



Town of Newport APPLICATION FOR SPECIAL EVENT PERMIT

Complete the following application, provide event layout and return to the Parks and Recreation Director for the Town of Newport, 200 Howard Blvd, Newport, NC, 28570. See section III of the Special Events Support Policy for application deadline dates. Please, submit a processing fee of **\$25.00 (Class D events fee \$10.00)** with this application. **All events require proof of insurance.** For more information call (252) 223-3733. Additional requirements will be distributed prior to event approval. **Tent inspection fee as required for tents over 1,800 sq.ft. is \$40.00.**

Name of Proposed Event: _____

Location of Proposed Event: _____

(Check all that Apply) Road Race: [] Walk: [] Festival: [] Performance: []
Parade: [] Concert: [] Neighborhood: [] Sporting: [] Other: (Specify) []

Beginning Date of Proposed Event: _____ Time: _____ AM PM
Ending Date of Proposed Event: _____ Time: _____ AM PM

Set-up Time: _____ AM PM Date: _____ Tear—Down Time: _____ AM PM Date: _____

The above times are used to estimate Town services that must be dedicated to the proposed event. Please be as accurate as possible. Please notify the Customer Service Coordinator Immediately if changes occur.

Starting Location of Event: _____

Ending Location of Event: _____

Estimated Number of Attendees: _____ Estimated number of Vendors: _____

Estimated number of Performers: _____ Estimated number of Vehicles: _____

Name of Organization: _____

Non-Profit? Yes No IRS Organization type: (e.g. 501(c) (3) _____ Fed. Tax ID: _____

Name of Applicant: _____ **Primary Phone:** _____

E-Mail Address: _____ **Secondary Phone:** _____

Is this Proposed Event held on Behalf of any Other Organization or Individual? Yes _____ No _____

Name of other Organization or Individual: _____

Describe the event and state the purpose of event(Attach additional sheets if necessary): _____

Proposed route or layout for event (Attach a map or drawing):

Describe the Event equipment included in layout. (Town does not provide equipment):

What street closures are requested: (Closure of State Maintained Roads requires approval from NCDOT):

Electricity required? Yes _____ No _____ **Do you plan to use amplified sound?** Yes _____ No _____

Please detail electrical and sound system requirements:

Alcohol served? Yes _____ No _____ **Insurance Certificate** _____ **ABC Permits** _____

Final Clean up by: Town _____ Organizer _____

Organizer will provide: Sanitation _____ Can Liners _____ Trash Haul off _____ Other: _____

Other Requirements:

I have carefully read and will abide by the Special Events Support Policy of the Town of Newport and swear or attest that statements I made herein are true and correct to the best of my knowledge and belief.

(Signature)

(Date)