

**THE TOWN OF LAUREL  
SPECIAL EVENT REQUEST FORM**

**NOTE: A REPRESENTATIVE IS REQUIRED TO BE IN ATTENDANCE AT THE MAYOR AND COUNCIL IN, WHICH THIS REQUEST IS TO BE HEARD. FAILURE TO BE IN ATTENDANCE WILL RESULT IN THE REQUEST NOT BEING HEARD.**

**THE TOWN OF LAUREL IS REQUIRING A \$50.00 REGISTRATION FEE FOR ALL SPECIAL EVENTS THAT WILL BE HELD AT ALL TOWN PARKS. THE \$50.00 FEE MUST BE PAID WHEN THE FORM IS SUBMITTED TO THE TOWN OF LAUREL, 201 MECHANIC STREET.**

**Registration Fee (\$50.00)**

*Date Paid:* \_\_\_\_\_

*Resident/Organization Signature:* \_\_\_\_\_

*Town of Laurel Signature:* \_\_\_\_\_

*Application Date:* \_\_\_\_\_

*Location of Event:* \_\_\_\_\_

*Date of Event:* \_\_\_\_\_ *Rain Date (if any):* \_\_\_\_\_

*Start Time of Event:* \_\_\_\_\_ *End Time of Event:* \_\_\_\_\_ *Number of People Anticipated:* \_\_\_\_\_

*Title of Event:* \_\_\_\_\_

*Brief Description of Event:* \_\_\_\_\_

**CONTACT INFORMATION:**

*Name (Organization, person, etc.):* \_\_\_\_\_

*Address:* \_\_\_\_\_

*Name (local resident required):* \_\_\_\_\_

*Address:* \_\_\_\_\_

*Phone #:* \_\_\_\_\_

**Type of Services Needed from the Town:**

*Electric (Cost \$50.00) – Yes \_\_\_\_\_ No \_\_\_\_\_ What Type, etc. \_\_\_\_\_*

*Trash Cans (\$25.00 per trash can after 4 cans) – Yes \_\_\_\_\_ No \_\_\_\_\_ How Many \_\_\_\_\_*

*Road Closings – Yes \_\_\_\_\_ No \_\_\_\_\_ Location of Requested Closing: \_\_\_\_\_*

*Barricades – Yes \_\_\_\_\_ No \_\_\_\_\_ How Many \_\_\_\_\_*

*Police Services/Traffic Control (Cost \$80.00/hr. minimum of 3 hrs. for dedicated police presence/Traffic Control Personnel)– Yes \_\_\_\_\_ No \_\_\_\_\_ What Type \_\_\_\_\_*

SPECIAL EVENT REQUEST FORM CONT.  
PAGE 2

**NOTE: SPECIAL EVENTS MUST BE COMPLETED BY 8:00 P.M. AT ALL TOWN PARKS. FOR EXTENDED AFTER HOURS, YOU MUST COME IN FRONT OF MAYOR & COUNCIL FOR APPROVAL.**

**YOU ARE RESPONSIBLE FOR SITE CLEANUP AND THE REMOVAL OF ALL TRASH FROM YOUR EVENT. FAILURE TO COMPLY WILL RESULT IN YOU BEING CHARGED FOR A FULL DAYS TRASH REMOVAL AS WELL AS SITE CLEANUP BY TOWN STAFF (\$150.00/HR MIN. ONE HR.) IF YOU EXCEED THE LIMIT OF 4 TRASH CANS YOU MUST COLLECT AND TAKE ALL EXCESS TRASH WITH YOU NO EXCEPTIONS. NO ALCOHOL OR OTHER DRUGS ARE PERMITTED IN THE PARK AND I WILL ENSURE THE ATTACHED COPY OF "RULES AND REGULATIONS" WILL BE OBSERVED. ALL FEES, IF APPLICABLE, ARE DUE PRIOR TO FINAL APPROVAL OF THE REQUEST**

SPECIAL EVENT REQUEST FORM CONT.  
PAGE 2

You are responsible for having liability insurance to cover the event. The Town of Laurel will not be responsible for any injuries, loss of equipment, etc. that may occur at the location of your event.

By signing below, I the applicant AGREE, that I UNDERSTAND all requirements, rules, regulations, etc. required by the town.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

*Below to be completed by town staff prior to approval/disapproval by Mayor and Council*

*Police Chief Comments/Concerns:* \_\_\_\_\_

\_\_\_\_\_  
*Public Works Comments/Concerns:* \_\_\_\_\_

\_\_\_\_\_  
*Town Manager Comments/Concerns:* \_\_\_\_\_

**Recommendation for Approval/Disapproval: (check one)**

*Police Chief -*                      *Approve* \_\_\_ *Disapprove* \_\_\_ *Signature* \_\_\_\_\_

*Public Works Director -* *Approve* \_\_\_ *Disapprove* \_\_\_ *Signature* \_\_\_\_\_

*Town Manager -*                      *Approve* \_\_\_ *Disapprove* \_\_\_ *Signature* \_\_\_\_\_

**Fees Due:**

*Trash Cans:* \_\_\_\_\_                      *Electric:* \_\_\_\_\_                      *Total Amt. Due:* \_\_\_\_\_

*Date Paid:* \_\_\_\_\_

.....  
*Approved* \_\_\_\_\_ *Disapproved* \_\_\_\_\_ *By Mayor and Council at their meeting of* \_\_\_\_\_

*Reason for Disapproval:* \_\_\_\_\_