



TOWN OF ROLESVILLE SPECIAL EVENT PERMIT APPLICATION

NOTE: This application must be submitted no later than two (2) months before the proposed special event requested date.

1. Date of Application Submitted: _____

2. Proposed Name of Special Event: _____

3. Special Event Sponsor(s): _____

4. Special Event Primary Coordinator Contact Information:

Name: _____

Address: _____

Phone: _____ Mobile Phone: _____

Email: _____

5. Special Event Secondary Coordinator Contact Information:

Name: _____

Address: _____

Phone: _____ Mobile Phone: _____

Email: _____

6. Requested Dates for Special Events To Be Held

First Choice: _____

Second Choice: _____

Third Choice: _____

7. Requested Locations for Special Events To Be Held (check all that apply):

Main Street Park accessible off of South Main Street (Gazebo, Shelters A/B/C)

Main Street Park accessible off of Scarboro Street (Shelter D)

Mill Bridge Nature Park

Ball field Community Park

Rolesville Town Hall or Community Center

Other: _____

8. Will there be any streets that need to be closed? _____ Yes _____ No

Streets needing closure: (Note: Cost of off-duty police officer traffic control services will be incurred by the applicant)

9. Will there be a parade with this event? _____ Yes _____ No

Number of participants you anticipate in the parade: _____

What type of vehicles: _____

10. Hours of special event operation: _____

11. What type of activities will be included with this special event? _____

12. Will there be amplified sound (musicians and bands)? _____ Yes _____ No

13. Will there be any musicians or bands? _____ Yes _____ No

14. What type of genre of music will be performed? _____

15. Is there a need for electrical service? _____ Yes _____ No

16. What type of waste disposal services will be needed? (Note: Cost for such extra waste disposal services will be incurred by the applicant)

Mobile trash carts (65 gallon in size) _____ Number of carts needed

Portable waste dumpster _____ Size (4 or 8 cubic yards)

_____ Number of waste dumpsters needed

Cardboard dumpster _____ Number of cardboard dumpsters needed

Other: _____

17. Number of anticipated merchants at special event: _____

18. Number of anticipated food vendors at special event: _____

19. Estimated cost of admission: _____

20. Will Fireworks or Pyrotechnics be used at event? _____ Yes _____ No

21. Number of anticipated attendees: _____

22. What is the purpose of this special event: _____

Please note that there will be other items that will be needed at future date before final approval is given.

1. Set up date and time
2. Take down date and time
3. Town of Rolesville hold harmless agreement
4. Certificate of insurance
5. Approved ABC permits
6. Approved Food and Sanitation Inspection permits for all food vendors
7. Approved Fireworks permit through Wake County Fire Marshal Office

In signing below, I, the applicant, do hereby certify that all information above is correct and understand that this application will be reviewed first by staff and then must be approved by the Town Board of Commissioners before the special event can occur.

Signature of Applicant

Date

When completed, please submit this application to:

Town of Rolesville
Attn: Town Manager
PO Box 250 (Mailing Address)
502 Southtown Circle (Physical Address)
Rolesville, NC 27571

Phone: 919.556.3506
Fax: 919.556.6852

FOR OFFICE USE ONLY - SIGNATURES OF APPROVAL

Rolesville Rural Fire Department: _____ Date: _____

Eastern Wake EMS: _____ Date: _____

Town of Rolesville: _____ Date: _____

Board of Commissioners: _____ Date: _____