



The City of  
*Brevard*  
North Carolina

City of Brevard Planning Department  
95 West Main Street  
Brevard, North Carolina 28712  
Phone (828) 885-5630  
Fax (828) 885-5625  
cityofbrevard.com

**CITY OF BREVARD  
APPLICATION FOR SPECIAL EVENT/ PARADE  
TEMPORARY USE AND  
SIDEWALK, STREET AND PARKING SPACE  
CLOSURE**

**(Applications must be received 45 working days before the proposed event to be considered)**

In accordance with applicable provisions of the Brevard City Code, the applicant described herein is GRANTED/ DENIED a Parade/ Event/ Closure Permit (and Special Permit where indicated) for the date, time, place and purpose as indicated. By evidence of the signature of the applicant on this permit, said holder agrees to comply with all applicable City rules, regulations and conditions of the permit, and to forever bind himself and its successors and heirs, to indemnify and hold harmless the City of Brevard in all respects against any and all claims arising out of or related to the issuance of this Permit (and Special Permit where indicated).

APPLICANT/ PERMIT HOLDER: \_\_\_\_\_  
(Name of Sponsoring Individual/ Organization)

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Print name of Applicant

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
\_\_\_\_\_ Email address: \_\_\_\_\_

PROPERTY OWNER (If different than Applicant): \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
\_\_\_\_\_ Email address: \_\_\_\_\_

By: \_\_\_\_\_  
Property Owner Signature

Place a check mark by type of event below:

- Special Event on Public Property (Festival, parade, use of public parks, and similar) - \$200 review fee, plus \$500 reimbursable bond [see page two for bonding details].
- City-Sponsored (examples White Squirrel, July 4<sup>th</sup>, Halloweenfest, and Twilight Tour)- \$0
- Special Event on Private Property (no parking space, sidewalk or street closures)- \$0
- Special Event on Private Property (includes parking space, sidewalk, or street closure) Note: includes one parking space, each additional space is considered a separate fee. Street closure is considered for one block, each additional block is a separate fee. \$200 review fee, plus \$500 reimbursable bond [see paid two for bonding details].

- Special Event on Public Property – Park, greenway or similar - \$200 review fee, plus \$500 reimbursable bond [see page two for bonding details].
- Public Alley Closure - \$50 per day, plus \$500 reimbursable bond [see page two for bonding details].
- State Road Closure - \$1,500 per day, plus \$2,000 reimbursable bond [see page two for bonding details].
- City Road Closure - \$100 (per day) plus \$1,000 reimbursable bond [see page two for bonding details].
- Public Sidewalk Closure - \$500 (per day), plus \$500 reimbursable bond [see page two for bonding details].
- Public Parking Space Closure per space - \$100 (per day), plus \$500 reimbursable bond [see page two for bonding details]. Note: includes one parking space, each additional space is considered a separate fee. Street closure is considered for one block, each additional block is a separate fee.

Please describe Purpose of Parade/ Event or Closure needed: \_\_\_\_\_

\_\_\_\_\_

[NOTE: Applicant shall provide a map illustrating the geographic scope of the event. Map will include all streets, sidewalks and parking spaces affected by the Special Event. Map will be as detailed as possible and subject to review as an integral part of the application. COMPLETE Digital submissions in Adobe .pdf format are encouraged.]

Will the event require sidewalk/streets to be closed? \_\_\_\_\_ Yes \_\_\_\_\_ No

Place of Event: \_\_\_\_\_

Date & Time Event: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Route of Parade/ Event (use additional sheets as necessary): \_\_\_\_\_

\_\_\_\_\_

Proof of Liability Insurance Required? \_\_\_\_\_ Yes \_\_\_\_\_ No

[If the proposed Event is to be held on City property or public Streets, a General Liability Policy in the amount of \$2,000,000.00 (aggregate) shall be required with the City of Brevard named as an additional insured on the policy. A copy of the policy shall be attached to this application]

Damage to City Property / Exigent Circumstances Bonding— Bond Requirement / Purpose:

The purpose of the bond is to provide an instant surety in the event there is damage (whether accidental or intentional) to any City Property; or to address any condition that manifests, due to an overt act or an act of omission by any permitted participant of the Special Event that requires additional City personnel to remedy that condition. This “Damage / Exigent Circumstances Bond” is generally a requirement for all Special Events, but may be waived at the discretion of the approving authority where no risk of damage or exigent circumstances occurring is evident or for certain events that are sponsored or endorsed by the governing body. Bonding concerning animal-related events/exhibitions shall not be waived.

Bond specifics / Invoking the Bond: The Planning Director or other approving authority may invoke the bond upon receipt of information, provided in writing, by the appropriate City Department head or designee, justifying such an action.

Bond Deposited in the amount of \$ \_\_\_\_\_ as specified by the Planning Director, has been received by Cash \_\_\_\_\_ or Check \_\_\_\_\_

Special Permit for Animals Required? \_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, Bond Deposited in the amount of \$50.00 (5 or less animals), \$100 (5 or more animals) received by Cash \_\_\_\_\_ or Check \_\_\_\_\_

PARADE/ EVENT/ CLOSURE APPROVED BY: \_\_\_\_\_  
(Review Officer)

Date: \_\_\_\_\_

FOR INTERNAL OFFICE USE ONLY

REVIEWED and RECOMMENDED for: APPROVAL: \_\_\_\_\_ DISAPPROVAL: \_\_\_\_\_

Police Department: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Department: \_\_\_\_\_ Date: \_\_\_\_\_

Public Services Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(If required review)

Temporary closures and traffic control to be provided by Brevard Police Department and Brevard Fire Department with additional agencies as needed listed below.

\_\_\_\_\_  
Police Department: \_\_\_\_\_ Date: \_\_\_\_\_

Submit Written Concerns and Comments Below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Permit Disapproved (Reason):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_