

# 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](mailto:townclerk@townofsylva.org)

## BRIDGE PARK PAVILION/OUTDOOR SPECIAL EVENT PERMIT APPLICATION

EVENT Date 05/06/2026

Today's Date 04/17/2026

Name of Organization Ward Plumbing Heating & Air Phone# 828-506-0445

Primary Organizer Contact:

Name Greg Galbreath Event Day Phone# 828-506-0445

Address 548 Mill Street, Sylva NC 28779

Email Address ggalbreath@wardph.com

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: Private Party

Name of Event Ward PHA Employee Appreciation Party

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

Event Time(s) Opening 5 PM AM/PM - Closing 9 PM AM/PM

Set-up Date(s) 5/6/26 Set-up Time(s) 4 PM AM/PM -- 5 PM AM/PM

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

Describe Event Employee party with food, beverage & games/entertainment

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

1 large tent, some inflateables

- 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? \_\_\_\_\_
- 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 & wine By Whom? Innovations - #0021314006  
 (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.)

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**\*\*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 GG

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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: 1
- \$ 125.00 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 Plumbing Heating & Air

Signature \_\_\_\_\_ Date 4/17/2026

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.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/12/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Stanberry Insurance Agency, Inc. 715 E. Main St PO Box 577 Sylva NC 28779		<b>CONTACT NAME:</b> Vickie Oakes <b>PHONE (A/C, No, Ext):</b> (828) 586-8926 <b>FAX (A/C, No):</b> (828) 586-8929 <b>E-MAIL ADDRESS:</b> certrequest@stanberry-ins.com	
		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Erie Insurance Company	<b>NAIC #</b> 26263
<b>INSURED</b> Innovation Brewing, LLC 414 W Main St Sylva NC 28779		<b>INSURER B:</b> Erie Insurance Exchange	26271
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES**

CERTIFICATE NUMBER: 25-26

REVISION NUMBER:

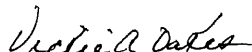
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			Q61-0411008	05/02/2025	05/02/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			Q29-0270526	05/02/2025	05/02/2026	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N Y	Q88-1501644	04/15/2025	04/15/2026	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Liquor Liability			Q61-0411008	05/02/2025	05/02/2026	Each Common Cause \$1,000,000 Aggregate \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Town of Sylva is included as Additional Insured with respect to General Liability.

**CERTIFICATE HOLDER****CANCELLATION**

The Town of Sylva 83 Allen Street Sylva NC 28779	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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# ABC

COMMISSION  
NORTH CAROLINA

**Innovation Brewing LLC**  
**Innovation Brewing**  
**414-A West Main Street**  
**Sylva, NC 28779**

**ISSUED:** 08/01/2024  
**COUNTY:** Jackson  
**TYPE:** LLC Member Managed

PERMIT NUMBER	ORIGINALLY ISSUED	DESCRIPTION
<b>00340279BM</b>	08/01/2024	Brewery
<b>00340279BW</b>	08/01/2024	Malt Beverage Wholesaler
<b>00340279DG</b>	08/01/2024	Malt Beverage Special Event



FILE NUMBER:

**00340279CM-999**

Pursuant to G.S. 18B-903, these permit(s) are valid only for the business listed at this address, are not transferable, and will automatically expire with an ownership change. See authorization(s) on the back.

