



Town of Troutman Application for Special Events

APPLY FOR THIS PERMIT AT LEAST 60 DAYS PRIOR TO YOUR EVENT (30 DAYS FOR NEIGHBORHOOD STREET CLOSING).

I. GENERAL INFORMATION

EVENT NAME: _____

EVENT DATE(S): _____

LOCATION: _____

IF THIS EVENT IS A PARADE: Please complete route description form.

SET-UP DATE(S) & HOURS (START/END): _____

EVENT DATE(S) & HOURS: _____

DISMANTLE DATE(S) & HOURS (START/END): _____

ESTIMATED ATTENDANCE: _____ BASIS FOR EST. : _____

COMPREHENSIVE GENERAL LIABILITY INSURANCE REQUIRED: 1,000,000. Please attach proof of insurance (or applicable rider).

II. APPLICANT AND SPONSORING ORGANIZATION Circle Yes or NO

SPONSORING ORGANIZATION: _____

NON-PROFIT? YES NO IF YES, ARE YOU: 501c(3) 501c(6) PLACE OF WORSHIP

APPLICANT/CONTACT NAME: _____ TITLE: _____

ADDRESS: _____ CITY _____ STATE _____ ZIP _____

PHONE: _____ FAX: _____ CELL: _____

EMAIL: _____

SITE CONTACT: _____ TITLE: _____

CELL: _____ EMAIL: _____

III. BRIEF DESCRIPTION OF EVENT

IV. STREET CLOSURE REQUEST (Attach map if necessary)

List any street(s) or lanes of street(s) requiring temporary closure as a result of this event.

1. _____ Times/Dates: _____

2. _____ Times/Dates: _____

3. _____ Times/Dates: _____

V. EVENT DETAILS (Circle Yes or NO)

YES NO •Does the event involve the sale/use of alcoholic beverages? If YES, has ABC permit been obtained? **YES NO**
 YES NO •Does this event involve the sale of food? If YES, has the Iredell County Health Dept been notified? **YES NO**
 YES NO •Musical Entertainment? If YES, provide the following: Number of stages: _____ Number of bands: _____
 Amplification? YES NO Note: If YES, will require to perform pretest for compliance with noise ordinance.
 YES NO •Do you plan to use an existing occupied building? If YES, address: _____
 YES NO •Will there be any tents/canopies in the proposed event site that exceed 400 sq. feet in area? If YES, you must
 contact the Iredell County Fire Marshall for additional permit/regulations.
 YES NO •Will signs and/or banners be displayed as part of this event? If YES, have you applied for sign permit? **YES NO**

Have you contacted, informed and discussed your event with the local Police Department, EMS and Fire Department for emergency situations and security? YES NO *Please list contact representative for each department below.*

	CONTACT	DATE	PHONE NUMBER
Police Dept.:	_____	_____	704-528-7610
EMS:	_____	_____	704-878-3027
Fire Dept.:	_____	_____	704-528-4576

VI. ADDITIONAL QUESTIONS (Circle Yes or NO)

YES NO •Will you provide portable toilets for the general public attending event? If YES, how many: _____
 YES NO •Will you require electrical hookup or generators for the event? If YES, how many generators: _____
 YES NO •Will you require access to water for this event? If YES, explain: _____
 How will parking be accommodated for the event? _____
 How will trash be contained and removed during/after event? _____
 Has a company been contacted to clean street(s) if needed? YES NO If YES, company name: _____

VII. SPECIAL INFORMATION FOR APPLICANTS

- No permanent alterations to the street will be permitted.
- The applicant shall be responsible for hiring and paying off-duty law enforcement officers, or reimbursing the Town for the cost of providing on-duty law enforcement officers, to appropriately such as road closures. For festivals, the applicant shall be additionally responsible for hiring and paying off-duty law enforcement officers or reimburse the Town for the cost of providing town 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 Permit Official, in consultation with the Troutman Police Department, shall determine the number of officers needed to appropriately police street closures and internal security and the number of emergency medical technicians needed and the time when such services shall commence and end.
- Parking and building involved may be examined for ADA compliance.
- You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.

Attachments: (circle one) Yes No

I certify that my answers are true and complete to the best of my knowledge. I understand that false or misleading information in my application may result refusal of permit.

Signature: _____ Request Date: _____