PERMIT APPLICATION FOR AN INDOOR SPECIAL EVENT

Sponsoring Organization_____
Contact Person_____
Address_____
Day Phone_____Night
Phone_____

Purpose of the Event_____
Location of Event_____
Date of Event_____
Hours (include Set - up and Take -down)_____
Projected Attendance_____
Description of Activities Planned (include information and names of planned performances)

In addition, answer the following questions.

1. Will there be any amplified sound? Yes No If so, what type

2. Is electricity needed? Yes No (Provide information on electrical needs)

3. Will staging be used? Yes No If so, what type

4. Will admission be charged at the event? Yes No

5. Will Center equipment be needed? Yes No If so, what type

6. Will the Center kitchen be used? Yes No If so, for what

7. Will dumpsters be used? Yes No If not, how will trash be removed

It is the responsibility of the event organizer to obtain all City permits and arrange for the event's security at least one (1) week prior to the event. In addition, the event organizer must adhere to the all health ordinances provided by the Chatham County Health Department if food will be served. Prior to the issue of the permit, the event sponsor should visit the center. Contact the center's personnel to set up a convenient time to visit the facility.

Please date, sign, and return the application to the Program Coordinator, or Center Supervisor at the center. .

Signature of Organization Contact Date

NOTE: This is an application, not a contract. By completing this application and signing above, you confirm that you have read and understood the policies governing special events at indoor facilities.