

TOWN OF HAYESVILLE  
NORTH CAROLINA



56 Sanderson Street  
Hayesville, NC 28904

Note: All applicants shall have full knowledge of and comply with the Town of Hayesville ordinance governing public festivals and special events. A copy of this ordinance is available in Town Hall.

**RESERVATION APPLICATION FORM  
HISTORIC COURTHOUSE SQUARE**

*Application is hereby made for a permit to conduct a public festival or special event on the grounds of the Historic Courthouse Square within the Town of Hayesville, North Carolina. The undersigned HOST/applicant makes the following representation of the event:*

NAME OF ORGANIZATION (HOST) \_\_\_\_\_

AUTHORIZED HOST REPRESENTATIVE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

EVENT NAME: \_\_\_\_\_

Describe event & principal objective of event: \_\_\_\_\_

DATE(S) OF EVENT: \_\_\_\_\_ Circle Day of Week: M T W T F S S

START TIME: \_\_\_\_\_ AM PM      END TIME: \_\_\_\_\_ AM PM      (include set-up/break-down)

EXPECTED PARTICIPANTS: Adults \_\_\_\_\_ Children 10 & under: \_\_\_\_\_ Children 10-18: \_\_\_\_\_ TOTAL: \_\_\_\_\_

PLEASE CHECK ALL THAT APPLY:

- |                                               |                                                    |                                  |
|-----------------------------------------------|----------------------------------------------------|----------------------------------|
| <input type="checkbox"/> Public Event         | <input type="checkbox"/> Private Event             |                                  |
| <input type="checkbox"/> Street Closings      | <input type="checkbox"/> No Street Closings        |                                  |
| <input type="checkbox"/> Beer Service by Host | <input type="checkbox"/> Beer Served by Vendor(s)  | Expected Number of Vendors _____ |
| <input type="checkbox"/> Wine Service by Host | <input type="checkbox"/> Wine Served by Vendor(s)  | Expected Number of Vendors _____ |
| <input type="checkbox"/> Food Service by Host | <input type="checkbox"/> Food Service by Vendor(s) | Expected Number of Vendors _____ |

Details (Vendors & Services) \_\_\_\_\_

\_\_\_\_\_

Streets to be closed: \_\_\_\_\_

Street closing Time(s) and Date(s) \_\_\_\_\_

Clay County Communities Revitalization Association (CCRA) is a registered 501(c)3 organization. There is no charge by CCRA for the use of the Historic Courthouse Square grounds, but all donations are appreciated.

SECTION I

IMPORTANT INFORMATION: (Please initial each to signify your understanding & agreement)

- \_\_\_\_\_ The reserving organization is the "HOST" for the approved event. No one else may set up, participate or attempt an event on the property during reserved time without approval of HOST.
- \_\_\_\_\_ The Courthouse is not yet open for public use. This reservation is for the use of the GROUNDS only. No one will have access to the Courthouse Building and no one will be given keys to the building.
- \_\_\_\_\_ The HOST is responsible for leaving the property in its original condition. The HOST is responsible for proper trash containment and removal during and after event.
- \_\_\_\_\_ The HOST is responsible for displaying all signage required by permit or ordinance.
- \_\_\_\_\_ If BEER or WINE is served, the HOST is responsible for setting up grounds in a manner that complies with state, county and town regulations.
- \_\_\_\_\_ The HOST certifies that they have read and thoroughly understand the Town of Hayesville Ordinance requiring this permit to conduct public festivals, street festivals and special events within the Town of Hayesville, North Carolina. I/we have answered all questions honestly and have attached all required forms and/or documentation to this application.
- \_\_\_\_\_ It is understood by the HOST/Applicant that the Town of Hayesville Special Events Ordinance states under 5(c) that the sheriff may require the hiring of one or more off-duty Clay County Sheriff's Deputies for security purposes at this event. The rate of pay for each off-duty Clay County Deputy is currently \$20.00 per hour and this expense shall be incurred strictly by the event HOST.

SECTION II

DOCUMENTS: All applicable forms must be on file at Town Hall at least 7 days PRIOR TO THE EVENT except as noted below:

- \_\_\_\_\_ HOST must obtain Clay County Sheriff signature on this form before returning it to Town Hall.
- \_\_\_\_\_ If Streets are to be closed, HOST must obtain Fire & Rescue Representative signature on this form before returning it to Town Hall. **(Street closings require at least 3 weeks advance notice).**
- \_\_\_\_\_ HOST must obtain & provide copies of any approvals/permits/ inspections required to serve food on the premises.
- \_\_\_\_\_ HOST must obtain & provide copies of any approvals & permits required to serve beer and/or wine on the premises.
- \_\_\_\_\_ The "No Pets" ordinance is in effect for events held on the courthouse square. HOST must contact the Town of Hayesville and receive approval, PRIOR TO THE EVENT, if any waiver to the town ordinance is requested

SECTION III

INSURANCE: (All applicable forms must be on file at Town Hall at least 7 days PRIOR TO THE EVENT):

\_\_\_\_\_ For Public Events, a certificate of insurance showing General Liability must be on file naming both CCCRA (Clay County Communities Revitalization Association) and TOWN OF HAYESVILLE as additional insured.

\_\_\_\_\_ If beer and/or wine will be served on the premises, a certificate of insurance showing General Liability and Liquor Liability must be on file naming both CCCRA (Clay County Communities Revitalization Association) and TOWN OF HAYESVILLE as additional insured.

NOTE: \*RESERVATION IS NOT CONFIRMED UNTIL COMPLETED APPLICATION IS RECEIVED & APPROVED BY THE TOWN OF HAYESVILLE AND CCCRA.

\*RESERVATIONS ARE ACCEPTED FOR EVENTS OCCURRING WITHIN 365 DAYS ONLY

By signing this Application to conduct Special Events within the Town of Hayesville, North Carolina, I am certifying that I am authorized to act for the HOST identified in this application. I/we understand that approval of this permit in no way constitutes or signifies town sponsorship of the activity or function conducted by the HOST. I/we shall defend, save harmless, and indemnify CCCRA (Clay County Communities Revitalization Association) and the Town of Hayesville, North Carolina against any tort, liability, claim, demand, or other legal action, whether groundless or otherwise arising out of an alleged act or omission occurring by the use of this permit.

\_\_\_\_\_  
Signature of Authorized HOST Representative

\_\_\_\_\_  
Date

**HOST must obtain the following approval signatures:**

\_\_\_\_\_  
Signature of Clay County Sheriff

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Fire & Rescue Representative (if streets being closed)

\_\_\_\_\_  
Date

**TOWN OF HAYESVILLE - APPROVED:**

\_\_\_\_\_  
Signature of Town of Hayesville Mayor or Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized CCCRA Representative

\_\_\_\_\_  
Date

Not approved Reason(s) \_\_\_\_\_