



Special Event Request Form

This form must be complete and submitted no less than 30 days prior to the date of proposed event. For events that have run in the past, and with prior approval of the Town, a shorter window may be allowed. Proposed events with alcohol require at least 45 days advance notice.

Date submitted : _____ Applicant Ph. # _____ email: _____

Name of Applicant individual/entity: _____

Address of Applicant: _____

Proposed Location of Event: _____

Type of Event (Live Music, Craft Fair, Car Show, etc): _____

Date of Proposed Event: _____

Hours of Proposed Event: _____

Public Facilities Use Requested: _____

Use of some facilities (Parks, Community Gym, Senior Center) have other or additional requirements, and are generally administered directly by the Parks & Rec Dept.

Road Closure Requested (be very specific/complete; include parade route): _____

If Road closure is requested, what hours: _____

Will this event generate noise of any kind (be specific): _____

How will Trash be handled? _____

Will alcohol be served, available, or present: _____

What number of people are reasonably expected to attend: _____

Town staff and/or material support requested/required (be specific and complete):

On page 2, please provide a complete list of all property and/or business names, owners, and addresses, that are likely to be directly affected by the proposed event. Generally, this will include all properties/businesses/homes in at least a one block distance in all directions. For larger events, this distance is obviously greater. Include the date these homes/businesses were contacted and informed of the proposal, and the status of their support for this proposal.

