



# Special Event Permit Application

Please review the town's special event policy to determine if your event requires a special event permit. The permit application must be received:

- 90 days in advance of the event for road closures;
- 6 weeks in advance for special events that require Town Staff (Parks and Recreation or the Youngsville Police Department – staff time will be charged per the current fee schedule); or
- One week (5 business days) for events that do not require Town resources).

If you are seeking town sponsorship of your event, you must submit a written request for sponsorship to the town board at least 120 days in advance of the event. Protests in front of Town Hall never require a permit, but do require at least 48 hours of notice if more than 10 people are anticipated to be involved.

Name of Event: \_\_\_\_\_

Requested Event Location: \_\_\_\_\_

Date(s) of event: \_\_\_\_\_

Start & End Times (including setup and break down): \_\_\_\_\_

### **SPONSORING ORGANIZATION & CONTACT INFORMATION**

Name of Organization: \_\_\_\_\_

Organization Type\*:  For-profit  Not-for-profit  Unincorporated civic / student group

*\*Along with this application, please provide documentation confirming organization type (if available).*

Organization Contact Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### On-Site Contact(s) During Event

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### **BASIC EVENT INFORMATION**

Type of Event (see special event policy for more detail):

- |  |  |
|--|--|
| <input type="checkbox"/> Private Event on Private Property | <input type="checkbox"/> Public Event on Public Property |
| <input type="checkbox"/> Private Event on Public Property  | <input type="checkbox"/> Parade or Other Street Event    |
| <input type="checkbox"/> Public Event on Private Property  |  |

### **ALCOHOL**

Will alcohol be served at this event? \*  YES  NO *\*If yes, please indicate where on your attached map.*

If yes, in what manner (check all that apply):  ON PREMISE  OFF PREMISE  
 INDOORS  OUTDOORS

**SIGNAGE**

Will there be signs placed along any street or intersection before the event? \*  YES  NO

*\*If yes, please indicate when and where on your attached map.*

Will there be signs placed along any street on the day of the event? \*  YES  NO

*\*If yes, please indicate where on your attached map.*

**GENERAL EVENT DESCRIPTION**

How many people will attend the event in total? \_\_\_\_\_

What is the highest number of people that will be at the event at any one time? \_\_\_\_\_

What is the estimated capacity of the event location (number of persons): \_\_\_\_\_

Will admission or participation fees be charged as part of the event?  YES  NO

Will anything be sold as part of the event?  YES  NO

Will you be soliciting donations as part of the event?  YES  NO

If yes, for what cause or organization? \_\_\_\_\_

If different from event sponsor, provide contact and tax status information below:

\_\_\_\_\_

Will you bring additional equipment?  YES  NO

Will you need electricity?  YES  NO

Will any items be left at the event site overnight?  YES  NO

Will signs or banners be displayed on site?  YES  NO

Will tents be erected?  YES  NO

Will you provide additional (portable) restroom facilities?  YES  NO

Will you provide additional trash and recycling facilities?  YES  NO

Will the event require any street closures or change in traffic flows?  YES  NO

Will you request that the town provide any specific services in conjunction with this event (e.g., police, trash pick-up)?  YES  NO

Services requested: \_\_\_\_\_

**AMPLIFIED SOUND\* †**

For events held at places of public entertainment, including, but not  YES  NO  N/A

limited to, restaurants, taverns and bars, coffeehouses, and private clubs, will you operate or allow the operation of any sound amplification equipment so as to create sounds registering more than 65 dB(A) between 9 am and 9 pm, or 50 dB(A) between 9 pm and 9 am, as measured anywhere within the boundary line of the nearest residentially occupied property?

For events held in the public right-of-way, including streets or sidewalks, or in public parks, will you operate or allow the operation of any sound amplification equipment so as to create sounds registering more than 60 dB(A) at any point 50 feet from any electromechanical speaker emitting sound between the hours of 9 am and 9 pm, or 5 dB(A) 50 feet or more from any electromechanical speaker between the hours of 9 pm and 9 am?  YES  NO  N/A

For events held at all other places, will you operate or allow the operation of any sound amplification equipment so as to create sounds registering 60 dB(A) or greater between the hours of 9 am and 9 pm, or 50 dB(A) or greater between 9 pm and 9 am as measured anywhere within the boundary lines of the nearest residentially occupied property?  YES  NO  N/A

If you answered yes to any of the amplified sound questions above, on what dates and during what times will sound amplification be operated (e.g., 05/01/2022 from 1 – 5 pm and 6/10/2022 from 1 – 5pm)? Leave this section blank if it is not applicable.

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*\*Upon notice of tentative approval of a permit for which amplified sounds equipment is to be operated, the applicant for a permit shall be responsible for mailing or otherwise delivering to the occupants of each property within a 1,000-foot radius of the facility for which the permit has been granted, as shown on the tax maps of the county, a notice stating the date and hours of the event. The notice shall be delivered at least 72 hours in advance of the event. The permit shall not actually be granted and issued until the applicant submits an affidavit to the town that such notices have actually been mailed or otherwise delivered. For your reference, a notification affidavit has been attached.*

*† No permit shall be issued which shall have the effect of allowing more than 20 hours of excess amplification per year at any place of public entertainment. Permits shall be tentatively approved and subsequently granted in order of receipt unless permits for 20 or more hours have previously been issued for the same or other locations within a 1,000-foot radius of the facility in the same calendar year, in which event the applicant shall elect whether to limit his request so as to keep the year's accumulated hours of excess amplification in that location below 20 hours or select another location.*

**MAP**

**With this application, you must attach a map of the area where the event is to take place and indicate the following:**

- Parking and traffic flow, including any streets to be closed or obstructed; any barriers or traffic control devices that will be erected;
- Pedestrian access and flow; and
- The location of any concession stand, booth, or other temporary structure or facility; and the location of proposed fences, stands, platforms, benches, or bleachers.

A map of the downtown area is attached for your reference and use. If any affected areas are outside the area depicted on the map please contact the town; we may be able to create one for you.

Name of insurance company providing liability insurance: \_\_\_\_\_

Phone number and email address of insurer: \_\_\_\_\_

If the event will be located on private property, the property owner (if different from sponsoring organization) must indicate consent for the use of their property below:

\_\_\_\_\_  
Name of Property Owner

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

**AGREEMENT**

I, the applicant, agree to indemnify and hold harmless the Town of Youngsville, its employees, and its agents from and against any and all liability for any injury which may be suffered in connection with this application. I also hold harmless the Town of Youngsville, its employees, and its agents from and against any liability for any equipment or supplies lost or damaged as a result of this application.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**SUBMITTAL DIRECTIONS:**

Event permit requests should be submitted using the following information. They may be submitted in person, via mail, or via email.

Town of Youngsville  
134 US 1-A South (Physical)  
P.O. Box 190 (Mailing)  
Youngsville, NC 27596  
[customerservice@townofyoungsville.org](mailto:customerservice@townofyoungsville.org)

**FOR OFFICE USE ONLY:**

Application received by \_\_\_\_\_

Date and time: \_\_\_\_\_

Fee: \_\_\_\_\_

**Permit Status**

Approved

Approved with conditions \_\_\_\_\_

Denied \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Town Administrator \_\_\_\_\_ Planning Director \_\_\_\_\_ Police Chief \_\_\_\_\_  
*Initials Initials Initials*

Forwarded to other for review/information:

- Fire Marshal
- Fire Dept
- Public Works
- Other