POLICE DEPARTMENT
CORNELIUS, NORTH CAROLINA

Special Event Permit Application

Event

Event Date(s) and Times		Event Name
Event Location		Event Type ☐ Public ☐ Private
Event Purpose		
Estimated Attendance	Admissions Fees	Number and Types of Vehicles
Number of Staff to Monitor and Facilitate Event		Type and Number of Vendors

NOISE: Describe specifics of event regarding use of music, sound amplifications, and other significant noises.

TRAFFIC: Describe in detail any traffic impact, including street closures and timelines. Applicant MUST attach a visual map of route requested.

Describe location and timeline of all pre-event and post-event activities, and other geographic areas that may be effected.

Describe Event Staff's Communication Plan and Provisions for Crisis Management

Applicant Information

Full Name	Cell Phone	Email	
Home Address	City	State	Zip Code
Business Name	Business Phone	Business Email	
Business Address	City	State	Zip Code

Event Coordinator - Sponsor

Event Coordinator	Email	Cell Phone
Sponsor Name	Contact Person	Cell Phone

Insurance Requirement

As a condition precedent to the issuance of a permit authorizing an event, the applicant shall obtain public liability insurance that shall provide "occurrence" coverage against liabilities for death, personal injury, or property damage arising out of, or in any way connected with, such event. Such insurance shall be in the amount of at least $1,000,000, combined single limit, and shall name the Town of Cornelius, and the Town's officers, employees, and agent, as additional insureds under the coverage afforded. In addition, such insurance shall be primary and noncontributing with respect to any other insurance available to Town and shall include a severability of interest (cross liability) clause. Proof of such insurance shall be filed with the special event application.

Waiver of Insurance Requirements, Free Speech – The insurance required shall be waived or modified by the Chief of Police for any permit authorizing an event involving an exercise of free speech rights, if it would create an undue burden on such exercise; and

Waiver of Insurance Requirements, Other – Any event application for an event that is not a free speech event must obtain a waiver of this insurance requirement from the Town Manager's office prior to submitting the application for a special event permit.

Proof of Insurance

☐ No ☐ Yes, Date: Carrier: Amount:

Acknowledgements

Conditions

Applicant understands and agrees that any permit issued pursuant to this application is issued on the condition that all information provided is true and correct; and all terms and conditions specified within this application, as well as any additional terms and conditions of Town ordinance, shall apply to each member of the organization who participates in the event.

Initials _____

Noise

Applicant acknowledges and agrees to fully comply with the Town's noise ordinance (Chapter 92.25 and 92.26). Initials _____

Town Park

Applicant is responsible to contact the Town Parks and Recreation Department if requesting use of Town parks or equipment.

Initials _____

Signs, Banners, Temporary Structures

Applicant is responsible to contact the Town Zoning Administrator to request use of any signs, banners, tents, reviewing stands, or any temporary structures.

Initials _____

First Aid, Sanitation, Hazardous Materials

Applicant is responsible to provide and maintain adequate facilities for first aid and sanitation, as well as safety in the use of any hazardous materials that may be present.

Initials _____

Food or Alcohol Service or Sales

Applicant is responsible to contact the proper regulating agencies to obtain permits to serve or sell alcohol and food. Initials _____

Signature

Applicant Signature	Applicant Printed Name	Date of Signature

DEPARTMENT REVIEW

Police Services

Police Services Required with Dates and Times

Status

Signature of Officer Issuing Permit	Date	
Change of Status and Reason for Change	Date	Officer Changing Status

Revised 10/11/2023