

Special Event Permit Application

Event						
Event Date(s) and Times		Event Name				
Event Location		Event Type				
Event Purpose						
Estimated Attendance	Admission Fee	Number and Types of Vehicles				
Number of Staff to Monitor and Facilitate Event		Type and Number of Vendors				
NOISE: Describe specifics of event regarding use of music, sound amplifications, and other significant noises. TRAFFIC: Describe in detail any traffic impact, including street closures and timelines. Applicant MUST attach a visual map of route requested. Describe location and timeline of all pre-event and post-event activities, and other geographic areas that may be affected. Describe Event Staff's Communication Plan and Provisions for Crisis Management						
Applicant Information						
Full Name		Cell Phone	Email			
Home Address		City	State	Zip Code		
Business Name		Business Phone	Business Email			
Business Address		City	State	Zip Code		
Event Coordinator - Sponsor						
Event Coordinator		Email	Cell Phone			
Sponsor Name		Contact Person	Cell Phone			

Insurance Requirement

As a condition precedent to the issuance of a permit authorizing an event, the applicant shall obtain public liability insurance that shall provide "occurrence" coverage against liabilities for death, personal injury, or property damage arising out of, or in any way connected with, such event. Such insurance shall be in the amount of at least \$1,000,000, combined single limit, and shall name the Town of Cramerton, and the Town's officers, employees, and agent, as additional insureds under the coverage afforded. In addition, such insurance shall be primary and noncontributing with respect to any other insurance available to Town and shall include a severability of interest (cross liability) clause. Proof of such insurance shall be filed with the special event application.

Waiver of Insurance Requirements, Free Speech – The insurance required shall be waived or modified by the Chief of Police for any permit authorizing an event involving an exercise of free speech rights, if it would create an undue burden on such exercise; and

Waiver of Insurance Requirements, Other – Any event application for an event that is not a free speech event must obtain a waiver of this insurance requirement from the Town Manager's office prior to submitting the application for a special event permit.

Proof of Insurance						
☐ No ☐ Yes, Date:	Carrier:	Amou	ınt:			
Acknowledgements						
information provided is true and correct	t any permit issued pursuant to this application is isset; and all terms and conditions specified within this and ordinance, shall apply to each member of the orga	application, as well as	s any			
Noise						
Applicant acknowledges and agrees to	Initials					
Town Park						
Applicant is responsible to contact the	ent. Initials					
Signs, Banners, Temporary Structures Applicant is responsible to contact the reviewing stands, or any temporary str	Town Zoning Administrator to request use of any siguctures.	gns, banners, tents,	Initials			
First Aid, Sanitation, Hazardous Materials						
	I maintain adequate facilities for first aid and sanitati at may be present.	on, as well as safety	in Initials			
Food or Alcohol Service or Sales						
Applicant is responsible to contact the proper regulating agencies to obtain permits to serve or sell alcohol and food. Initials						
Signature						
Applicant Signature	Applicant Printed Name	Date of	Signature			
TOWN DEPARTMENT REVIEW						
Town Services Required						
Town Services Required with Dates and Times						
Status						
Signature of Officer Issuing Permit		Date				
Change of Status and Reason for Change		Date	Officer Changing Status			