



SPECIAL EVENT PERMIT

Date Received: _____

Permit No. _____

The City of Saluda Board of Commissioners or its designee may, in its sole discretion, from time to time grant permission by way of a Special Event Permit upon written application, duly filed, to such persons, associations, partnerships, or corporations who apply for the right to conduct street fairs, festivals, carnivals, parades, marches, rallies, demonstrations, and other activities or public events that require the temporary closing or obstruction of or that substantially hinder or prevent the normal flow of vehicular or pedestrian traffic on all or a portion of any city owned property, street, or other public right-of-way. Permits shall be issued in accordance with procedure established by the City of Saluda Board of Commissioners.

(No Non-City Sanctioned Event shall use NC Public Highway (176)
and Public Parking Spaces along said Highway between
Carolina Street and Cullipher Street for a Special Event Area
or Reserved Space(s).)

To the City of Saluda:

I, the undersigned, do hereby make application to and petition the Board of Commissioners to grant a special event permit. In support of this application, the following information is provided:

Applicant Name (Organization Name if applicable): _____

Mailing Address: _____

Telephone No.: _____ **Fax No:** _____ **Email:** _____

Contact Person in

Charge of event: _____ **Telephone No.:** _____

Estimated Number of People Expected to Attend: _____

Map Showing: Area where event is to take place

Names of streets to be closed or obstructed _____

Locations of barriers or traffic control devices to be erected _____

Locations of temp. structures (concession stands, booths, etc.) _____

Locations offences, stands, platforms, benches, bleachers _____

Proof of Liability Insurance (\$1,000,000 single limits of general liability ins.) _____

Location of Event/Description of Event:

List of needs from the City (i.e. street closings, police and fire protection etc. Note: The City of Saluda may require applicant to pay fees sufficient to reimburse the City for costs of extraordinary services or equipment): _____

Number of Estimated Vehicles: _____

Put on City Calendar ☐ Yes ☐ No

Event Date(s): _____ Event Times: _____
(If this is a reoccurring event, please list all dates for which the permit is sought.)

Special Events are limited to 4 hours, unless otherwise approved by the Board of Commissioners

If animals are included in the Event:

Number: _____

Type: _____

initial Signee acknowledges that a good faith effort shall be made to notify surrounding property and/or business owners in the event area.

Contact Person During Event (required) _____

Contact Number During Event (required) _____

The undersigned states that he/she is of legal age and has read and understands all applicable ordinances, terms and conditions. The undersigned further states that he/she understands that failure to comply with all applicable ordinances, terms and conditions of this permit may result in immediate revocation of permit. A copy of the approved permit must be posted at the event(s).

Applicant Signature: _____ Date: _____

Organization Representative: _____

For Office Use Only

Application Approved ☐

Application Denied ☐

Approval Conditions:

Authorizing Signatures:

City Manager

Date

Chief of Police

Date

City Commissioner

Date