



Zebulon Events Committee Public Event Application

The events committee reviews public event requests that may impact town operations such as facility or street use, public safety and closing down a street in order to determine next steps to support safe and successful community events. For more information about the public event application process contact the Zebulon Parks and Recreation Department at (919) 823-1814 or slong@townofzebulon.org.

Applicant Information

Company/Organization Name : _____

Address _____ City _____ State _____ Zip Code _____

Event Contact Person: _____ E-mail _____

Daytime Phone Number _____ Cell Phone Number _____

Event Name: _____

Please list any event partners or anticipated sponsors: _____

Event Location: _____

Event Date: _____ Alternate Date: _____

Set Up Time: _____ Event Time: _____

Requested support from the town (if any) : _____

Break Down Time: _____

Number of Attendees: _____

Event Description and anticipated activities: _____

Be aware of the below requirements which may impact your event. The events committee will respond with information concerning items on this list as it pertains to your events.

Mark any of the following that apply to your proposed event:

- Alcohol sale/distribution
- Street closure
- Sidewalk closure
- Use of Tents
- Band, DJ, or Amplified Sound
- Stage
- Food Trucks
- Bounce Houses
- Requires Power
- Vendors

- Certificate of Insurance
- Noise Ordinances
- Permits & Fire Code: Tents
- Alcohol Permits
- Street Closure notifications
- Impacted Neighbor Notification
- NCDOT Notification of street closure
- Sidewalk Encroachment Permit
- Off-Duty Law Enforcement
- Health Department Regulations
- Sign Permits
- Crowd Manager

If your event is scheduled to take place at a town facility or park. Please note that all rental rates, applications, and guidelines still apply to your event.

Anticipated Safety Measures: _____

Please submit a site map with your application.

Anticipated Sanitary Measures (Restroom, trash cans, litter pick up):

SUBMITTING THE APPLICATION:

Town of Zebulon
Attn: Sheila Long
1003 N. Arendell Ave.
Zebulon, NC 27597
or
Slong@townofzebulon.org

Signature: _____

Date: _____