

TOWN OF CHARLOTTE COURT HOUSE
SPECIAL EVENT NOTICE

Notice is required if 100 or more attendees are expected at the planned event.

This form should be submitted to the Town Council as early as possible in the event planning process. It must be submitted no later than the last Town Council meeting prior to the event date. The Town Council meets the 3rd Monday of each month.

NAME: (please print) _____

ADDRESS: _____

PHONE #: _____

TYPE OF EVENT: _____

DATE OF EVENT: _____

LOCATION OF EVENT: _____

HOURS OF EVENT: From: _____ (a.m. / p.m.) To: _____ (a.m. / p.m.)

NUMBER OF EXPECTED ATTENDEES: _____

WILL THERE BE AN AUDIO SYSTEM USED TO AMPLIFY SOUND? ____ Yes ____ No
(Note: Outdoor sound amplification must cease by 10:00 p.m.)

NEIGHBORING PROPERTY OWNERS HAVE BEEN NOTIFIED: ____ Yes ____ No

WILL YOU BE PRESENT AT THE EVENT: ____ Yes ____ No

Date Received: _____ Date approved by Council: _____