



**Event Description:**

**Event Logistics**

Location

Estimated Attendance

Estimated Number of Vendors

Event Start Date

Start Time

Event End Date

End Time

Setup date & time

Tear down date & time

Please describe your plan for cleanup and removal of trash during and after your event.

**Public Services Requested**

(Please identify any public services including street closures and traffic control, electric service, etc. that you may need for your event:

Street or alley closure	Yes	No
Event Barricades	Yes	No
Traffic control	Yes	No
EMS presence	Yes	No
Electricity	Yes	No

Please describe any food or concession prep areas and/or alcohol sales and consumption planned for your event and attach a copy of your liquor license to the application.

You are required to provide portable restroom facilities at your event, unless you can substantiate the availability of both ADA accessible and non-accessible facilities in the immediate area which will be available to the public during your event. If you will not be providing portable restrooms, please attach a description of the facility plan.

**Event Attachments (please provide and check the following as applicable to your event.)**

Event Route/Site Plan

Vendor List

Agenda/Proposed Activities

Performer List

Security Plan

Location of Stage

Parking Plan

Copy of Alcohol Beverage permit

Copy of Insurance

Copy of Health Department Approval (if serving food)

Copy of notice to public of intended closures

Copy of notice to public if noise or music above the Town's Noise Ordinance

Description & Locations of Signage/Banners

Other attachments: (please list)

Signature

Date