

TOWN OF FAIRVIEW APPLICATION FOR SPECIAL EVENT/TENT/PARADE

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EVENT NAME	
EVENT TYPE/DESCRIPTION	
ADDRESS/LOCATION	
ESTIMATED # OF PARTICIPANTSSPECT	CATORS
EVENT DATES & TIMESSETUP/TEAR D	OWN TIMES
CONTACT NAME CONTACT TELI	EPHONE NUMBER
**EMAILCONTA	ACTADDRESS
PROPOSED USE: ☐ SPECIAL EVENT ☐ TENT ☐ PARADE	
EVENT INFORMATION:	
ORGANIZATION TYPE: □ Non-Profit □ Profit □ Government □ Other	RESTROOM, PORT-A-LETS: # OF RESTROOMS/PORT-A-LETS: LOCATION OF RESTROOMS/PORT-A-LETS:
EMERGENCY CONTACT:	
ENTRY CHARGE: □ YES □ NO ALCOHOL SERVED/SALE: □ YES □ NO LITTER CONTROL: #DUMPSTER_ LITTER CONTROL FOR THE EVENT: □ YES □ NO Litter control is sole responsibility of event. The services provided by the Town of Fairview may include use of a dumpster, if requested prior to the event taking place.	ADDITIONAL SUPPORT SERVICES NEEDED: ☐ YES ☐ NO Please explain:
GENERAL SIGNAGE: SPONSERS: □ YES □ NO DIRECTIONAL: □ YES □ NO PARKING: □ YES □ NO REGISTRATION: □ YES □ NO PLEASE CONTACT THE CODE ENFORCEMENT OFFICER, ROBERT WHITE, AT 972-886-4223 FOR ANY INFORMATION CONCERNING SIGNS/FLAGS/BANNERS MAY	PARKING: Please explain the area requested including specific location, access, and handicap spaces, how many, type of vehicles:
	Parking Coordinator:
FOOD VENDORS: ☐ YES ☐ NO PLEASE LIST ANY FOOD/DRINK ITEMS INCLUDING BUT NOT LIMITED TO PROMOTIONAL, GIVE-A-WAYS, DEMONSTRATIONS, AND FREE SAMPLES TO BE OFFERED TO THE PUBLIC, FREE OR FOR SALE:	PUBLIC NOTIFICATION: Please describe below how you will notify residents affected by your event either living on the route/course nearby:
CONCESSION REQUIRES WATER/ELECTRICITY: YES NO IF SO WHAT VOLTAGE: 110 220 No food or food products shall be stored or prepared at home. Food Vendors applications/concessions information concerning Temporary Event Health Permits may be obtained from The Town of Fairview permit department.	

PARADE:	PUBLIC SAFETY:
PARADE: YES NO # of Participants # of Floats/Vehicles: Assembly Locations	Special Events Unified Command Team: 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.
Assembly Location:	
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. NO THROWING CANDY, CONFETTI, RELEASING BALLOONS, OR ANY OTHER LOOSE ARTICLES	Police/Security: ☐ YES ☐ NO 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.
TRAFFIC CONTROL: YES NO AREA OF USAGE/COURSE/STREET/ALLEYS:	Fire/Emergency Services: YES NO 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.
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.	
rtify that all of the information contained in this Special Event A application is true and correct and that any deviation from this on this event. I understand that a Special Event Permit must burrence of this event. The issuance of that permit is contingent unt Application and the acceptance of all listed stipulations of the	application could result in the Town of Fairview shube issued by the Fairview Police Department prior to upon the Event Coordinator's compliance with the Sp
PLICANT SIGNATURE	DATE
WN APPROVED	DATE

_____ DATE_____

PICKUP SIGNATURE