



## NOTIFICATION PERMIT

This form is for notification purposes only and does not constitute approval or permission to hold an event.

### PURPOSE

The purpose of this notification permit is to inform the Town and emergency services of an upcoming event that may result in a larger-than-usual gathering at a specific location. While this notification does not serve as a request for permission to hold the event, it ensures that emergency personnel and relevant departments are aware of the increased activity and can prepare accordingly to maintain public safety and coordinate any necessary support services.

**\*\* PAID PARKING WILL NOT BE WAIVED FOR EVENTS HELD BETWEEN APRIL 1<sup>ST</sup> TO SEPTEMBER 30<sup>TH</sup> \*\***

### EVENT INFORMATION:

Event/Gathering Name:

Event Location:

Date(s):

**Expected Attendance:**

Event Start Time:

AM / PM

Event End Time:

AM / PM

### EVENT DESCRIPTION:

### CONTACT INFORMATION:

Primary Contact's Name:

Address:

City:

State:

Zip:

Email Address:

Phone Number:

### ACKNOWLEDGEMENT:

By signing below, I acknowledge that this permit is for notification purposes only and does not grant permission to reserve or restrict public spaces. I understand that the event must comply with all applicable laws and ordinances.

Applicant Signature:

Date:

FOR STAFF USE OF  
NOTIFICATION:

Police: \_\_\_\_\_

Fire: \_\_\_\_\_

Administration: \_\_\_\_\_

Other: \_\_\_\_\_