Town of Marshall
Special Events Permit Application

Event Category
☐ Assembly
☐ Festival
☐ Run/Walk
☐ Parade
☐ Private Gathering
☐ Concert/Performance
☐ Other ___________________________

Tile of Event __________________________________________ Location(s) ______________________________________________________________________________________

Property Address __________________________________________ PIN# _______________________

Property Owners
☐ Town of Marshall
☐ Madison County
☐ Private Property
☐ Other ___________________________

Dates of Event __________________________ Event Operating Hours __________________________

Event Set-up Begins __________________________ Event Tear Down Ends __________________________ Total # of Hours Reserved __________________________

Estimated Event Attendance: Per Day __________ Total Event __________ Peak Periods __________________________

Event Description __________________________________________

________________________________________________________________________________________

Special Considerations (check all that apply)

☐ Food Sales
☐ Cooking /Grilling
☐ Merchandise Sales
☐ Pets or Animals
☐ 501 C Non-Profit
☐ Use of Existing Electricity
☐ Sound Amplification
☐ Merchandise Sales
☐ Portable Restrooms
☐ Ticketed Admission
☐ Reoccurring Event

Operational Fire __________________________________________

Fuel Type(s) Used: __________________________________________
Please Provide information on nearest fire hydrant, location and means of providing fire extinguishment __________________________________________

☐ Structural and Electrical
List all temporary structural and electrical site additions below. Basic items such as small tents and platforms may qualify to be self-installation if a contractor is not providing a rental or installation service. Common furnishings do not typically require structural permits.

<table>
<thead>
<tr>
<th>Structural</th>
<th>Electrical</th>
<th>Item Type</th>
<th>Qty</th>
<th>Dimensions</th>
<th>Contractor</th>
<th>Self Install</th>
<th>Cost of Work</th>
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Accompanying Site Plans Must Identify: All Property boundaries
**Town of Marshall**  
**Special Events Permit Application**

- All drive entrances and access road
- All existing structures
- Proposed location of all temporary tents, structures, inflatables, temporary electrical additions, generators, and label distances to all property lines

<table>
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<tr>
<th>All Adjacent streets</th>
<th>All drive entrances and access road</th>
<th>All existing structures</th>
<th>Proposed location of all temporary tents, structures, inflatables, temporary electrical additions, generators, and label distances to all property lines</th>
</tr>
</thead>
</table>

**Full Street and Sidewalk Closures (description/location)**

**Begin Date:**  
**End Date:**  
**Daily Hours of Closure:**

A traffic control plan or sketch of the areas to be closed must be included with the application. The applicant shall be responsible to properly close the street, travel lane, parking lane or sidewalk according to the current edition of the Manual on Uniform Traffic Control Devices (MUTCD) and as directed by the Town of Marshall. Failure to do so may result in a revocation of the permit resulting in the reopening of the streets/sidewalks until corrective measures are made. The applicant shall be responsible for providing all necessary traffic control devices.

- **Barricade and Traffic Cone Order**
  - # Barricades  
  - # Cones  
  - # Days

One (10 type 3 barricade) per traffic lane or standard lane width, each end of closure. Barricaded closures must be manned at all times. Barricades are delivered to specific intersections in advance of the event and should be returned to the same location after the event for retrieval. Traffic cones will be scheduled for in-person delivery and retrieval during normal business hours. Traffic cones used for traffic control require a one (10 foot separation) per posted MPH. Traffic control devices do not include directional signage. It is the responsibility of the event to supply proper directional signage in accordance with MUTCD guidelines, detailed within the instructions accompanying each street/sidewalk permit issued by the Town of Marshall.

- **Parades/Runs/Walks/Processions (check all that apply)**
  - Open Sidewalks Only  
  - Street/Temporary Traffic Interruption  
  - Full Street Closure

**Primary Attachments Included:**

- Site Map - Run/Walk Route Map
- Emergency Action Plan
- Public Notice/Notification Document
- Certification of Insurance
- Transportation Plan
- Security Plan
- Property Owners Authorization
- Pole Banners and Temporary Signs
- Commercial Filming Directives

**Additional Permit Applications/Attachments Included (Describe below)**

A non-refundable application fee (payable to the Town of Marshall) must accompany the Special Events Permit Application Packet submittal. Payment is accepted by check, money orders by mail or hand delivery. The balance of applicable fees and charges will be by invoice once preliminary approval is granted. If the date and/or locations request is not available, or if the requested location is not a approved for the proposed event, the department will contract. Your confirmation will be your in the form of a permit, issued to the organization and/or person responsible for planning the event. We strongly recommend you do not publicize your event until preliminary approval has been confirmed. The submission of an Outdoor Special Event Permit Application is NOT automatically approval or a guarantee of eligibility.

*Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand, and agree to abide by the policies, rules and regulations listed within the Town of Marshall's current Special Event Guide, and applicable to all plans and requested usage. The permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the Town of Marshall.*

Name of Organization  
Applicant Name  
Address  
City  
State  
Zip  
Phone #  
Mobile #  
Email  
Event Website  
Mobile  
Other  
Primary On-site Contact  
Signature  
Date