



83 Allen Street
Sylva, NC 28779

828-586-2719 Fax 828-586-8134

Dear Town of Sylva Special Event Applicant,

Safety is of utmost importance to the Town of Sylva. We are committed to mitigating risks to the public at special events throughout the Town. We strive to provide a safe and enjoyable experience for everyone who attends your event. Therefore, this Special Event Application has been updated to coincide with the Town of Sylva's obligation to provide a high level of public safety for all events.

Through the completion of this special event application, you will find that we have put in place a number of measures to ensure the safety of participants. We understand that some of these measures may be inconvenient, but we believe that they are necessary to protect the public.

We look forward to working with you to make your event a success and are confident that with our help, your event will be an enjoyable one for all.

Town of Sylva Special Event Application

Important Note: The Town of Sylva reserves the right to deny any application not meeting the criteria listed below. The Town of Sylva has limited resources that must be taken under consideration by the Special Events Committee. Submittal of an application does not guarantee approval.

Definition of A Special Event:

- a. Any event regulated by Town Ordinance, State or Federal Law and/or
- b. Town staff or services are required and/or
- c. Any type of activity that would require the obstruction of a street and/or of any Town facility.

No approval of any special events requiring street closures will be granted UNLESS:

- a. This is a town-sponsored event.
- b. There is a public safety exception determined by the Town Manager and Chief of Police
- c. The event is pre-approved by the Town Board. (Ex. Christmas Parade)

Events Held at Bridge Park:

- a. For-profit events will not be permitted unless pre-approved by the Town Board.
- b. Events will be limited to one day unless pre-approval is granted.
- c. Tents/Vendors will be capped at 30. Food Vendors will be capped at 6.
- d. Maximum capacity for special events will be capped at 500 people.

The purpose of this permit application is to:

- a. Review and approve events.
- b. Assign Town staff and equipment if necessary.
- c. Track use of Town streets, sidewalks, and other infrastructure
- d. Track and maintain a database of events town-wide.

Special Events Committee: The Special Events Committee will review and approve or deny all special event permit requests. This committee consists of the Town Manager, Chief of Police, Director of Public Works, Fire Chief, Main Street Sylva Association Director, and other staff members as needed.

Police: The Special Events Committee, in consultation with the Sylva Police Department, shall determine the number of police officers required to appropriately manage street closures and for internal security, as well as the time when such services shall commence and end. Applicants will be invoiced before the event at the rate published in the current operating fee schedule for the required number of officers needed. These fees are due one (1) week before the event.

Fire and EMS: The Special Events Committee, in consultation with the Sylva Fire Department, will determine the number of Emergency Medical Personnel required as well as the time when such services shall commence and end. Applicants will be invoiced before the event at the rate published in the current operating fee schedule for the required number of fire and EMS personnel. These fees are due one (1) week before the event.

Public Works: If applicable, the Special Events Committee, in consultation with the Parks and Recreation Department will determine the number of additional personnel required as well as the time when such services shall commence and end. Applicants will be invoiced before the event at the rate published in the current operating fee schedule for the required number of public works personnel. These fees are due one (1) week before the event.

Street Closure Equipment: The Special Events Committee, in consultation with the Sylva Public Works Department, shall determine the need for traffic control equipment to appropriately manage street closures. Applicants will be notified of the recommended controls. The applicant will be required to rent the equipment at the rate published in the current operating fee schedule. These fees are due one (1) week before the event.

Limitations on Events within Sylva's Downtown: The following limitations apply to Special Events in the Downtown District and at Bridge Park.

Weekends: During the Spring (April - June) or the Fall (August - November), there may be no more than two (2) Special Events on weekend days (including events occurring after 5PM) in total. Weekend days are defined as Friday, Saturday & Sunday. Special Events on Sundays cannot begin before 12:30 pm.

Weekdays: During the Spring or the Fall, there may be no more than two (2) Special Events on weekdays in total. Limitation on Special Events on Consecutive Days: No Special Events shall occur on back-to-back days, whether or not such events fall on weekends, weekdays, or both.

Limitation on Special Events on Consecutive Weekends: No Special Events shall occur on back-to-back weekends.

The above-described limitations shall not apply to the following:

Special Events occurring before 5:00PM on Weekdays. Events Sponsored by the Town of Sylva. Such events may include but are not limited to: Greening up the Mountains, the Christmas Parade, Treat Street, and the WCU Homecoming Parade.

Insurance: If an event is held on Town Property or requires a street or sidewalk closure, Comprehensive General Public Liability Insurance is required. Necessary coverage is \$1,000,000 per person per occurrence with a \$2,000,000 aggregate naming the Town of Sylva as additionally insured. **Certificate should be specifically worded: "The Town of Sylva, its officers, employees, and agents are additionally insured". If alcohol is being served at the event, Liquor Liability is required to be included in the Certificate of Insurance. Proof of insurance is required at least 30 days before the event.

Deadlines and Fees: Applications are due A MINIMUM of 30 days prior to an event. An application is not considered a complete application until both the application form and the application's fee has been received. Permit fees are collected upon an event's approval and are refundable up to 15 days prior to the event. There is no reimbursement of permit fees if an event is canceled within 15 days of the event date. Fees may be transferable towards future event permits if the event is canceled due to inclement weather or other emergency situations, which will be determined at the discretion of the Special Events Committee.

Definitions - Parades, Runs, and Walks are organized activities following a set course that involve full or partial closure of City streets, sidewalks, or greenways.

Definitions - General Events are organized activities that have a stationary footprint requiring the closure of streets or public squares or plazas, often involving amplified noise, food, beverage, merchandise, or other entertainment. Examples include festivals, markets, and ceremonies.

TOWN OF SYLVA

Parks and Recreation Department
83 Allen Street Sylva, N.C. 28779

Phone: (828) 586-2719 Fax: (828) 586-8134 E-mail: townclerk@townofsylva.org

BRIDGE PARK PAVILION/OUTDOOR SPECIAL EVENT PERMIT APPLICATION

EVENT Date _____ Today's Date _____

Name of Organization _____ Phone# _____

Primary Organizer Contact:

Name _____ Event Day Phone# _____

Address _____

Email Address _____

Primary Event Category:

****Note** 60-Day Advance Notice is Required for Events that will need a Road Closure!!**

Assembly/Rally Race/Run/Walk Festival
 Concert Block Party Performance
 Educational Filming/Photography Other: _____

Name of Event _____

Mission/Purpose of Event _____ Estimated # Attending _____
(determines if police presence will be required at the applicant's expense)

Event Time(s) Opening _____ AM/PM - Closing _____ AM/PM

Set-up Date(s) _____ Set-up Time(s) _____ AM/PM -- _____ AM/PM

Primary On-Site Contact _____ Mobile Phone# _____

Describe Event _____

List quantity of structures & equipment on-site (Ex. Tents; Stakes; Generators; Inflatables, etc.)

- Will streets/sidewalks need to be closed? Yes ___ No ___
- Will any vehicles/trailers be located in non-parking areas? Yes ___ No ___
- Are sales by private vendors being planned? Yes ___ No _____. IF YES, how many?_____
- Will tents or canopies be used at the event? Yes ___ No ___
- Will banners or signs be used outside the event area? Yes ___ No ___
- Does your event require electricity? Yes ___ No ___
- Will sound amplification be used? Yes ___ No ___
- Will there be any cooking with grease? Yes ___ No ___
- Will private grills be in use for food preparation? Yes ___ No ___
- Will additional trash receptacles be used? Yes ___ No ___
- Will the event be publicized? Yes ___ No ___
- Do you want to request town approval to serve alcohol? Yes ___ No ___

What type of alcohol do you intend to serve? _____ By Whom? _____
 (If YES, attach a copy of the permit holder's NC Off-Premise license to sell alcohol and certificate of liability insurance coverage at a level of \$1,000,000, listing the Town of Sylva for the day of the event.)

****ALCOHOL USE IS STRICTLY PROHIBITED ON PROPERTY OWNED OR OCCUPIED BY THE TOWN OF SYLVA** - ORDINANCE: ARTICLE I SEC 4-2 UNLESS APPROVED BY THE TOWN BOARD. DO NOT publicize your event until you have been granted approval.**

INITIAL FOR ACKNOWLEDGEMENT _____

If the date and/or location requested is not available, or if the requested location is not an appropriate site to conduct your proposed event, the department will contact you and an alternate location will suggested if available. Your confirmation will be in the form of a permit, issued to the organization and/or person responsible for planning the event. **Do not publicize your event until preliminary approval has been confirmed by the Town of Sylva. The submission of an Outdoor Special Event Permit Application is NOT approval to hold an event.**

Confetti is strictly prohibited.

List of Fees:

***NOTE: All fees must be paid before the reservation is approved.**

Park Reservation Fees

Vendor Fees

- ___ \$30.00 for two hours (Town Residents)
- ___ \$50.00 for two hours (non-Town Residents)
- ___ \$50.00 for four hours (Town Residents)
- ___ \$75.00 for four hours (non-Town Residents)
- ___ \$100.00 for eight hours (Town Residents)
- ___ \$125.00 for eight hours (non-Town Residents)

- ___ \$100 for up to 30 tent/table vendors
- ___ \$75 for up to six food vendors. Please List:

___ \$25 for each alcohol vendor, Qty: _____

\$_____ TOTAL for BOTH Columns

Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand, and agree to abide by the policies, rules, and regulations. The permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the Sylva Town Manager.

Name of Applicant _____

Signature _____ Date _____

Town Official Approval _____ Date _____

Official Use Only

- Certificate of Liability Insurance Coverage
- Copy of NC License to Sell Alcohol

Resolution Approval Date: _____

Food Vendors - Limited to a Total of 6

- **Available Electricity:** 2 50-amp connections, 2 30-amp connections, 4 double 120v receptacles.
- **Trucks/trailers:** must be parked in the left paved lot as you face the stage, along Scott's Creek. A maximum of 6 can be staged there. *All tow vehicles must be disconnected and moved to a parking space.*
- **Tent and cart food vendors** not requiring electricity may set up along Scott's Creek in the grass on the back side of the right paved lot as you face the stage. A maximum of 4 can be staged there.
- **All food vendors must have an active "Itinerant Merchant Permit"** with the Town of Sylva.

Parking

- Vendor tents must be **staked into the grass or weighted.**
- No vendor tents may be staged in the right-paved parking lot as you face the stage without approval.
- Applicants who are expecting **large crowds** should consider providing a **shuttle service** as parking is limited.
- We recommend you avoid parking on Main and Mill Streets to allow merchant customers to park there.
- **Public Parking Suggestions: Poteet Park, Mark Watson Park, Jackson County Library, Bicentennial Park (Keener Street) or request private lots by permission (Pinnacle Relief on Grindstaff Cove Road, First United Methodist Church on Jackson Street)**

Restrooms: Public restrooms are available from dawn until dusk at Poteet Park or at the corner of Allen Street and Mill Street & Railroad Avenue. Depending on your crowd size, you may want to consider renting porta-potties. Please let Town Staff know if you intend to do that in order to coordinate the location.