

**APPLICATION FOR
LICENSE FOR SPECIAL EVENT**

APPLICATION MUST BE FILED AT LEAST 30 DAYS IN ADVANCE OF EVENT

NOTE: This application must be signed by both: (1) the person who, whether as an individual or as a representative of an organization sponsoring the event, will have the primary responsibility for managing the public gathering or special event and whom the Town may contact regarding any concerns or problems that may arise during, or as a result of, the gathering or event (the "Responsible Person"); and (2) an owner of record of the property on which the gathering or event is to take place, or a legally authorized representative of such owner. The Permit Fee is \$50.

TODAY'S DATE: _____

1. NAME AND DESCRIPTION OF EVENT: _____

Admission charge: _____yes _____no _____amount

Anticipated number of attendees: _____

2. NAME, ADDRESS, PHONE NUMBER AND EMAIL OF THE PERSON OR ORGANIZATION SPONSORING THE PUBLIC GATHERING OR SPECIAL EVENT: _____

3. IF THE SPONSOR OF THE EVENT IS NOT AN INDIVIDUAL, INDICATE THE TYPE OF ENTITY (E.G., CORPORATION, PARTNERSHIP, ASSOCIATION, LLC), AND DATE AND STATE OF ORGANIZATION: _____

IF SPONSOR IS A NOT-FOR-PROFIT ENTITY, SPECIFY TYPE (E.G., CHARITABLE, EDUCATIONAL, ETC.) _____

4. NAME, ADDRESS, HOME AND BUSINESS PHONE NUMBERS AND EMAIL OF THE RESPONSIBLE PERSON: _____

5. IS THE RESPONSIBLE PERSON 21 YEARS OF AGE OR OLDER? YES _____ NO _____

**6. HAS THE RESPONSIBLE PERSON EVER BEEN CONVICTED OF A CRIME? YES _____ NO _____
IF YES, STATE DETAILS OF CONVICTIONS (DATES AND NATURE OF OFFENSES)**

7. NAME, ADDRESS, PHONE NUMBER AND EMAIL OF THE OWNER OF RECORD OF THE PROPERTY ON WHICH THE PUBLIC GATHERING OR SPECIAL EVENT IS TO OCCUR: _____

8. DATE(S), TIMES & LOCATION OF EVENT: _____

9. WILL ALCOHOLIC BEVERAGES BE AVAILABLE? YES _____ NO _____

IF YES, HAVE APPROPRIATE APPLICATIONS BEEN FILED? YES _____ NO _____

