



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 and Vendors will be capped at 30.
- 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 needed Town staff and equipment.
- c. Track use of Town street, 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, and 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 1 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 WCU Homecoming Parade.

Insurance: If an event is held on Town Property or requires a street or sidewalk closure then Comprehensive General Public Liability Insurance is required: \$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 cancelled within 15 days of the event date. Fees may be transferable towards future event permits if the event is cancelled 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. **No approval will be granted for these events unless there is public safety concern, to be determined by the Town Manager and Chief of Police.**

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, NC 28779

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

OUTDOOR SPECIAL EVENT PERMIT

Event Date: _____

Today's Date: _____

Name of Organization: _____

Primary Organizer Contact:

Name: _____

Phone#: _____

Address: _____

Email Address: _____

Fax#: _____

Primary Event Category:

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

☐ Assembly/Rally	☐ Car Show	☐ Filming/Photography
☐ Block Party	☐ Educational	☐ Processional
☐ Block off Parking	☐ Festival	☐ Race/Run/ Walk

☐ Other: _____

Primary Event Location:

☐ Fountain on Main Street ☐ Main Street Sidewalk ☐ Pinnacle Park

☐ Processional Route: _____

Name of Event: _____

Purpose of Event: _____

Date (s) of Actual Event: _____ Will this event be audio and/or visually recorded?
_____ YES _____ NO

Estimated Attendance: _____

Event Time(s) Opening (including set-up): _____ AM/PM – Closing (including clean-up) : _____ AM/PM

Primary On-Site Contact: _____

Mobile Phone Number : _____

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 police department will contact you and an alternate location will be suggested if available. **Do not publicize your event until preliminary approval has been confirmed by the Town of Sylva.**

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 _____

Police/Town Official Approval _____ Date _____

