

**TOWN OF SYLVA**

83 Allen Street  
Sylva, N.C. 28779

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

**OUTDOOR SPECIAL EVENT PERMIT APPLICATION**  
**CONSUMPTION OF ALCOHOL**

Today's Date 8/15/23

Name of Business Innovations

NC alcohol license holder.# 00213140DG

Primary Organizer Contact:

Name Greg Galbreath

Phone# 828-586-9273

Address 548 Mill Street, Sylva, NC 28779

Email Address ggalbreath@wardph.com

Fax # N/A

Primary Event Category:

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

Name of Event Ward's Employee Appreciation

Date(s) of Actual Event 10/5/23

Estimated Attendance 75-100 \*determines police presence at \$35/hr/officer\*  
\*minimum of 2 officers required\*

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

Set-up Date(s) 10/5/23 Set-up Time(s) 3 AM/PM -- 4 AM/PM

Primary On-Site Contact Greg Galbreath

Mobile Phone# 828-506-0445

Mission/Purpose of Event Employee Appreciation

Describe Event Employee appreciation - 75-100 people  
catered to include inflatables for children.

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

2 or 3 inflatables, possibly a few EZ up type tents

- 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 X  
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 X
- Does your event require electricity? Yes X No \_\_\_
- Will sound amplification be used? Yes X No \_\_\_
- Will there be any cooking with grease? Yes \_\_\_ No X
- Will private grills be in use for food preparation? Yes ? No \_\_\_
- Will additional trash receptacles be used? Yes X No \_\_\_
- Will the event be publicized? Yes \_\_\_ No X
- Do you intend to serve alcohol? Yes X No \_\_\_
- Do you intend to sell the alcohol? Yes \_\_\_ No X

(If yes, attach a copy of your NC license to sell alcohol)

What type of alcohol do you intend to serve? Beer  
(i.e. beer, unfortified wine, etc.)

A certificate of liability insurance coverage at a level of \$1,000,000 must be held by event organizer and must list the Town of Sylva for the day of the event. Please attach to this application a copy of certificate listing the Town of Sylva.

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 Town of Sylva 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 approval has been granted by the Town of Sylva Board of Commissioners. The submission of an Outdoor Special Event Permit Application—Alcohol Consumption is NOT approval to hold an event.**

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 reservation is approved.**

- \$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)
- \$5.00 per vendor

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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 Greg Galbreath

Signature *Greg Galbreath* Date 8/14/2023

Town Official Approval \_\_\_\_\_ Date \_\_\_\_\_