

**TOWN OF ERWIN  
SPECIAL EVENT PERMIT APPLICATION**

Street Closure

Road Race

Parade

Other \_\_\_\_\_  
(Specify)

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location Requested (give in detail using street names, building names, etc. the location of the event):  
\_\_\_\_\_

Detailed Description of Event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Number of Participants: \_\_\_\_\_

Setup Date: \_\_\_\_\_ Setup Time: \_\_\_\_\_

Tear-Down Date: \_\_\_\_\_ Tear-Down Time: \_\_\_\_\_

Are you requesting that traffic control be provided by the Town, i.e. barricades, cones, etc.?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Water Tap: Do you require a temporary water tap, list the exact location:

\_\_\_\_\_

Electrical Service: Do you require a temporary electric service, list the exact location:

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Portable Restrooms – If you are utilizing portable restrooms, list the NUMBER, LOCATION, Time and Date they will be placed, removed, and serviced:

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Will your event include tents, or other temporary structures (such as inflatables), propane use, or open flames? No \_\_\_\_\_ Yes \_\_\_\_\_ (a permit must be obtained from the Fire Marshal)

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**OFFICE USE ONLY**

Support Service Information:

Police: Are police officers required for the special event? No \_\_\_\_\_ Yes \_\_\_\_\_

Number of Additional Officers (if any): \_\_\_\_\_

Estimated Cost of Additional Officers (if any): \_\_\_\_\_

Other Details: \_\_\_\_\_

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Fire: Are fire personnel required for the special event? No \_\_\_\_\_ Yes \_\_\_\_\_

Number of Additional Personnel (if any): \_\_\_\_\_

Estimated Cost of Additional Personnel (if any): \_\_\_\_\_

Other Details: \_\_\_\_\_

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Public Works: Are additional personnel required for the special event?

No \_\_\_\_\_ Yes \_\_\_\_\_

Number of Additional Personnel (if any): \_\_\_\_\_

Estimated Cost of Additional Personnel (if any): \_\_\_\_\_

Other Details: \_\_\_\_\_

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**Application Approved: No \_\_\_\_\_ Yes \_\_\_\_\_**