

Special Events Application



Event Feasibility

Submit 90 Days Prior to Event

This first step of the application is intended to solely determine feasibility of the event based on your general information such as date, time, location, etc.

Applicant should submit no later than 90 days prior to event date.

In this stage, we will be collecting:

- Date, Time, & Contact Info
- Preliminary Maps for Event
- General Details
- Requests for Town Grants



Details

Submit 60 Days Prior to Event

The second step is provided following approval of event feasibility. Town staff will work with you to ensure compliance with all requirements.

Applicant should submit no later than 60 days prior to event date.

- Updated Maps for Event
- Location Requests
- Amplified Sound Needs
- Notice of Alcohol Service
- Preliminary Zero Waste Plans
- Street & Traffic Impact Plans
- Safety, Fire, & Medical Plans
- Restroom Plans
- Plans for Mitigating Impact to Neighbors & Businesses



Final

Submit 20 Days Prior To Event

The third step of the application will be for final edits and documents. You will have worked with staff prior to this step and should be confident in finalizing.

Applicant should submit no later than 20 days prior to event date.

In this stage, you will submit:

- Final Maps
- Final Zero Waste Plans
- Final List of Vendors
- Final Proof of Alcohol Permit
- Proof of Insurance
- Fee Payment

Staff to provide permit 7 days before event.

