



Small Town. Deep Roots.

APPLICATION FOR SPECIAL EVENT

I. General Event Information

EVENT NAME: _____

EVENT DATE: _____ SECONDARY DATE: _____

EVENT LOCATION: _____

If this is a parade or road race event: Attach a full route description and map.

EVENT TIME: _____ SECONDARY TIME: _____

EVENT SET UP TIME: _____

EVENT DISMANTLE TIME: _____

ESTIMATED ATTENDANCE: _____

ESTIMATE BASED UPON: _____

CHILDREN PARTICIPATION: _____

COMPREHENSIVE GENERAL LIABILITY INSURANCE COVERAGE REQUIREMENTS

Attach proof of insurance or applicable rider – Must be submitted 3 (three) days prior to event.

II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION: _____

NON-PROFIT: YES: ___ NO: ___

IF YES: 501C (3): _____ 501C (6): _____ PLACE OF WORSHIP: _____

APPLICANT NAME: _____ TITLE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____ EMAIL: _____



Small Town. Deep Roots.

APPLICATION FOR SPECIAL EVENT

ON-SITE CONTACT: _____ TITLE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____ EMAIL: _____

III. Brief Overall Event Description

PROVIDE AN OVERALL DESCRIPTION OF YOUR REQUESTED EVENT:

IV. Street Closure Requests (Street Closure Map Must be Attached)

LIST ANY STREET(S) REQUIRING TEMPORARY STREET CLOSURES AS A RESULT OF THIS EVENT. INCLUDE STREET NAME(S) INDICATING BEGINNING AND ENDPOINT OF THE CLOSING, DATE, DAY OF THE WEEK, AND TIME OF CLOSURE AND RE-OPENING



Small Town. Deep Roots.

APPLICATION FOR SPECIAL EVENT

V. Event Details

DOES THE EVENT INVOLVE THE SALE OF ALCOHOLIC BEVERAGES: YES: _____ NO: _____

IF YES, HAS THE PROPER ABC PERMIT BEEN OBTAINED: YES: _____ NO: _____

A GEOGRAPHIC AREA OF LOCATON OF ALCOHOL SALES MUST BE ATTACHED

DOES THE EVENT INVOLVE THE SALE OF FOOD: YES: _____ NO: _____

IF YES, HAS THE HEALTH DEPARTMENT BEEN NOTIFIED: YES: _____ NO: _____

HAVE THE CORRECT PERMITS BEEN OBTAINED: YES: _____ NO: _____

WILL THERE BE MUSICAL ENTERTAINMENT AT THE EVENT: YES: _____ NO: _____

IF YES, THE FOLLOWING INFORMATION MUST BE INCLUDED

NUMBER OF STAGES: _____ NUMBER OF BANDS: _____

LOCATION OF STAGES: _____

WILL AMPLIFICATION BE USED: YES: _____ NO: _____

*** IF AMPLIFICATION IS USED YOU WILL BE REQUIRED TO ESTABLISH COMPLIANCE WITH THE TOWN OF FOREST CITY NOISE ORDINANCE***

DO YOU PLAN ON UTILIZING A TOWN OF FOREST CITY PROPERTY: YES: _____ NO: _____

WILL THERE BE ANY TENTS/CANOPIES AT THE EVENT SITE YES: _____ NO: _____

IF YES – NUMBER OF TENTS: _____

WILL ANY TENTS EXCEED 400 SQUARE FEET IN AREA: YES: _____ NO: _____

DOES THE EVENT USE PYROTECHNICS: YES: _____ NO: _____

IF YES – ARE THE PROPER PERMITS IN PLACE: YES: _____ NO: _____

DETAILS OF PYROTECHNICS:



Small Town. Deep Roots. APPLICATION FOR SPECIAL EVENT

WILL THE EVENT REQUIRE ELECTRICAL HOOKUPS: YES: _____ NO: _____

IF YES – NUMBER OF HOOKUPS _____

WILL THE EVENT REQUIRE ACCESS TO WATER TAPS: YES: _____ NO: _____

WILL THE EVENT COORDINATOR PROVIDE PORTABLE TOILETS FOR THE GENERAL PUBLIC IN ATTENDANCE YES: _____ NO: _____

IF YES – NUMBER OF UNITS _____ LOCATION OF UNITS _____

WILL ADMISSION FEES BE CHARGED FOR ATTENDANCE YES: _____ NO: _____

WILL FEES BE CHARGED FOR VENDORS AT THE EVENT YES: _____ NO: _____

WILL SIGNS OR BANNERS BE DISPLAYED AS PART OF THE EVENT YES: _____ NO: _____

VI. ADDITIONAL QUESTIONS

HOW AND WHERE WILL PARKING FOR ATTENDEES BE PROVIDED

Four horizontal lines for providing parking information.

Note: Parking and buildings involved may be inspected by Town of Forest City Code Enforcement for compliance with ADA regulations.

HOW WILL TRASH BE CONTAINED AND REMOVED DURING AND AFTER EVENT

Three horizontal lines for providing trash removal information.

HOW WILL EVENT VOLUNTEER STAFF BE IDENTIFIED AS “EVENT STAFF”

Two horizontal lines for providing volunteer identification information.



Small Town. Deep Roots.

APPLICATION FOR SPECIAL EVENT

HOW WILL EVENT STAFF BE TRAINED FOR THEIR ROLE IN THE EVENT

VII. Special Information for Applicants

- DO NOT ANNOUNCE, ADVERTISE, OR PROMOTE YOUR EVENT UNTIL YOU HAVE AN APPROVED AND SIGNED PERMIT
- YOU WILL BE REQUIRED TO NOTIFY PROPERTY OWNERS AFFECTED BY THE EVENT AT THE TIME A SPECIAL EVENT PERMIT IS ISSUED WITH A COPY OF ANY CORRESPONDENCE PROVIDED TO THE TOWN OF FOREST CITY
- **NO PERMANENT ALTERATIONS MAY BE MADE TO ANY PROPERTY OWNED BY THE TOWN OF FOREST CITY. THIS INCLUDES BUILDINGS, STREETS, OR FIXTURES.**
- THE APPLICANT SHALL BE RESPONSIBLE FOR HIRING AND PAYING OFF DUTY -LAW ENFORCEMENT OFFICERS OR FOREST CITY FIRE PERSONNEL OR REIMBURSING THE TOWN OF FOREST CITY THE COST OF PROVIDING SUCH SERVICES WITH ON-DUTY PERSONNEL, TO APPROPRIATELY PROVIDE PUBLIC SAFETY NEEDS.
- FOR FESTIVALS OR EVENTS, THE APPLICANT SHALL BE RESPONSIBLE FOR HIRING OR REIMBURSING THE TOWN OF FOREST CITY FOR PROVIDING CITY STAFF, INCLUDING BUT NOT LIMITED TO OFF-DUTY LAW ENFORCEMENT, EMERGENCY MEDICAL PERSONNEL, FIRE PERSONNEL, STREET DEPARTMENT PERSONNEL, OR PUBLIC WORKS STAFF.
- THE TOWN MANAGER, IN CONSULTATION WITH THE FOREST CITY POLICE DEPARTMENT AND THE FOREST CITY FIRE DEPARTMENT, SHALL DETERMINE THE NUMBER OF STAFF NEEDED TO APPROPRIATELY MONITOR STREET CLOSURES, INTERNAL SECURITY, FIRE SAFETY NEEDS, AND EMERGENCY MEDICAL TECHNICIANS NEEDED. ADDITIONALLY, WHEN THESE NEEDS SHALL COMMENCE AND END

- Town of Forest City Fee Schedule:
 - Event Forest City Police Officer – \$50.00 / hour
 - Event Forest City Fire Department (fire protection) – \$80.00 / hour (personnel)
 - \$ \$175.00 / Hour (Apparatus Fee)
 - Event Forest City Fire Department (medical support) – \$40.00 / hour
 - \$ \$100.00 / Hour (Apparatus Fee)
 - Event Forest City Street Department Support – \$40.00 / hour

- Rutherford County Traffic Control – Beadie Hollifield – 828-980-2125
 - Fees to be set by Rutherford County Traffic / Crime Control



Small Town. Deep Roots. **APPLICATION FOR SPECIAL EVENT**

• **REQUEST FOR WAIVER OF FEES ASSOCIATED WITH SPECIAL EVENT**

○ **EVENT NAME:** _____

○ **WAIVER OF FEES JUSTIFICATION:**

Special Event Permits must be submitted at least 60 days prior to the event (30 days for neighborhood street closings)

RETURN TO:

- Forest City Police Department
187 S. Church Street
Forest City, North Carolina, 28043
ATTN: Chris LeRoy – Chief of Police
chrisleroy@townofforestcity.com
Chris Weeks – Assistant Chief of Police
chrisweeks@townofforestcity.com



Small Town. Deep Roots. APPLICATION FOR SPECIAL EVENT

A. **** FOR INTERNAL USE ONLY ****

APPLICATION RECEIVED: _____

RECEIVED BY: _____

APPLICATION APPROVED DATE: _____

APPROVED BY: _____

TOWN OF FOREST CITY FEE WAIVER: _____

APPROVED BY: _____

DATE OF APPROVAL: _____

APPLICATION DENIED: _____

DENIED BY: _____

REASON FOR DENIAL: _____