

**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.

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 – Yes _____ *No* _____ *What Type* _____

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.) 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.
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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: _____

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Approved ___ *Disapproved* ___ *By Mayor and Council at their meeting of* _____
Reason for Disapproval: _____