



Town of Smithfield Special Event Application for Permit

Event Date	Monday, 10.31.22				
Event Name	Downtown Halloween Safe Trick or Treat				
Event Location	Main Street and Grace Street				
Event Times (don't include setup times)	5 PM-7 PM				
Event Organizer (Group Name)	Smithfield Times for events at Times Square, TrickorTreating is Open to Public				
Contacts					
Name		Cell Phone		Email	
Name		Cell Phone		Email	

Event Category	<input type="checkbox"/> Festival <input type="checkbox"/> Concert <input type="checkbox"/> Parade <input type="checkbox"/> Run/Walk <input type="checkbox"/> Bike Race/Tour <input type="checkbox"/> Car Show <input checked="" type="checkbox"/> Other -				
Description of Event	Tourism Submission <input type="checkbox"/> Yes <input type="checkbox"/> No Several thousand families visit Main Street for the events taking place sponsored by the Smithfield Times and the candy bonanza all along Main and Grace Streets.				
Contact name and phone number for more information on event					
Name:			Phone:		
Expected Attendance	5000		Website		
Average Ticket/Entry Price	\$ 0		Participants will be	<input type="checkbox"/> youth <input type="checkbox"/> adults <input checked="" type="checkbox"/> both	
Music-DJ/Band?	no		Alcohol Sales or Service?	no	
What is your plan in the event of bad weather-cancel, reschedule?				Rain or Shine	
Requesting? <input checked="" type="checkbox"/> road closures <input type="checkbox"/> traffic assistance <input type="checkbox"/> park trail closures					
List benefits of your event to the community			List Recipients of Proceeds		
Great, safe event for families.			(no proceeds)		
Check any of the following that your event will include.		Special Event To Do List		Complete by:	
<input type="checkbox"/> Food, Caterer	<input type="checkbox"/> Food, by Organization	Submit event flyer/promotional material		4 months	
<input type="checkbox"/> Retail Vendors Non-Profit	<input type="checkbox"/> Retail Vendors For Profit	Street Closures/Park Closures/Traffic Assist goes to Town Council		3 months	
<input type="checkbox"/> Port-a-Potties	<input type="checkbox"/> Tents	Apply for ABC permit (if needed)		6 weeks	
<input type="checkbox"/> Dumpster/Recycle Receptacles	<input type="checkbox"/> Rentals-Furniture-Tables, Chairs	Contact EMS/Fire (if needed)		4 weeks	
<input type="checkbox"/> Generators/ Light Tower	<input type="checkbox"/> Staging	Apply for Health Permit		4 weeks	
<input type="checkbox"/> Fencing/Barricades	<input type="checkbox"/> Golf carts	Apply for Tent Permit (if needed)		4 weeks	
<input type="checkbox"/> Providing Shuttle Service	<input type="checkbox"/> Bounce Houses	Call Ms Utility (if tenting or fencing site)		4 weeks	
<input type="checkbox"/> Other-List Items Here:		Have walkthrough appointment with the Town <ul style="list-style-type: none"> • Submit your Certificate of Insurance (\$1 million policy) to the Town • Submit your ABC permit 		4 weeks	

I have received, read thoroughly, understand and will comply with the policies and procedures governing special events held in the Town of Smithfield. I understand that this application is not an approval of my event. If approved, the application will show approval of those entities required below, as well as estimate of charges for town services.

Event Organizer's Signature	Amy M Novak	Date	9/20/22
Print Name-Event Organizer	Amy M Novak		
Town Manager's Signature		Date	
Road Closures		Times	
Main Street -Cary to Mason		Mon, Oct 31-5 PM-8 PM	
Grace Street-Cary to Mason		Mon, Oct 31 5 PM-8 PM	