

TOWN OF SYLVA

Parks and Recreation Department
83 Allen Street Sylva, N.C. 28779

Phone: (828) 586-2719 Fax: (828) 586-8134 E-mail: townclerk@townofsylva.org

BRIDGE PARK PAVILION/OUTDOOR SPECIAL EVENT PERMIT APPLICATION

EVENT Date 5-7-2025

Today's Date 1-15-2025

Name of Organization Ward's Plumbing Phone# 828-506-0445

Primary Organizer Contact:

Name Greg Galbreath Event Day Phone#

Address

Email Address

Primary Event Category:

\*\*Note\*\* 60-Day Advance Notice is Required for Events that will need a Road Closure!

- Assembly/Rally Race/Run/Walk Festival
Concert Block Party Performance
Educational Filming/Photography Other:

Name of Event Ward's Employee Appreciation

Mission/Purpose of Event Appreciation Estimated # Attending 75-100
(determines if police presence will be required at the applicant's expense)

Event Time(s) Opening 4:00 AM/PM - Closing 9:00 AM/PM

Set-up Date(s) 5/7/25 Set-up Time(s) 4:00 AM/PM - 9:00 AM/PM

Primary On-Site Contact Greg Galbreath Mobile Phone# 828-506-0445

Describe Event Employee appreciation

List quantity of structures & equipment on-site (Ex. Tents; Stakes; Generators; Inflatables, etc.)

Tents, ax-throwing, inflatables, food, beverage, band

- Will streets/sidewalks need to be closed? Yes \_\_\_ No X
- Will any vehicles/trailers be located in non-parking areas? Yes \_\_\_ No X
- Are sales by private vendors being planned? Yes \_\_\_ No ✓. IF YES, how many? \_\_\_\_\_
- Will tents or canopies be used at the event? Yes ✓ No \_\_\_
- Will banners or signs be used outside the event area? Yes \_\_\_ No ✓
- Does your event require electricity? Yes ✓ No \_\_\_
- Will sound amplification be used? Yes ✓ No \_\_\_
- Will there be any cooking with grease? Yes \_\_\_ No ✓
- Will private grills be in use for food preparation? Yes \_\_\_ No ✓
- Will additional trash receptacles be used? Yes ✓ No \_\_\_
- Will the event be publicized? Yes \_\_\_ No ✓
- Do you want to request town approval to serve alcohol? Yes ✓ No \_\_\_

What type of alcohol do you intend to serve? Beer By Whom? Innovation  
 (If YES, attach a copy of the permit holder's NC Off-Premise license to sell alcohol and certificate of liability insurance coverage at a level of \$1,000,000, listing the Town of Sylva for the day of the event.)

**\*\*ALCOHOL USE IS STRICTLY PROHIBITED ON PROPERTY OWNED OR OCCUPIED BY THE TOWN OF SYLVA\*\* - ORDINANCE: ARTICLE I SEC 4-2 UNLESS APPROVED BY THE TOWN BOARD. DO NOT publicize your event until you have been granted approval.**

INITIAL FOR ACKNOWLEDGEMENT \_\_\_\_\_

If the date and/or location requested is not available, or if the requested location is not an appropriate site to conduct your proposed event, the department will contact you and an alternate location will suggested if available. Your confirmation will be in the form of a permit, issued to the organization and/or person responsible for planning the event. Do not publicize your event until preliminary approval has been confirmed by the Town of Sylva. The submission of an Outdoor Special Event Permit Application is NOT approval to hold an event.

**Confetti is strictly prohibited.**

**List of Fees:**

**\*NOTE: All fees must be paid before the reservation is approved.**

Park Reservation Fees

Vendor Fees

- \_\_\_ \$30.00 for two hours (Town Residents)
- \_\_\_ \$50.00 for two hours (non-Town Residents)
- \_\_\_ \$50.00 for four hours (Town Residents)
- \_\_\_ \$75.00 for four hours (non-Town Residents)
- \_\_\_ \$100.00 for eight hours (Town Residents)  
    \$75 6 hrs
- \_\_\_ \$125.00 for eight hours (non-Town Residents)

- ~~\_\_\_ \$100~~ for up to 30 tent/table vendors
- ~~\_\_\_ \$75~~ for up to six food vendors. Please List:

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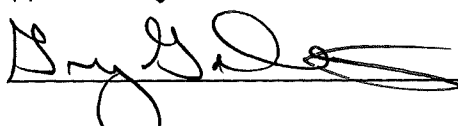
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\_\_\_ \$25 for each alcohol vendor, Qty: 1

\$ 100 TOTAL for BOTH Columns

Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand, and agree to abide by the policies, rules, and regulations. The permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the Sylva Town Manager.

Name of Applicant Ward PHA

Signature  Date 1/15/25

Town Official Approval \_\_\_\_\_ Date 1/15/25

Official Use Only

- Certificate of Liability Insurance Coverage
- Copy of NC License to Sell Alcohol

Resolution Approval Date: \_\_\_\_\_

Food Vendors - Limited to a Total of 6

- **Available Electricity:** 2 50-amp connections, 2 30-amp connections, 4 double 120v receptacles.
- **Trucks/trailers:** must be parked in the left paved lot as you face the stage, along Scott's Creek. A maximum of 6 can be staged there. All tow vehicles must be disconnected and moved to a parking space.
- **Tent and cart food vendors** not requiring electricity may set up along Scott's Creek in the grass on the back side of the right paved lot as you face the stage. A maximum of 4 can be staged there.
- **All food vendors must have an active "Itinerant Merchant Permit"** with the Town of Sylva.

Parking

- Vendor tents must be **staked into the grass or weighted.**
- No vendor tents may be staged in the right-paved parking lot as you face the stage without approval.
- Applicants who are expecting **large crowds** should consider providing a **shuttle service** as parking is limited.
- We recommend you avoid parking on Main and Mill Streets to allow merchant customers to park there.
- **Public Parking Suggestions:** *Poteet Park, Mark Watson Park, Jackson County Library, Bicentennial Park (Keener Street) or request private lots by permission (Pinnacle Relief on Grindstaff Cove Road, First United Methodist Church on Jackson Street)*

Restrooms: Public restrooms are available from dawn until dusk at Poteet Park or at the corner of Allen Street and Mill Street & Railroad Avenue. Depending on your crowd size, you may want to consider renting porta-potties. Please let Town Staff know if you intend to do that in order to coordinate the location.