

# Town of Aberdeen



## Special Events Application

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of Special Event: \_\_\_\_\_

Dates and Hours of Special Event: \_\_\_\_\_

Approximate number of persons constituting this Special Event: \_\_\_\_\_

Owner of Property: \_\_\_\_\_

Owner Address: \_\_\_\_\_ Phone: \_\_\_\_\_

To conduct a special event within the Town of Aberdeen and its' extraterritorial jurisdiction (ETJ), the applicant must provide the following information.

\_\_\_\_\_ Letter from **owner (not leasing agent/not property management)** giving applicant authorization to hold special event.

\_\_\_\_\_ Copy of liability insurance covering event.

\_\_\_\_\_ Hold harmless letter from applicant addressed to the Town of Aberdeen.

\_\_\_\_\_ Site plan of location to house special event showing location of any and all facilities being used for such event.

\_\_\_\_\_ Copy of business license for each vendor being used for special event.

\_\_\_\_\_ Zoning Permit.