



Town of Beaufort NC
701 Front St. • P.O. Box 390 • Beaufort, N.C. 28516
252-728-2141 • 252-728-3982 fax • www.beaufortnc.org

SPECIAL EVENT APPLICATION

I. General Information

Event: _____

Location: _____

Date: _____ Time of event: _____

Set-Up Time: _____

Dismantle Hours: _____

Attendance (circle best estimate): 0-100; 101-500; 501-1,000; 1,000-2,000; 2,000+

II. Applicant Information

Organization Name: _____

What is the nonprofit status? _____ Please provide proof to be kept on file at Town Hall.

Applicant: _____

Title: _____

Address: _____

Yes No Does the event involve the sale or use of alcohol?
If yes, please indicate if permission will be required by the Board of Commissioners to consume alcohol on Town property and what location.

Once an ABC permit has been obtained, please supply Town Hall with a copy.

Yes No Does the event involve the sale of food?
If yes, has the health department been notified? Please attach permit if required.

Yes No Will there be tents or canopies in the proposed event site?
If yes, please contact the Beaufort Fire Department regarding the tent permit at 252-728-4325.

Yes No If available at the requested Town site, will electrical hookup be needed for the event?
If yes, please provide the number of outlets needed and type of power source (120v, 220v, t-phase, 3-phase, etc.)

Yes No Will you require additional trash receptacles?
If yes, please provide an approximate number of recycling and trash receptacles needed.

Yes No Would you like the Town to help advertise the event?

VII. Comprehensive General Liability Insurance Required: \$1,000,000. Attach Proof Of Insurance or applicable rider.

VIII. Additional Information

IX. Special Information for Applicants

The Town reserves the right to charge the applicant for any expenses incurred by the town associated with needed repairs to town facilities, streets, sidewalks and parking lots and for additional cleanup of the area as a result of the event.

Applicant Signature

Date

This application should be submitted in time to be brought before the Board of Commissioners, if necessary. They meet the second Monday of the month, so please plan accordingly.

Jennifer Allen, Public Information Officer

Town Of Beaufort

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