

Special Event Permit Application

Important Information



- ✓ Please use the ONLINE event permit application if at all possible, paper forms are more difficult for us to process. The online form is here: [Special Event Permits](#)
- ✓ Applications must be submitted no less than **45** days prior to the event
- ✓ There is a limit of **2** events per day that require city personnel or street blocking
- ✓ This application is also applicable to all city departments
- ✓ Applicants must abide by local ordinances and state/federal laws
- ✓ Event organizers may be required to pay for assisting city personnel, including police officers, assigned to work the event. Applicable fees are included in the City Fee Schedule.
- ✓ All applicants will be held accountable for trash clean up after each event.
- ✓ If any cooking, food heating devices, or portable sanitary units will be used at this event, you will need to contact the Lincoln County Health Department and the Lincolnton Fire Department
- ✓ The special event permit must be approved by all city departments providing event services.
- ✓ No changes will be made without prior approval
- ✓ The Permit *may be revoked* by the City of Lincolnton for the applicant's failure to comply with terms and conditions stated on the application
- ✓ Any street closures on State maintained roads, require written approval from NCDOT prior to the date(s) of the event
- ✓ Submit any paper forms to:
Laura Morris, Community Relations Director
704-735-2671 x3004
In person: Betty Ross Park at 800 South Madison Street
By mail: PO Box 617, Lincolnton, NC 28093



City of Lincolnton

114 W Sycamore Street
 Lincolnton, North Carolina 28092
 (704) 736-8980 * Fax (704) 736-8995

Special Event Application

1. Name of Event:																																						
2. Name of Agency/Organization Producing Event:																																						
3. Non-Profit 501.C3 Tax ID #:																																						
4. Event Date(s):	5. Event Time Start:																																					
Event Day(s) of Week:	End:																																					
<table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">6. Type of Event</td> <td><input type="checkbox"/></td> <td>Public Gathering</td> <td><input type="checkbox"/></td> <td>Parade</td> <td><input type="checkbox"/></td> <td>Walk or Run</td> </tr> <tr> <td></td> <td></td> <td colspan="2" style="text-align: center;">(Festival, Concert)</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td><input type="checkbox"/></td> <td>Religious</td> <td><input type="checkbox"/></td> <td>Private Gathering</td> <td><input type="checkbox"/></td> <td>Other</td> </tr> <tr> <td colspan="4">Add this event to the community calendar listings:</td> <td><input type="checkbox"/></td> <td>Yes</td> <td><input type="checkbox"/></td> <td>No</td> </tr> <tr> <td colspan="4">Add this event to the Police Department outdoor sign:</td> <td><input type="checkbox"/></td> <td>Yes</td> <td><input type="checkbox"/></td> <td>No</td> </tr> </table>		6. Type of Event	<input type="checkbox"/>	Public Gathering	<input type="checkbox"/>	Parade	<input type="checkbox"/>	Walk or Run			(Festival, Concert)						<input type="checkbox"/>	Religious	<input type="checkbox"/>	Private Gathering	<input type="checkbox"/>	Other	Add this event to the community calendar listings:				<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Add this event to the Police Department outdoor sign:				<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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7. Exact Location of Event (be specific, list streets to be closed):																																						
8. Brief description of the event:																																						
9. A poll of downtown merchants impacted by street closure(s) indicating their support or non-support of the event is required for approval consideration.																																						
Number Supporting: _____ Number Opposed: _____																																						

10. Event Set-Up	11. Event Take Down	12. Estimated Attendance	
Date:	Date:	Participants:	Spectators:
Day of Week:	Day of Week:		
Time:	Time:		

13. Description of assistance requested from Lincoln City Departments:

Police (security, crowd control, traffic management):

Fire (EMT/EMS services):

Sanitation (trash roll-outs):

Streets (barricades, stage):

Electric (generally limited to a stage area only):

Water/Sewer (grey water disposal):

Parks (use of any park, rail trail, park shelter):

14. Primary Contact Person	15. Secondary Contact Person
Name:	Name:
Daytime Phone: <input type="checkbox"/> <i>Cell Phone</i>	Daytime Phone: <input type="checkbox"/> <i>Cell Phone</i>
Evening Phone: <input type="checkbox"/> <i>Cell Phone</i>	Evening Phone: <input type="checkbox"/> <i>Cell Phone</i>
Address:	Address:
City/State/Zip:	City/State/Zip:
E-mail:	E-mail:

Please answer the following questions completely in order to have your application properly processed:

16. Will this event be using a sound system? Yes No

Will there be amplified sound, loud speakers, music, etc. causing a potential noise concern?

Yes No

If yes, please specify:

17. Are electrical outlets required for this event? Yes No

Please specify anticipated use and load:

18. Will this event require trash can roll-outs? Yes No

How many trashcans do you anticipate needing?

**** You will be responsible for cleaning any trash accumulated by this event.**

19. Will tents, canopies, tension-membrane structures, trailers, inflatable/air supported devices, fencing, scaffolding, etc. be involved in this event? Yes No

If so, please describe the types, sizes and quantity used:

20. Will alcohol be provided, served, or sold at this event? Yes No

If yes, please specify:

**** Only those organizations issued a valid ABC permit may provide alcohol. This permit must be provided by the ABC Commission in advance of this event.**

ABC Permit Number:

21. Will this event impede the flow of traffic or require that streets be blocked? Yes No

If yes, will the entire width of the street be necessary for this event?

Yes No

22. Will there be vehicles in this event? Yes No

If yes, how many? _____

Types of vehicles (cars, trucks, tractors, floats, bicycles, etc)

23. Will there be any cooking, food heating devices, etc. used for this event? Yes No

If yes, please specify:

****The Lincoln County Health Department and Lincolnton Fire Department must be contacted if these items will be used. Any permit issued by either of these departments must be submitted to the City of Lincolnton prior to event. Any Special Event Permit approval is conditional pending the receipt of these permits**

24. Will there be fire hazard materials at this event? Yes No

Includes any materials used, handled, accumulated, stored, or displayed, including but not limited to open flames, fireworks, pyrotechnics, vehicle fuel, cooking fuel, hay, decorations, combustible trash, etc.

If yes, please specify:

****You must provide a copy of an issued insurance policy covering the use of the above listed materials.**

25. Will admission be charged and/or will there be booths/vendors selling items/services? Yes No

26. Will you have a first aid station? Yes No

27. Will animals be used in this event? Yes No

If yes, please specify:

**** No animals are allowed at events unless being used in the event as specified above. Animals brought by spectators/ participants as companions are not allowed.**

28. Will children under the age of 18 be involved in this event? Yes No

30. Where is the exact location of the event and/or assembly area?

31. Where is the disassembly area?

32. Is this event covered by liability insurance? Yes No

If yes, submit a copy of the policy with this application.

Copy of policy attached

***** The City of Lincolnton is not responsible for providing liability insurance for this event. You will be required to provide insurance coverage. Proof of insurance coverage must be provided prior to the final approval of this application.***

33. Indicate the exact route of this event.

34. Draw a map below indicating the staging, ending point, streets traveled. Use an additional sheet if necessary. When submitting this form electronically, please also submit an area photo or map in .jpeg or .pdf format.

Printed name /signature of individual applying for permit

Date