



TOWN OF FAIRVIEW
APPLICATION FOR SPECIAL EVENT/TENT/PARADE

EVENT NAME _____

EVENT TYPE/DESCRIPTION _____

ADDRESS/LOCATION _____

ESTIMATED # OF PARTICIPANTS _____ SPECTATORS _____

EVENT DATES & TIMES _____ SETUP/TEAR DOWN TIMES _____

CONTACT NAME _____ CONTACT TELEPHONE NUMBER _____

**EMAIL _____ CONTACT ADDRESS _____

PROPOSED USE: [] SPECIAL EVENT [] TENT [] PARADE

Table with 2 columns: Event Information and Restroom/Support Services. Includes sections for Organization Type, Emergency Contact, Entry Charge, Alcohol, Litter Control, General Signage, Food Vendors, Concession, and Restroom/Support Services.

<p>PARADE:</p> <p>PARADE: <input type="checkbox"/> YES <input type="checkbox"/> NO # of Participants _____ # of Floats/Vehicles: _____</p> <p>Assembly Location:</p> <hr/> <p><i>The same responsibility of litter control applies at entire staging site following parade and along parade route. Restrooms must be provided for parade participants during float preparation and staging.</i> <u>NO THROWING CANDY, CONFETTI, RELEASING BALLOONS, OR ANY OTHER LOOSE ARTICLES</u></p> <p>TRAFFIC CONTROL: <input type="checkbox"/> YES <input type="checkbox"/> NO AREA OF USAGE/COURSE/STREET/ALLEYS:</p> <p>_____</p> <p><i>ALL EVENTS THAT REQUIRE LANE CLOSURE MUST SUBMIT A TRAFFIC CONTROL PLAN. ALL TRAFFIC LAWS MUST BE ADHERED TO. THE ONLY EXCEPTION IS WHERE AN APPROVED TRAFFIC CONTROL PLAN IS BEING USED. THE EVENT IS RESPONSIBLE FOR THE RENTAL OF TRAFFIC CONTROL DEVICES NEEDED SUCH AS BARRICADES, CONES, ETC. THE EVENT IS RESOONSIBLE FOR ACQUIRING ANY ADDITIONAL PERMITS OR PERMISSION REQUIRED, IF ANY PORTION OF ROUTE OR COURSE LIES OUTSIDE THE JURISDICTIONAL LIMITS OF FAIRVIEW.</i></p>	<p>PUBLIC SAFETY:</p> <p>Special Events Unified Command Team: <i>Fairview Public Safety (Police, Fire, EMS, and Emergency Management) will review the public safety components of the event to determine if a Special Events Unified Command Team is deemed necessary by Fairview Public Safety. The Command Team composition will be determined by Public Safety depending on the scope of the event. The cost of the identified team will be paid by the Event Coordinator.</i></p> <p>Police/Security: <input type="checkbox"/> YES <input type="checkbox"/> NO <i>All services must be coordinated and provided by the Fairview Police Department. If police services are deemed necessary by the Police Department the cost of services is #60.00 per hour (4hr minimum) to each individual officer hired.</i></p> <p>Fire/Emergency Services: <input type="checkbox"/> YES <input type="checkbox"/> NO <i>All services must be coordinated with the Fairview Fire Department. If Fire or EMS services are deemed necessary by the Fairview Fire Department the cost of services is \$60.00 per hour (4-hour minimum) to each individual hired. Events requiring an EMS standby will complete an "Off Duty Paramedic Request" form and send to Assistant Fire Chief Jeff Bell in advance of the event.</i></p>
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I certify that all of the information contained in this Special Event Application is true and correct and that any deviation from this application is true and correct and that any deviation from this application could result in the Town of Fairview shutting down this event. I understand that a Special Event Permit must be issued by the Fairview Police Department prior to the occurrence of this event. The issuance of that permit is contingent upon the Event Coordinator's compliance with the Special Event Application and the acceptance of all listed stipulations of the Special Event Permit.

APPLICANT SIGNATURE _____ DATE _____

TOWN APPROVED _____ DATE _____

PICKUP SIGNATURE _____ DATE _____