



# The Town of Sunset Beach

700 Sunset Blvd, North • Sunset Beach • NC • 28468  
Phone: (910) 579-6297 or (910) 579-3808 • Fax: (910) 579-1840

Event Date: \_\_\_\_\_  
Application Date: \_\_\_\_\_

## SPECIAL EVENT/RENTAL PERMIT APPLICATION

### APPLICANT & EVENT CONTACT INFORMATION

Name of Applicant / Responsible Person: \_\_\_\_\_

Contact Phone Number: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

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

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Event Chairperson (if Different Than the Applicant): \_\_\_\_\_

Contact Phone Number: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

### EVENT DETAILS

Event Name: \_\_\_\_\_

Event Type (race, cycle, walk, festival, parade, music, etc): \_\_\_\_\_

Event Date(s) \_\_\_\_\_ Event Hours: \_\_\_\_\_ Number of Days for Event: \_\_\_\_\_

Estimated Number of Participants: \_\_\_\_\_ Estimated Number of Spectators: \_\_\_\_\_

Event Website: \_\_\_\_\_

### SIGNAGE / BANNERS

Number of Sign(s): \_\_\_\_\_

Size of Sign(s): \_\_\_\_\_

Sign Location(s): \_\_\_\_\_

\_\_\_\_\_

Number of Banner(s): \_\_\_\_\_

Size of Banner(s): \_\_\_\_\_

Banner Location(s): \_\_\_\_\_

\_\_\_\_\_

**SERVICES REQUESTED**

Barricades \_\_\_\_\_ (Specify How Many)

Cones \_\_\_\_\_ (Specify How Many)

**Other Services That May Be Required:**

Electricity Hook-Up

Emergency Medical Technician

Road Closure (May require state permit)

Road Sweeping

Staging Area

Traffic Control

Trash Receptacle(s)

Trash Removal

Water Hook-Up

Other Services Needed Not Listed Here: \_\_\_\_\_

Applicant/Agent Signature: \_\_\_\_\_

Applicant/Agent Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**INFORMATION TO BE PROVIDED BY THE APPLICANT**

Event Flyer and/or Description of the Event

Proof of Liability Insurance (\$1,000,000 minimum coverage amount with Town of Sunset Beach named as additional insured)

Maps:

Location Map for Placement of Sign(s) and/or Banners

Route Map of the Area(s) Being Utilized for the Event

Layout of Area with Tents and Other Structures Being Used for the Event

Fees Required Per Special Event Fee Schedule (Deposit \$ \_\_\_\_\_; Event Fees \$ \_\_\_\_\_)

Tent Permit Application

(1) A Temporary Special Event Permit Application is required for any tent-like structure that is larger than 700 square feet, with or without side panels.

(2) A Flame Retardant Certificate must be submitted for each tent.

(3) A \$100.00 fee is charged for each tent that is subject to Tent Permit requirements.

**PRE-EVENT MEETING DATE:** \_\_\_\_\_

**TOWN STAFF REVIEW**

**Police Department**  Approval  Denial  
Police Department Reviewer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Fire Department**  Approval  Denial  
Fire Department Reviewer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Public Works Department**  Approval  Denial  
Public Works Department Reviewer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Planning/Inspections Department**  Approval  Denial  
Planning/Inspections Department Reviewer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Finance Department**  Fees Reviewed Total Billed \$ \_\_\_\_\_ Invoice # \_\_\_\_\_  
Finance Department Reviewer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Town Administrator**  Approval  Denial  
Town Administrator or Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ADDITIONAL COMMENTS**

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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**POST EVENT DEBRIEF**

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