



# Town of Marshall

## Special Events Permit Application

All Adjacent streets  
 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

**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  
 Full Sidewalk Closure       Other \_\_\_\_\_       Railroad Crossing

Primary Attachments Included:	Additional Permit Applications/Attachments Included (Describe below)
<input type="checkbox"/> Site Map - Run/Walk Route Map	
<input type="checkbox"/> Emergency Action Plan	
<input type="checkbox"/> Public Notice/Notification Document	
<input type="checkbox"/> Certification of Insurance	
<input type="checkbox"/> Transportation Plan	
<input type="checkbox"/> Security Plan	
<input type="checkbox"/> Property Owners Authorization	
<input type="checkbox"/> Pole Banners and Temporary Signs	
<input type="checkbox"/> Commercial Filming Directives	

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 \_\_\_\_\_