



# 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.

## **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 Community Organizaiton Officer**  
**1121 N. Lake Park Blvd, Carolina Beach NC 28428**  
**Telephone: (910) 458-8218, Fax: (910) 458-2997**  
**Email: [Brenda.butler@carolinabeach.org](mailto:Brenda.butler@carolinabeach.org)**