



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. _____ Date _____

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 regular meeting of the Franklinton Board of Commissioners.
2. The requestor must appear before the Board of Commissioners to officially request the permit, and to answer questions. Board of Commissioners meetings are held on the third Tuesday of each month at 7:00pm at the Franklinton Town Hall Annex unless otherwise posted.
3. Requestor may be required to pay expenses incurred by the Town of Franklinton, including but not limited to emergency services personnel.
4. 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 Board _____ Denied by Board _____

If denied, reason _____

Special conditions _____
