



Special Event Permit Application

The Town of Beech Mountain welcomes and encourages Special Events. The Town recognizes Special Events as an important part of Beech Mountain’s quality of life; they build a sense of community and create an environment that fosters civic pride. Special events may include, but are not limited to the following event types: festivals, carnivals, marches, demonstrations, parades, and concerts.

The Town’s permit process requires the applicant to submit to the Town Clerk a completed Special Event Permit Application that meets the following time frames:

Event size	Notification Required Prior to Event
Less than 100 persons	7 days
Between 101 - 500 persons	30 days
Between 501 - 1000 persons	60 days
In excess of 1000 persons	120 days

Final permit decisions will be made by the Town Manager or their designee.

SECTION I. EVENT TITLE

Title of Event:	
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SECTION II. AFFIRMATION OF APPLICANT

I, the undersigned, acknowledge and understand that I am responsible to comply with the information, restriction and conditions of the Special Events Permit when issued. The information submitted is true to the best of my knowledge and I, the undersigned, shall notify the Town in writing at any time as additional information is known or the plans for the event are revised which would alter the information and statement given. I also agree, if approved, to comply with all permit conditions and understand that failure to comply with any condition, or any violation of law, may result in the immediate cancellation of the event, revocation of the permit, denial of future events, criminal prosecution and/or administrative citations(s), or fines.

I hereby certify the foregoing statements and representations are binding upon me, or if executed on behalf of a Sponsoring Entity, are binding upon the Sponsor and are executed pursuant to authority.

Signature: _____ Date: _____

Printed Name: _____

SECTION III. CONTACT INFORMATION

Each section requesting contact information must be completed.

Event Organizer	
Name:	
Phone:	
Email Address:	
Street Address	
City, State, Zip	

Person, Organization, or Entity Seeking to Conduct or Sponsor the Event	
Name:	
Phone:	
Email Address:	
Street Address	
City, State, Zip	

Legal Owner of the Property on Which the Event will be Located	
Name:	
Phone:	
Email Address:	
Street Address	
City, State, Zip	

Mark Appropriate Box	
Owner is Applicant:	YES NO* (<i>attach letter from owner</i>)
* If the applicant is not the property owner, written permission from the property owner is required to be submitted with application.	

Individual Responsible for Waste Removal / Clean Up	
Name:	
Phone:	
Email Address:	
Street Address	
City, State, Zip	

Note: The Event Organizer is responsible for arranging for the removal of all waste related to the event. This includes, but is not limited to, emptying of trash bins and the removal of waste from the event site and other affected areas.

SECTION IV. GENERAL EVENT INFORMATION

Proposed Event Date(s)	
Proposed Event Time(s)	
Proposed Rain Date(s)	
Proposed Rain Date Time(s)	

Number of Attendees Anticipated			
Fee Schedule for Number of Attendees*			
Up to 250 persons	No Charge	500 - 1,000 persons	\$100
250 - 500 persons	\$50	Over 1,000 persons	\$200
*Required fees are due at the time application is submitted. Staff will use the current Town Council approved fee schedule.			

Will this event be a part of a series of substantially similar events within a 120 day time period for which a single permit is sought?	
Note: If additional dates are unknown, notice must be provided to the Town a minimum of seven days prior to the event for verification that the original permit is adequate.	

Will the event involve occupying any street, path, Public Square or any other public right of way?	
If you selected YES to the above question please answer the following questions:	
▶ If the event will occupy a right of way, which right of way will it occupy?	
▶ Will it occupy all or only a portion of the width of the right of way?	
▶ Do you request that the Town close the right of way for this event?	
Note: Final determination of whether a right of way must be closed rests with the Town	

SECTION V. LIABILITY INSURANCE

For events in excess of 250 persons expected attendance, proof of comprehensive liability insurance is required. The policy limits of such insurance shall not be less than \$100,000 for each occurrence for property damage and for bodily injury or death \$1,000,000 for each person and \$2,000,000 for the entire event. The Town of Beech Mountain shall be named as an additional insured on such policy.

Insurance Carrier:	
Policy Number:	
Mark Appropriate Box	
Certificate of Liability Attached:	YES NO

SECTION VI. EVENT DESCRIPTION

Place full event description in box below or write 'see attached' and add attachment to application packet.

SECTION VII. VENUE DETAILS & SITE PLAN / MAP

Venue Details	
Mark corresponding boxes for items that will be used or will take place at the event.	
<input type="checkbox"/> Amplified Music	<input type="checkbox"/> Stage(s)
<input type="checkbox"/> Bleachers	<input type="checkbox"/> Alcohol Served
<input type="checkbox"/> Dance Floors(s)	<input type="checkbox"/> Portable Restrooms
<input type="checkbox"/> Tent(s) or Canopies	<input type="checkbox"/> Fireworks/ Pyrotechnics Electric Generation
<input type="checkbox"/> Live Entertainment	<input type="checkbox"/> Portable Electric Generation
<input type="checkbox"/> Loud Speaker(s) / Microphone(s)	<input type="checkbox"/> Food/ Beverage
<input type="checkbox"/> Open Flame	<input type="checkbox"/> Parade/ Walk
<input type="checkbox"/> Temporary Fencing	<input type="checkbox"/> Other

Attach a sketch-site plan / map illustrating:

- A. The area where the event is to take place, including assembly areas.
- B. Any streets to be closed or obstructed; or subject to heavy foot or vehicular traffic.
- C. The location of parking for the event.
- D. The location of any proposed barriers or traffic control devices that will be erected.
- E. The location of any concession stand, booth or other temporary structures or facilities.
- F. The location of proposed fencing, stands, platforms or seating areas.
- G. The location of any other item or action selected under the “VENUE DETAILS” section of this application.

Applicant portion of the application is complete. Make sure that all required attachments are a part of your final submittal. Incomplete applications will not be accepted.



Office Use Only			
Date Received			
Date Distributed			
Fee Required	YES	NO	If YES, amount paid
Department Evaluation of Permit Application			
Building Inspection evaluation of event:			
Signature:		Date:	
Fire evaluation of event:			
Signature:		Date:	
Parks and Recreation evaluation of event:			
Signature:		Date:	
Planning evaluation of event:			
Signature:		Date:	
Police evaluation of event:			
Signature:		Date:	
Public Works evaluation of event:			
Signature:		Date:	
Tourism Development Authority evaluation of event:			
Signature:		Date:	

AUTHORIZATION OF PERMIT

Completed by Town Manager or Designee

This Permit is:	
Signature:	Date: