



Special Events Permit Request

Please complete the following. You must complete a separate form for each event if you are requesting multiple events.

Name _____

Organization _____

Address _____

Contact No. _____

E-mail _____

Website _____

Date of Event _____ Time of Event _____

Attendance _____ Will you need Emergency Services? _____

Streets Involved _____

Description of Event _____

OVER

Services of the Town of Franklinton Requested:

- Police
- Traffic security
- Street closures (Hours: _____)
- Electricity (Town-owned receptacles only)

1. This request form must be submitted at least two weeks prior to the event.
2. Requestor may be required to pay expenses incurred by the Town of Franklinton, including but not limited to emergency services personnel.
3. Requestor is required to leave the area permitted by this request clean and in the same condition or better as prior to the event including but not limited to removal of all personal property and debris caused by the event.

Town Use Only

Date Submitted _____

Received by _____

Reviewed by _____

Approved by Town Manager _____ Denied by Town Manager _____

If denied, reason _____

Special conditions _____

DOT contacted for road closure _____

Residents notified in the event area _____

Board of Commissioners notified _____