



## SPECIAL EVENTS PERMIT

**This permit must be received no later than 60 days prior to your event.**

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Phone Number: \_\_\_\_\_ (work) Alternate Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Plans attached  YES  NO

Description of Special Event (attach additional sheets if necessary): \_\_\_\_\_  
\_\_\_\_\_

Will Alcohol be Served or Brought to Premises?  YES  NO  
(If Yes, attach any applicable ABC Permits and copies of your third party liability insurance)

By signing, I agree to reimburse the Town of Jamestown for services including, but not limited to, Police, Sanitation, and Public Services. These fees may be waived by Town Council, at their discretion. Please indicate if you wish to petition Town Council to waive these fees:  YES  NO

NO FEE IS REQUIRED FOR THIS PERMIT

**The individual or group, their guests and invitees, understand and agree that the Town of Jamestown will NOT be responsible for injury to persons using the premises under the terms of its application, nor for damage to or loss of property brought onto the premises, and that the Town of Jamestown will be held harmless for any and all claims for such injury, damage or loss, personal injury or death resulting from the use of its property, or related to the provision of outdoor table service and/or alcohol use, including any court costs and attorney fees.**

**The individual or organization, their guests and invitees agree to abide by all rules, laws and guidelines established by the Town Council or the State of North Carolina. I have also read and agree to abide by the Town's Special Events Ordinance. I also understand that if I violate this Ordinance, I may be subject to the penalties listed therein.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Date received: \_\_\_\_\_ Received by: \_\_\_\_\_

## **GENERAL GUIDELINES:**

1) Required Information from the Applicant, including, but not limited to:

- A copy of the Special Events Permit application and any applicable plans.
- All information as requested in *ARTICLE III: Requirements for special event permit application*, of the Town of Jamestown Special Events Ordinance for required information on special event plans.
- A copy of your comprehensive general liability insurance policy from an A-rated insurance company for a minimum of \$1,000,000.00 which names the Town of Jamestown as a third-party, per *ARTICLE IX. Insurance required to conduct special events; hold harmless*, of the Special Events Ordinance.
- All ABC permits
- Proof that adjacent property owners have been notified of the time, date, duration, and scope of the special event.
- Applicant must have signed an agreement to indemnify and hold harmless the Town of Jamestown from any and all claims of property damage, personal injury or death arising from or related to the provision of outdoor table service and/or alcohol at the special events venue.
- Any other information requested by the Town Manager.

Procedure for Approval:

The Town Manager will review the request and schedule it for a hearing before the Town Council, if necessary. If additional information is required the Town Manager will notify you. Once the Special Events Permit is approved, you will receive an “approved” copy of the permit from the Town Manager or his/her designee.

Please keep a copy of the approved Special Events Permit and any applicable plans “on-site” during the duration of the event.