



Town of Franklinton

Special Event Permit

General Information

Event Name: _____

Event Date: _____

Event Time: _____

Event Description:

Proposed Event Location (include address, physical description, etc):

Applicant Name: _____

Applicant Address: _____

Applicant Phone Number: _____

Applicant Email Address: _____

Business Name (if applicable): _____

Business Address (if applicable): _____

Event Details

Expected event attendance: _____

Will road closures be required, if so what roads:



Will the event result in an increased need for law enforcement coverage? If yes, please explain:

Will there be any open flames, highly combustible or explosive materials, or fire hazards? If yes, please explain:

Will there be animals at the event? If yes, please explain:

Will you be securing liability coverage for this event? _____

Will you be utilizing any utilities for this event i.e. water, electricity? _____

Where will trash from the event be disposed of? _____

Will you have food trucks at the event? _____

If yes how many food trucks? _____

Will you have craft vendors at the event? _____

If yes how many craft vendors? _____

Will you be providing staff or volunteers at the event? If yes, how many?

Will you have live music or performances at the event? If yes, what time will the music take place? What musical acts or performers will be performing?



Will you be providing restroom facilities at the event? If yes, how many porta-potties will be provided? _____

Where will the porta-potties be located? _____

When will the porta-potties be placed? _____

When will the porta-potties be removed? _____

Will you be providing EMS coverage during the event? Does your event require EMS coverage?

The Town of Franklinton reserves the right to refuse, deny, cancel, or postpone any special event that is determined to create a hazard, risk, or unreasonable disruption to the community. The Town may at any time shut down a special event that is in violation of a Town Ordinance or that violates the provisions of a Special Event permit that is approved by the Town. Based upon the information provided in this application, the Town of Franklinton may impose additional conditions on the applicant, including, but not limited to 1) the provision of liability insurance in such amounts as deemed necessary by the Town, 2) the use of law enforcement for public safety, and/or 3) a detailed diagram of the special event area. The Town of Franklinton shall not be responsible for any death, injury, property damage, or claim arising from a Special Event that is approved by the Town of Franklinton. The Town strongly recommends that you check with your insurance provider and/or legal counsel to determine whether your event is adequately insured and covered. The applicant and event organizers hereby agree to hold the Town and its agents and assigns harmless for any claim or legal action arising as a result of a Special Event. Further, the applicant agrees to defend the Town of Franklinton against any claim or legal action arising as a result of the Special Event. The event organizer agrees to reimburse the Town for any damages to Town property or facilities that arise as a result of the Special Event.

I _____ (printed name) agree to the conditions listed above and agree to comply with all requirements of the Special Event Permit.

Applicant Signature

Date: