

TOWN OF ANDREWS

P.O. Box 1210
Andrews, NC 28901
Phone: (828) 321-3113

APPLICATION FOR SPECIAL EVENT PERMIT WITHIN THE TOWN OF ANDREWS

Application is hereby made for a permit to conduct a public street festival or special event within the Town of Andrews, North Carolina. The undersigned sponsor and/or applicant makes the following representation of the event. Complete the information below.

The Application For Special Event Permit must be submitted to the Chief of Police at least 45 days before the event. This application does not constitute a valid permit until approved by the Chief of Police and/or Board of Aldermen.

PLEASE PROVIDE THE FOLLOWING INFORMATION:

1. Date of Application: _____
2. _____
Name of Applicant and Business Phone Number
3. _____
Applicant Address Email
4. _____
Name of Event
5. _____
Address of Event, if event is a parade, give route of parade from beginning to end.
6. Describe Event and principle objective of the event: _____

7. _____
Date(s) event is to be held.
8. Will the event be open to the general public, or will it be a private event? Check one: PUBLIC PRIVATE
9. _____ AM/PM _____ AM/PM
Begin time of event End time of event
10. _____ _____
Expected Attendance Number of vehicles
11. Will alcoholic beverages be provided or sold at this event? Yes _____ No _____

Please Describe: _____

CHECK ALL THAT APPLY TO YOUR SPECIAL EVENT

- Traffic control required
- Equipment/vehicle staging on-site or off-site
- Use of Town of Andrews streets or right of ways
- On street and/or venue parking
- Fire, Police or other municipality agency participation
- Sales events, sidewalk sales, parking lot sales
- Tents and/or semi-permanent structures utilized
- Alcohol and/or food served
- Adjacent to residential property
- 12-24 hour event duration
- Use of amplified music and/or entertainment
- Waste/recycling collection
- Special Lighting
- Portable Restrooms

Please provide information on any of the checked items above:

INSURANCE

A Certificate of Insurance is required. Please provide the name and contact information for the insurance company that is providing the Certificate of Insurance. Please note that the Town of Andrews must be listed as an **Additional Insured**.

STANDARD EVENT CONDITIONS

The sponsor(s) and/or applicants(s) certify that they have read and thoroughly understand the Town of Andrews Ordinance requiring this permit in order to conduct public street festivals and special events within the Town of Andrews. All questions on the Application are answered honestly and completely. All required forms and documentation are attached.

It is understood that the Town of Andrews may require an officer in place as security for the event. The rate of pay for each off-duty officer is currently \$ _____ per hour, and this expense shall be incurred solely by the event sponsor/applicant.

By signing this Application, I/We are certifying that I/we are authorized to act for the sponsor(s)/ applicant(s) identified in this Application. I/We understand that approval of this permit in no way constitutes or signifies Town sponsorship of the activity or function conducted by the sponsor(s)/applicant(s). I/We shall defend, save harmless and indemnify the Town of Andrews against any tort, liability, claim, demand or other legal action, whether groundless or otherwise arising out of an alleged act or omission occurring by the use of this permit.

This the _____ day of _____, _____.

Applicant/Sponsor Signature (SEAL)

APPROVAL PROCESS

This Special Event Application is:

APPROVED: _____ With Stipulations (If none, please indicate): _____

Certificate of Insurance received on: _____

DENIED: _____ Reason for Denial: _____

This the _____ day of _____, _____.

Chief of Police (SEAL)

This the _____ day of _____, _____.

Town Administrator (SEAL)