED ATTENDANCE: \_\_\_\_\_

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)	Place of Worship
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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 of the Street Closure)**

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**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <b>YES</b>               | <b>NO</b>                |   |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the event involve the sale or <b>use of alcoholic beverages</b> ?<br>If yes, has the ABC permit been obtained? Yes <input type="checkbox"/> No <input type="checkbox"/> Please provide a graphic of the area where alcoholic beverages will be purchased or consumed (i.e. beer garden layout) |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the event involve the <b>sale of food</b> ? _____<br>If "YES", has the health department been notified? _____ Have you applied for a temporary permit? _____   |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the event involve the <b>sale of non-food items</b> ? If "YES" have you applied for a privilege license? _____   |
| <input type="checkbox"/> | <input type="checkbox"/> | Will there be <b>musical entertainment</b> at your event? IF "YES" provide the following information:<br>Number of Stages: _____ Number of Band(s): _____ Amplification? _____  |
|                          |                          | Note: If amplification is used, you will be required to perform a pretest for compliance with the noise ordinance.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you plan to use an existing <b>occupied building</b> ? Address _____   |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you plan to use an existing <b>vacant building</b> ? Address _____   |
| <input type="checkbox"/> | <input type="checkbox"/> | Will there be any <b>tents or canopies</b> in the proposed event site? Please provide the following information:<br>Approx. Number of Tents: _____ Will any tent exceed 400 sq. feet in area? <input type="checkbox"/> NO <input type="checkbox"/> YES  |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the event involve the use of <b>pyrotechnics</b> ? Explain _____   |
| <input type="checkbox"/> | <input type="checkbox"/> | Will you provide <b>portable toilets</b> for the general public attending your event? IF SO, how many and where will they be located? _____   |
| <input type="checkbox"/> | <input type="checkbox"/> | Will you require <b>electrical hookup</b> for the event? Generators? _____  |
| <input type="checkbox"/> | <input type="checkbox"/> | Will you require <b>access to water</b> for the event? Explain _____  |
| <input type="checkbox"/> | <input type="checkbox"/> | Will <b>admission fees</b> be charged to attend this event? If "YES", provide the amount(s) of all tickets. _____   |
| <input type="checkbox"/> | <input type="checkbox"/> | Will <b>fees be charged to vendors</b> to participate in this event? If "YES", please provide the amount(s). _____  |
| <input type="checkbox"/> | <input type="checkbox"/> | Will <b>signs and/or banners</b> be displayed as part of the event? If "YES" have you applied for a sign permit? _____  |
| <input type="checkbox"/> | <input type="checkbox"/> | Will <b>inflatable parade balloons</b> be used for the event? Provide details if necessary.   |

**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? \_\_\_\_\_

**Apply for this permit at least 60 days prior to your special event. (30 days for a neighborhood street closing)**

**Return to:**  
**Amie Owens, Assistant Town Manager**  
**Town of Waynesville**  
**16 S. Main Street, P.O. Box 100, Waynesville, NC 28786**  
**Telephone: (828) 452-2491**  
**Fax No. : (828) 456-2000**  
**Email Address: [aowens@waynesvillenc.gov](mailto:aowens@waynesvillenc.gov)**

**VIII. Special Information for Applicants**

- \* Do not announce, advertise or promote your event until you have an approved and signed permit.
- \* You will be required to notify property owners affected by the event at the time a special events permit is issued with a copy of any correspondence provided to the Town for the permit file.
- \* No permanent alterations to the street will be permitted. Only chalk may be used on streets – no permanent paint.
- \* The Town has an ordinance prohibiting the use of tobacco and e-cigarettes in the business districts and all parks of the Town. The Applicant is to communicate this information to all vendors and participants. Permanent signs are in place in these districts and parks.
- \* The Town has an ordinance against animals at festivals except for service animals. The Applicant is expected to communicate this information to all vendors and participants.
- \* The Applicant shall be responsible for hiring and paying off-duty law enforcement officers, or reimbursing the Town for the costs of providing on-duty law enforcement officers, to appropriately police street closures. For festivals, the Applicant shall be additionally responsible for hiring and paying off-duty law enforcement officers, or reimbursing the Town for the costs of providing city staff, including but not limited to: on-duty law enforcement officers, to provide internal festival security and for hiring and paying necessary emergency medical technicians.
- \* The Assistant Town Manager, in consultation with the Waynesville Police Department, shall determine the number of officers needed to appropriately police street closures and for internal security, and with the Fire Department to determine the number of emergency medical technicians needed, and the time when such services shall commence and end.

**FOR INTERNAL USE ONLY:**

Application and fee received:

Application approved:

Application denied: