

TOWN OF TAYLORSVILLE

67 Main Avenue Drive
Taylorsville, NC 28681
Phone: 828-632-2218
Fax: 828-632-7964

EVENT APPLICATION

CONTACT INFORMATION

Event Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number : _____ Email Address: _____

EVENT INFORMATION

Type of Event: _____

Location of Event: _____

Date of Event: _____

Rain Date for Event: _____

Event Hours: Start: _____ End: _____

Set-Up: Start: _____ End: _____

Break Down: Start: _____ End: _____

Attendance: Participants: _____ Spectators: _____

Overall Event Description: _____

PARADE/STREET CLOSURE INFORMATION

Names of streets to be closed:

_____	Between: _____	And: _____
_____	Between: _____	And: _____
_____	Between: _____	And: _____
_____	Between: _____	And: _____
_____	Between: _____	And: _____
_____	Between: _____	And: _____
_____	Between: _____	And: _____
_____	Between: _____	And: _____
_____	Between: _____	And: _____

Parade/walk/run route (map must be submitted with application):

Time of street closure: Start: _____ End: _____

Anticipated entries: _____

RULES AND REGULATIONS

A non-refundable processing fee is required at the time the application is submitted to the Town of Taylorsville in the amount of \$50.

Applications must be filed no later than 20 business days prior to the event.

A site plan of your event must be submitted no later than 10 business days prior to the event identifying the location of stages, vendor booths, portable toilets, trash can, barricades, etc.

For runs, walks, and parades a site plan outlining your route must be submitted along with your application. If your event will generate additional traffic, or interrupt existing traffic on any street, a traffic control plan outlining necessary street closures is required before an Event Permit will be issued. If any NCDOT streets are to be closed for the event, you must file for the necessary permits with NCDOT.

A certificate of insurance must be filed no later than 10 business days prior to the event with a base coverage of no less than one million (\$1,000,000) dollars.

If the event is held at Matheson Park and park shelters are desired, a separate fee will be required over and above the application fee and deposit. Park shelter are available on a first come first serve basis and is not guaranteed with the event permit.

All debris and trash must be removed from an event site immediately after the event. Failure to do so will require the town to call upon the Solid Waste Department. All expenses will be the responsibility of the event applicant. A list of fees can be found on the Cleanup Checklist.

You must receive approval for your event before you promote market or advertise your event.

If you have banners you want hung up by the town, there will be a charge of \$10.00 per banner to hang and to take down. If you want them placed in an area where a bucket truck is needed, you will be responsible for the bill from the contractor for use of their bucket truck.

The event applicant shall assume and reimburse the town for any and all costs and expenses determined by the town to be unusual or extraordinary, and related to the event for which

the permit is sought. The town requires a deposit of three hundred (\$300.00) that is refundable upon completion of a cleanup checklist completed by the Public Works Director or his designee.

AGREEMENT AND SIGNATURE

I the undersigned representative have read the rules and regulations with reference to this application and am duly authorized by the organization to submit this application on its behalf. The information contained herein is complete and accurate.

Name (printed): _____

Signature: _____

Date: _____

Submit your completed application packet to:

Special Event Services

Town of Taylorsville

67 Main Avenue Drive

Taylorsville, NC 28681

Email: townmanager@taylorsvillenc.com