

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 4/26/25

Today's Date 1/15/25

Name of Organization Main Street Sylva Association. Phone# 828.586.2719

Primary Organizer Contact:

Name Bernadette Peters Event Day Phone# 828.586.2719

Address 83 Allen St. Sylva

Email Address mainstreet@townofsylva.org

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 Greening Up the Mountains

Mission/Purpose of Event Arts & Crafts Festival Estimated # Attending 12,000
(determines if police presence will be required at the applicant's expense)

Event Time(s) Opening 10 AM/PM - Closing 4 AM/PM

Set-up Date(s) _____ Set-up Time(s) _____ AM/PM -- _____ AM/PM

Primary On-Site Contact Bernadette Peters Mobile Phone# 828.400.8445

Describe Event Beer Garden

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

2 tents

- Will streets/sidewalks need to be closed? Yes ___ No
- Will any vehicles/trailers be located in non-parking areas? Yes ___ No
- Are sales by private vendors being planned? Yes No ___ IF YES, how many? 2
- 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? Malt Beverages By Whom? Innovation Brewing, Balsam Falls Brewing
 (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 BP

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)
- ___ \$125.00 for eight hours (non-Town Residents)

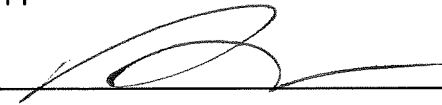
- ___ \$100 for up to 30 tent/table vendors
- ___ \$75 for up to six food vendors. Please List:

___ \$25 for each alcohol vendor, Qty: ___

\$_____ 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 Bernadette Peters

Signature 

Date 1/15/25

Town Official Approval _____ Date _____

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.