SPECIAL EVENT PERMIT APPLICATION

A Special Event Permit must be obtained from the Town before any group or individual can conduct an organized event on or directly impacts Town property or roadways within Town limits. An organized event is defined as an event where the public has been invited through advertising or word of mouth.

A Special Event Permit is NOT required for a closed event such as family reunions, picnics, outings and other similar daily and routine individual, family leisure and recreational uses, unless the proposed activities will impact the normal flow of pedestrian or vehicular traffic.

- Applications must be submitted at least 30 days prior to the event to guarantee a permit.
- Applicant must attach proof of insurance listing the town as an additional insurer with $1,000,000 coverage or apply for Co-Sponsorship of the event with the Town.
- The event must be alcohol free unless a special event liquor license (as outlined below) has been obtained from the Town
- The applicant is responsible for all necessary post event clean-up, including removal of trash
- Standard permits meeting all requirements shall be approved by Town staff
- The Town Board must approve complex permits requests, (i.e. not insured or event with liquor)
- Applicants must provide or obtain security or police coverage if needed. Applications will be reviewed by local law enforcement for their judgment as well.

Name: Date:			
Mailing Address:			
Daytime Phone Number:			
Email Address:			
Event Name:			
Dates(s) of Event:			
Event Location:			
Will there be Liquor at this event: YES NO (Circle one)			
Estimated Number of Attendees:			
Detailed Description of Event:			
	Insurance Certificate Attached		Requesting co-sponsorship

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SPECIAL EVENTS AND FACILITY USAGE

The Town of Simla strongly supports the use of Town parks and facilities by our residents, local organizations and the public for the advancement of social, recreational and cultural activities.

The purpose of this policy is to highlight Town procedures and facility/park usage procedures, regulations and fees.

Special Event Permit -

The Town requires a Special Events Permit to be obtained for any organized/publicized event that is open to the general public. Permits are not required for close family reunions, picnics, outings, and other similar/routine uses.

Conduct -

All activities shall be conducted in a lawful and orderly manner and shall not restrict any person based on race, religion, sex, sexual orientation, creed, age or national origin.

No person shall deface, injure, tamper with or destroy Town property, including but not limited to landscaping, fixtures, furniture, structures, or equipment. Additionally, all Special Event Permit holders are responsible for all necessary post event clean-up and trash removal.

Priority Use -

1. Town operations and functions
2. Town sponsored or co-sponsored events
3. Non-profit organizations/community functions
4. Simla residents' private functions
5. Commercial for profit and all other

Co-Sponsorship -

Hosts of events without self-insurance as described on the front of this application will need to apply for the Town to be a co-sponsor of the event. Applicants need to present the application at a regularly scheduled Simla Board of Trustees meeting for consideration. Applications for co-sponsorship with the Town need to have a basics outline, or write-up attached as to the intended plan(s) for the event.

The Simla Board of Trustees will review applications for co-sponsorship. If approved, the Board of Trustees and the Town will be a part of planning, organizing, and overseeing the event, and the Town retains all final decision authority for such.

It is strongly suggested that applicants apply for co-sponsorship no less than 60 days prior to the event, and that the applicant be aware of the scheduled meeting dates of the Simla Board of Trustees to allow enough time for processing.

Events With Liquor -

It is unlawful to have any open malt or liquor containers on any Town property, as well as other areas and situations as outlined in the Town Code. Hosts of events wishing to include liquor or malt beverages at the event must obtain a Simla Liquor License (including a Public Hearing), as outlined in Simla Town Code and policy.

All applications for events intending to include liquor, etc., must be submitted by the host no less than 60 days prior to the event, and the regular Town Board meeting schedule needs to be considered in timeframes. The host will need to present the application at the Board meeting, including a basic outline or write up as intended plans for the event, including a drawing of the layout for the grounds in relation to intent.

I hereby acknowledge that I have read and understand the requirements, procedures and regulations set forth by the Town of Simla for special events and facility usage.

Signature: _____ **Date:** _____

FOR TOWN USE ONLY		
Date of Board Meeting: _____	**Co- Sponsor Request Approved** _____	**Denied:** _____
Board Co-Sponsor: _____		