



PRIVATE PROPERTY EVENT #

PRIVATE PROPERTY SPECIAL EVENT APPLICATION

Application **MUST** be submitted at least 30 days prior to your special event.
Application for an event occurring on a State/Federal Holiday **MUST** be submitted at least 45 days prior to event.

I. General Information

Type of Event:

Event Name: _____

Event Location: _____

Event Date (s): _____ Inclement Weather Date(s): _____

Description of Event (Please briefly describe the event.)

Estimated Daily Attendance: _____

II. Applicant Information

Applicant Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Mobile Phone: _____ Email: _____

Day of Event Contact: (Please provide information for a contact person who will be on-site the day of your event.)

Contact Name: _____

Mobile Phone: _____ Email: _____

III. Event Details:

Yes No Does the event involve the **sale or use of alcoholic beverages**?
➤ Provide copy of the ABC permit obtained.

Yes No Will there be **musical entertainment** at your event?
➤ Note: Live music shall not exceed 11:00pm and shall not exceed 9:00pm if located within 200 feet of a residential district.

Signs: Yes No Will any signs be used for this event?
Number of signs: _____ Sizes of each sign: _____

Tents
 Yes No Will there be any **tents, canopies, or temporary structures** in the proposed event site?
➤ Will any tent exceed 400 sq feet in area? Yes No

Note: Tent permits will be required from Fire Department if exceed 400 Sq ft in area. **6.12.19**

Special Information and Conditions of receiving a Special Event Permit:

Event Advertisement

Do not announce, advertise or promote your event until you have a completed and submitted this application and you have received approval from your Municipal Event Coordinator.

Binding Agreement

I have read and understand this application and the requirements placed upon this applicant and organization. I agree to abide by the Town of Carolina Beach rules, regulations and ordinances should my permit application be approved. And I will fulfill the requirements placed upon this permit application.

Applicant Signature: _____ Date: _____

APPROVAL: Yes No

Town Manager or Authorized Designee _____ Date: _____

The following document MUST be attached with submitted application:

Map of Event: Provide a scaled site plan showing the driveway cuts, parking areas, planned activity areas, proposed structures, bathrooms, concessions, tents, and any other related activities that will occur or be placed on site

RETURN COMPLETED APPLICATION TO:
Town of Carolina Beach Assistant Parks and Recreation Director
1121 N. Lake Park Blvd, Carolina Beach NC 28428
Telephone: (910) 458-7416, Fax: (910) 458-2997
Email: tim.murphy@carolinabeach.org

There is a process to have a Special Event on Carolina Beach.

- (1) We do not do any new special events from Memorial Day to Labor Day.
- (2) You will need to fill out the attached Special Event application
- (3) I will go over the application then call you to make an appointment to go over the application to make sure we are on the same page with what you need for your event. (If you cannot come to Town Hall, we can do this over the phone)
- (4) We have an Event Committee that is made up of all the Department Heads, we meet the **3rd Tuesday of every month**, your event will have to go through this committee for recommendations to the Council. Depending on how detailed the event is, you or your representative may be asked to attend this meeting.
- (5) Then you or your representative will go to Town Council for final approval, the Council meets the **2nd Tuesday of every month at 6:30pm**. You will need to do a briefing about your event to ask Council for approval.
- (6) Remember: you cannot advertise your event until Council's approval. The processes takes at least 45-60 days.

For more information please contact Tim Murphy; Tim.murphy@carolinabeach.org