

Town of Pineville – Outside Event Request Form

Thank you for your interest in hosting an event in Pineville. Please complete the form below at least **45 days in advance** of your requested event date. Submission of this form does not guarantee approval. Please note under certain circumstances there may be a required Council vote from the Town of Pineville regarding your event. If this is required, we will let you know ahead of time.

SECTION 1: APPLICANT INFORMATION

- **Organization/Vendor Name:** _____
 - **Contact Person:** _____
 - **Phone Number:** _____
 - **Email Address:** _____
 - **Mailing Address:**

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SECTION 2: EVENT DETAILS

- **Event Name & Proposed Location:** _____
 - **Proposed Date(s):** _____
 - **Start Time:** _____
 - **End Time:** _____
 - **Event Setup Time:** _____
 - **Estimated Attendance:** _____
 - **Description of Event (include purpose, planned activities, vendors, etc.):**

 - **Is this event open to the public?**
 Yes No
 - **Will admission or other fees be charged?**
 Yes No
If yes, please explain cost: _____
 - **Will food or beverages be sold or served?**
 Yes No
If yes, list vendors and indicate if permits are secured: _____
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SECTION 3: EVENT NEEDS & LOGISTICS

- **Sound/Music Equipment (if any):** _____
 - **Tents or Structures to Be Installed:** _____
 - **Power or Water Access Required?** Yes No
 - **Trash & Cleanup Plan:** _____

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SECTION 4: REQUIRED CONDITIONS

Please review and initial each item below to acknowledge understanding:

- ____ I understand that submission of this form does not guarantee approval.
 - ____ I understand that **rental or administrative fees** may apply for use of the space.
 - ____ I understand that **insurance coverage** may be required and must name the Town of Pineville as an additional insured.
 - ____ I understand that if **crowd control or safety concerns** arise, I may be required to hire **off-duty Police Department officers** at my own expense.
 - ____ I understand that **all event-related trash** must be cleaned and removed immediately following the event.
 - ____ I agree to comply with all local, state, and federal laws and ordinances during the event.
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SECTION 5: ATTACHMENTS REQUIRED

Please include the following with your application, if applicable:

- Copy of your Certificate of Insurance
 - Event layout or site map
 - Any food/beverage vendor permits
 - Proof of 501(c)(3) status (if requesting fee waiver)
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SIGNATURE

I certify that the information provided is accurate and that I have read and agree to the conditions outlined above.

Applicant Signature: _____

Date: _____

FOR TOWN USE ONLY

- Date Received: _____
- Reviewed By: _____
- Additional Notes/Requirements: _____
- Approval Status: Approved Denied
- Approval Signature: _____ Date: _____



For Town Use Only

Interdepartmental Review

DEPARTMENT	REVIEW REQUIRED?	COMMENTS	APPROVED	DENIED	SIGNATURE & DATE
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Police					
Planning/Zoning					
Fire/EMS					
Public Works					
Parks & Rec					
Administration					

- Date Received: _____

- Final Approval Status: Approved Denied

- Approval Signature (Mayor/Council Member):

- Date: _____

- Approval Signature (Town Manager/Asst. Town Manager):

- Date: _____