✓ Sent f/u email

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 9/12/2026 Today's Date 12/22/25

Name of Organization Center for Domestic Peace Phone# 828-586-1237

Primary Organizer Contact:

Name Rebecca Stevens Event Day Phone# 828-507-6976

Address 154 Medical PK Loop Ste B Sylva, NC 28779

Email Address rstevens@cdpjaxcountync.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 Blue Bridge Peace Festival

Mission/Purpose of Event Outreach (DV and Sexual assault) Estimated # Attending 250
(determines if police presence will be required at the applicant's expense)

Event Time(s) Opening 1 AM/PM - Closing 9 AM/PM

Set-up Date(s) 9/12/26 Set-up Time(s) ___ AM/PM -- ___ ___ AM/PM

Primary On-Site Contact Rebecca Stevens Mobile Phone# 828-507-6976

Describe Event Outreach event w/ bands and food vendors. Survivors of DV and Sexual assault can tell their stories. Information will be available for people attending.

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

Music equipment (6-8 bands); information table, food and drink vendors. Possibly ~~and~~ an inflatable.

Will streets/sidewalks need to be closed? Yes ___ No ✓

Will any vehicles/trailers be located in non-parking areas? Yes ✓ No ___

. .. e sales by private vendors being planned? Yes ✓ No ___. IF YES, how many? 6 to 8

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, Lazy Hiker

(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 BS

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

___ **$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)

Vendor Fees

___ **$100** for up to 30 tent/table vendors

✓ **$75** for up to six food vendors. Please List:

Sunset Slush of Cullowhee, Chili Chomper, Taste of Tampa, Raven's Fork.

✓ **$25** for each alcohol vendor, Qty: 2

$ 250 **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 Rebecca J. Stevens

Signature Rebecca J. Stevens Date 12/22/25

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.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 04/23/2026

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).

PRODUCER	CONTACT NAME: Vickie Oakes	
Stanberry Insurance Agency, Inc. 715 E. Main St PO Box 577 Sylva NC 28779	PHONE (A/C, No, Ext): (828) 586-8926	FAX (A/C, No): (828) 586-8929
	E-MAIL ADDRESS: certrequest@stanberry-ins.com	

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
INNOVATION BREWING LLC 414 W MAIN ST SYLVA NC 28779-5548	INSURER A: Erie Insurance Company	26263
	INSURER B: Erie Insurance Exchange	26271
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 26-27 **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	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:	Y		Q61-0411008	05/02/2026	05/02/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 1,000,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $
B	[X] UMBRELLA LIAB [X] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $			Q29-0270526	05/02/2026	05/02/2027	EACH OCCURRENCE AGGREGATE	$ 2,000,000 $ 2,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [Y] If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		Q88-1501644	04/15/2026	04/15/2027	[X] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 500,000 $ 500,000 $ 500,000
A	Liquor Liability			Q61-0411008	05/02/2026	05/02/2027	Each Common Cause Aggregate	$1,000,000 $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

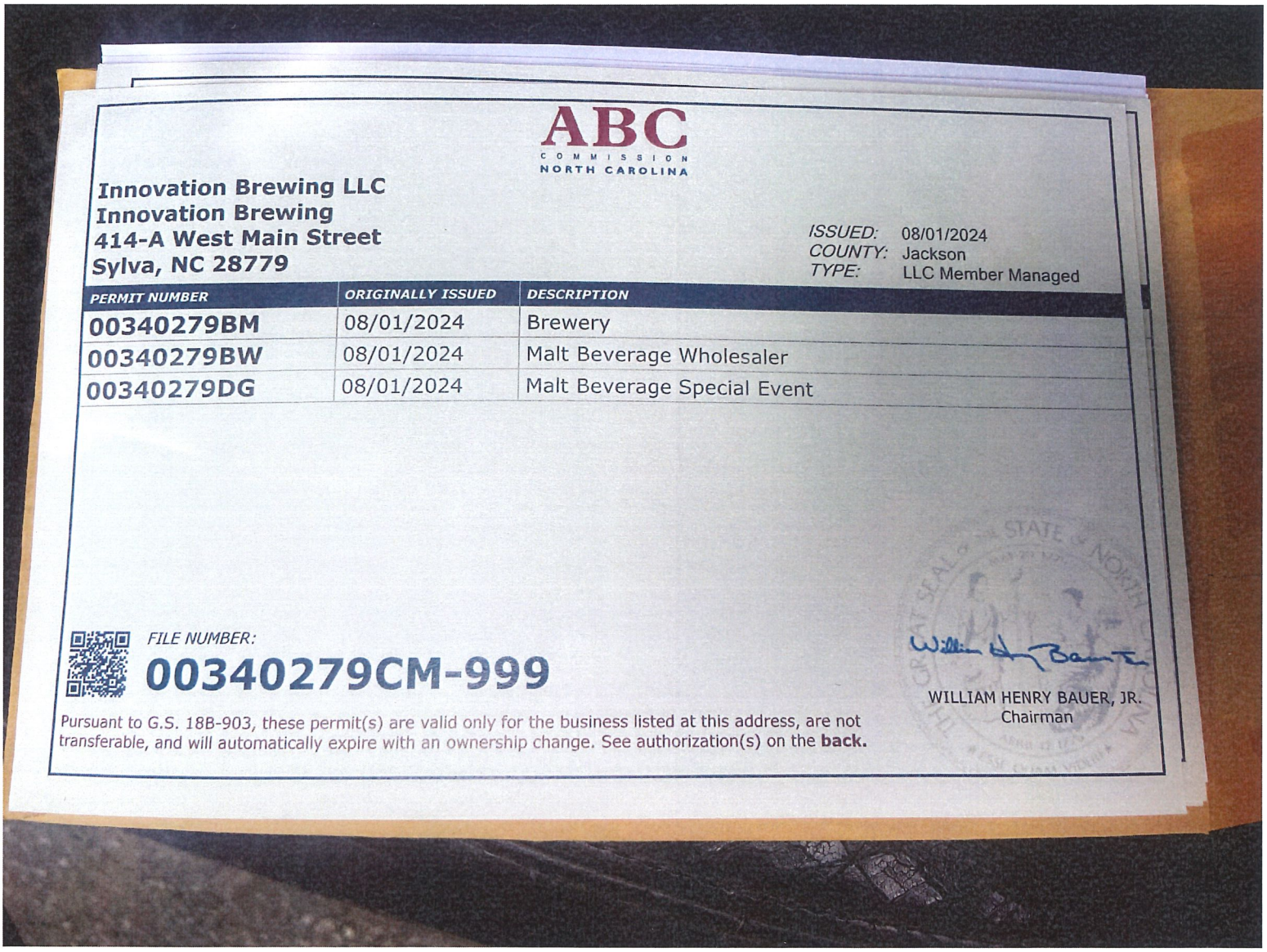
The Town of Sylva
83 Allen Street
Sylva NC 28779

CANCELLATION

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

Vickie Oakes



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
00340279BM	08/01/2024	Brewery
00340279BW	08/01/2024	Malt Beverage Wholesaler
00340279DG	08/01/2024	Malt Beverage Special Event

FILE NUMBER:
00340279CM-999

WILLIAM HENRY BAUER, JR.
Chairman

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.**