

TOWN OF RICHLANDS

EVENT PERMIT APPLICATION

ORGANIZER INFORMATION:

EVENT SPONSOR/ORGANIZATION: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____ EMAIL: _____

EVENT ORGANIZER NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____ EMAIL: _____

DAY OF EVENT PHONE: _____

EVENT INFORMATION:

EVENT NAME: _____

EVENT CATEGORY: PARADE FAIR FESTIVAL FUNDRAISER RACE/WALK
CONCERT CARNIVAL HISTORICAL CELEBRATION
MEETING/GATHERING DEMONSTRATION
OTHER (PLEASE DESCRIBE): _____

REQUESTED LOCATION: _____

EVENT DATES(S) & TIMES: _____

EVENT SET-UP & TIME: _____

EVENT BREAKDOWN & TIME: _____

IF NEEDED, REQUESTED RAIN DATES(S) & TIME(S): _____

ARE YOU REQUESTING A STREET CLOSURE? YES _____ NO _____

IF YES, PLEASE LIST STREET(S). IF A RACE/WALK, PLEASE LIST ROUTE AND ATTACH MAP.

ARE YOU REQUESTING TOWN SERVICES? YES _____ NO _____

PLEASE DESCRIBE SERVICES NEEDED: _____

The applicant and sponsor(s) also agree to provide any additional information requested by the Town of Richlands, and to provide any event changes to the Town of Richlands in a reasonable time before/during the event. If you have any questions, please contact the Community Development Center at 276-964-2564.

APPLICANT SIGNATURE: _____ DATE: _____

APPLICATION MUST BE SUBMITTED "60" DAYS IN ADVANCE OF EVENT.

FOR OFFICE USE ONLY:

DATE APPLICATION APPROVED/DENIED: _____

APPLICATION FORWARDED TO ADDITIONAL DEPARTMENTS:

APPROVAL SIGNATURES:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

EVENT LAYOUT/DIAGRAM:

PLEASE USE THE SPACE BELOW TO DRAW A DIAGRAM OF THE EVENT LAYOUT OR AS ADDITIONAL SPACE TO DESCRIBE YOUR EVENT. MAKE SURE TO LIST ANY STRUCTURES OR EQUIPMENT THAT WILL BE SET UP INCLUDING TENTS, TABLES, SOUND SYSTEM, RENTED EQUIPMENT(BOUNCE HOUSE, SHADE STRUCTURES, PORT-A-JOHNS, ETC.)
