



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

POST EVENT DEBRIEF
