

Special Event Permit Application



Huntersville Parks & Recreation Dept.
PO Box 2879, Huntersville, NC 28070
(704) 766-2220 / Fax (704) 992-5528

Approved by Town Board February 20, 2006

To applicant: The Town of Huntersville requires this application to be completed and presented to the Parks and Recreation Department no later than six (6) weeks prior to the event. The Town reserves the right to require police assistance with traffic/ crowd control. Police or security and for the use of any other Town resources, may require a fee from the applicant to cover those services/resources. The event is NOT considered approved until written confirmation (signatures from at least the parks and recreation department and the Town Manager's office provided on this form) is provided to the applicant.

**A separate application must be completed for each event date. Please type or print legibly! Please use additional attachments as necessary to adequately explain event.

1. Description of event:

Two horizontal lines for describing the event.

2. Event Date(s): _____ Time: _____ am/pm to _____ am/pm

3. Estimated number of participants: _____

4. Location:

One horizontal line for location.

5. Individual making the request: _____

Complete mailing address: _____

Phone Number: _____ E-Mail: _____

6. Individual who will be on site and in charge of activity: _____

7. Sponsoring organization/ corporation (if applicable): _____

Mailing address: _____

Phone Number: _____ Contact: _____

8. How many out-of-town visitors do you expect to attend/participate? _____; How many do you anticipate will stay in Huntersville hotels? _____; for how many nights? _____

9. Have you contact HPD? _____; Has the parade permit process been started? _____ requesting? _____ Are you requesting the closing of any streets? _____ If so, list

Horizontal line at the bottom of the page.

10. Is police assistance necessary? _____ . If so, how many officers and/or cruisers are you

11. Please list the type of Parks and Recreation staff or other services you request:

10. Other Town staff services you request in addition to Parks and Recreation:

11. Briefly describe provisions for the following – if you expect Town to provide, please indicate so:

Toilet facilities _____
Trash Disposal _____
Parking _____
Electrical power needs _____
Water needs _____

12. Will food be served? _____ if yes, has permit from Health Dept. been obtained? _____
Describe types of containers, cooking equipment, etc to be used:

13. Will there be any music, PA or loud activities (if any, briefly describe):

14. Will any banners, tents, stages, chairs, nets, and decorations etc. be used at this activity? _____
If so, describe in detail and provide a sketched plan:

15. Do you plan sales of any type of souvenirs, food, drinks or other products on public property? _____
If so, please describe: _____

I hereby certify that I am the authorized and responsible representative of the applying group and that I am at least 18 years of age. I understand that if any information is found not accurate, additional fees and/or fines may be assessed and/or permit may be revoked.

I agree and comply with all Town ordinances, rules, regulations and other applicable laws.

I agree to save and keep the Town free and harmless from any and all loss or damages or claims for damages, including attorney's fees and litigation costs, arising from or out of the special event.

I understand that I may be required to pay for labor, vehicle costs and other costs arising from use of Town staff/resources for this event.

I agree to, upon request of the program Town , to provide proof of general liability insurance listing the Town as an additionally insured with limits no less than 1 (one) million dollars.

Applicant
Signature: _____ Date: _____

This application is hereby approved, this the _____ day of _____, 20_____

Parks and Recreation Director, Town of Huntersville,NC_____

Recreation Superintendent, Town of Huntersville, NC_____

Police Chief, Town of Huntersville, NC _____
(if needed)

Public Works Director, Town of Huntersville, NC _____
(if needed)

FOR OFFICE USE ONLY

Date Application Received _____

Number of days until event _____

Town Board Agenda Date, if required _____

Number of hours _____

Rain date necessary? _____

Park Facility Used?_____

Reservation Obtained? Yes No Not Required

Health Department permit obtained?_____

Police contacted?_____

Site plan included? Yes No Not Required

Certificate of insurance obtained?_____ Policy # _____ Copy attached _____

Tax Exempt ID:_____

Parade permit obtained: Yes No Not Required