

Town of Blackville Event Policy

Section 1. Definitions

- A. "Public Event" shall mean a gathering in an outdoor place where 25 or more individuals are expected to, or invited to, attend for the purpose of observing or participating in an event of entertainment, sports, education, or religious observance, where the event is not regularly or routinely scheduled and conducted at such place.
- B. "Public Event facilities" shall mean camping, parking, or outdoor eating facilities for a public event.

Section 2. Permit for Public Event Required

- A. It shall be unlawful for a person, group, organization, firm, or corporation to hold a public event, or provide public event facilities, in the Town of Blackville without first obtaining a permit (<https://townofblackville.com/>) to do so from the Town of Blackville.
- B. No such license shall be issued for a period of more than three (3) days, in any six (6) months period, which days shall be consecutive.

Section 3. Application for Permit

- A. An application (<https://townofblackville.com/>) for a permit shall be made at the office of the Town Clerk at least sixty (60) days prior to the commencement date of the festival. A shorter period of time may be permitted by unanimous vote of the Mayor/Council.
- B. The application shall be on forms provided by the Town Clerk, and shall be completed with the following information:
 - (1) Name of the sponsor of event; if other than an individual, then the name of the sponsor and the individual principals thereof.
 - (2) If the sponsor is not the owner of the premises where the event is to take place, the name of the owner shall be given, and the owner's consent to the event must be attached to the application.
 - (3) The date or dates, time or times, duration of program, and the place public event is to be held.
 - (4) Number of tickets to be printed (if needed), number of persons invited, number of persons reasonably expected to attend the event or utilize public event facilities.
 - (5) Specific arrangements proposed to be made for off-street parking, sanitation facilities, traffic control, security, crowd and noise control, and food service, if any.
 - (6) Summary of advertising and sign material, including scope, general description, and estimated budget therefore.
 - (7) General nature of the event, persons scheduled to appear, and program.
 - (8) If food is to be provided, arrangements made therefore, and name of provisioner.

Section 4. Receipt of Application

- A. Upon receipt of an application for a permit for an event, the Town Clerk shall note the date of filing, and shall forthwith transmit a copy of the same to the Mayor/Council.

Section 5. Action on Application

- A. Mayor/Council may, but shall not be required to, hold a public hearing upon the application.
- B. Prior to acting on the permit, the Mayor/Council shall confer with the Police Chief and with the Fire Chief of the Town with regard to making special provisions for sanitation and security.
- C. The Mayor/Council shall act upon each application and render a decision in writing. The Mayor/Council shall give notice thereof to the applicant and to the Police Chief and Fire Chief, if the application is granted.

Section 6. Decision of the Mayor/Council

- A. The Mayor/Council may deny the application, may approve the application, or may approve the application with reasonable conditions to adequately protect the public health and safety.
- B. If the permit is approved with reasonable conditions, these conditions may include, but not limited to, special provisions for:
 - a) **Sanitation facilities**
 - b) **Security, crowd, and noise control**
 - c) **Off-street parking and traffic control**
 - d) **Service of food and water**
 - e) **Emergency medical facilities and fire protection**
 - f) **Minimum size of area for the event**
 - g) **Removal of trash and litter resulting from event**
 - h) **Time of event**
- C. In any case in the event of the granting of a permit, insurance for the event must be attained; to reimburse the Town for the cost of fulfilling any conditions not observed by the applicant; the cost of any Court proceedings necessitated by non-compliance therewith; and for the cost of repair of any damage to public property. A minimum of one million dollars coverage is required with Town of Blackville listed as co-insured.
- D. The Mayor/Council may require that the State standards be followed in lieu of, or in addition to, conditions specified in the permit.

Section 7. Penalties

- A. Anyone violating this policy shall be prosecuted, and if found guilty shall be fined \$250 and on probation for two years for the first offense and \$500 for the second and subsequent offenses. In lieu of prosecution, any person may voluntarily sign a waiver and pay the fine directly to the Town Clerk.

B. The Town may apply to Superior Court to enjoin the holding of the public event if due application for a permit has not been made, or if it appears reasonably probable that the conditions imposed by the permit will not be complied with.

Town of Blackville
Application for Public Event Permit

Instructions: This application must be received at the Town Office at least 30 days prior to the commencement date of the event. Applications are reviewed and permits issued by the Mayor and Council.

1) **Name of Event:** _____

2) **Requested Date(s) of Event:** _____

3) **Location of Event:** _____

4) **Requested Hours of Event** _____

5) **Sponsor of Event:** _____

Address: _____

Phone Number: _____ **Email:** _____

6) *Please provide names of principle individuals responsible for the Event:*

Name

Name

Phone Number

Phone Number

Address

Address

7) *Owner of premise where Event is to take place. If sponsor is not the owner, the owner's written consent must be submitted with the application.*

Owner

Address

Phone Number

- 8) **A. Number of tickets to be printed, if applicable:** _____
B. Number of persons reasonable expected to attend: _____
C. Is event charitable or non-profit? _____
If so, please explain the charitable or non-profit nature of the event:

- 9) **Specific arrangements proposed to be made for off-street parking, sanitation facilities, traffic control, security, crowd/noise control, food service, if any. ATTACH SEPARATE SHEET IF NEEDED:**

- 10) **Summary of advertising and sign material including scope, general description, and estimated budget therefore. ATTACH SEPARATE SHEET IF NEEDED:**

- 11) **General nature of the Event, persons scheduled to appear, and description of program. ATTACH SEPARATE SHEET IF NEEDED:**

- 12) **If food is to be provided, indicate name and address of provider(s). ATTACH SEPARATE SHEET IF NEEDED:**

- 8) **A. Number of tickets to be printed, if applicable:** _____
B. Number of persons reasonable expected to attend: _____
C. Is event charitable or non-profit? _____
If so, please explain the charitable or non-profit nature of the event:

- 9) **Specific arrangements proposed to be made for off-street parking, sanitation facilities, traffic control, security, crowd/noise control, food service, if any. ATTACH SEPARATE SHEET IF NEEDED:**

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- 11) **General nature of the Event, persons scheduled to appear, and description of program. ATTACH SEPARATE SHEET IF NEEDED:**

- 12) **If food is to be provided, indicate name and address of provider(s). ATTACH SEPARATE SHEET IF NEEDED:**

13) *Name of insurance provider (minimum of one million dollars coverage required with Town of Blackville listed as co-insured)*

14) *I hereby represent that to the best of my knowledge, the information provided in this application is true and correct:*

Signature

Printed Name of Applicant

Date

Disposition of application- For Town Use Only

Denied: _____ *Granted:* _____ *Date of Mayor/Council Action:* _____

Conditions:

By: Mayor/Council
