

**TOWN OF SYLVA**

Parks and Recreation Department

83 Allen Street

Sylva, N.C. 28779

Phone: (828) 586-2719 Fax: (828) 586-8134 E-mail: [townclerk@townofsylva.org](mailto:townclerk@townofsylva.org)

**BRIDGE PARK PAVILION**

Event Date: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Primary Organizer Contact:

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

Phone#: \_\_\_\_\_

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

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

Fax #: \_\_\_\_\_

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Primary Event Category:

**\*\*Note\*\* 60 Day Advance Notice is Required for Events that will need a Road Closure!!**

\_\_\_ Assembly/Rally

\_\_\_ Festival

\_\_\_ Concert

\_\_\_ Block Party

\_\_\_ Performance

\_\_\_ Educational

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

Name of Event \_\_\_\_\_

Estimated Attendance \_\_\_\_\_

Event Time(s) Opening (including set-up) \_\_\_\_\_ AM/PM – Closing (including clean-up) \_\_\_\_\_ AM/PM

Primary On-Site Contact \_\_\_\_\_

Mobile Phone# \_\_\_\_\_

Mission/Purpose of Event: \_\_\_\_\_

Describe Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List quantity of structures & equipment on-site (Ex. Tents; Stakes; Generators; Inflatables, etc.)

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**CONFETTI AND PIÑATAS ARE STRICTLY PROHIBITED**

Will streets/sidewalks need to be closed? Yes \_\_\_ No \_\_\_

Will any vehicles/trailers be located in non-parking areas? Yes \_\_\_ No \_\_\_

Are sales by private vendors being planned? Yes \_\_\_ No \_\_\_  
IF YES, how many? \_\_\_\_\_

Will tents or canopies be used at the event? Yes \_\_\_ No \_\_\_

Will inflatables be used at the event? Yes \_\_\_ No \_\_\_  
If yes, please attach proof of insurance (or applicable rider) with a \$1,000,000 requirement.

Will banners or signs be used outside the event area? Yes \_\_\_ No \_\_\_

Does your event require electricity? Yes \_\_\_ No \_\_\_

Will sound amplification be used? Yes \_\_\_ No \_\_\_

Will there be any cooking with grease? Yes \_\_\_ No \_\_\_

Will private grills be in use for food preparation? Yes \_\_\_ No \_\_\_

Will additional trash receptacles be used? Yes \_\_\_ No \_\_\_

Will the event be publicized? Yes \_\_\_ No \_\_\_

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**\*\*ALCOHOL USE IS STRICTLY PROHIBITED ON PROPERTY OWNED OR OCCUPIED BY THE TOWN OF SYLVA\*\* -  
ORDINANCE: ARTICLE I SEC 4-2**

**INITIAL FOR ACKNOWLEDGEMENT \_\_\_\_\_**

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If the date and/or location requested is not available, or if the requested location is not an appropriate site to conduct your proposed event, the department will contact you and an alternate location will suggested if available. Your confirmation will be in the form of a permit, issued to the organization and/or person responsible for planning the event. **Do not publicize your event until preliminary approval has been confirmed by the Town of Sylva. The submission of an Outdoor Special Event Permit Application is NOT approval to hold an event.**

## Reservation Fees:

**\*NOTE: All fees must be paid before reservation is approved.**

\_\_\_ **\$30.00** for two hours (Town Residents)

\_\_\_ **\$100.00** for eight hours (Town Residents)

\_\_\_ **\$50.00** for two hours (non Town Residents)

\_\_\_ **\$125.00** for eight hours (non Town Residents)

\_\_\_ **\$50.00** for four hours (Town Residents)

\_\_\_ **\$5.00** per vendor

\_\_\_ **\$75.00** for four hours (non Town Residents)

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Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand, and agree to abide by the policies, rules and regulations. The permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the Sylva Town Manager.

Name of Applicant \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Town Official Approval \_\_\_\_\_ Date \_\_\_\_\_