



## To the Town Manager, Town of St. James, North Carolina

1. The purpose for which this application is made: (Check one) Parade Picket Assemble Demonstrate

Describe purpose of activity:

2. The time requested for such activity is as follows:

Day of Week \_\_\_\_\_ Times \_\_\_\_\_ Dates \_\_\_\_\_ (Not to exceed 90 days)

3. The place of such activity shall be at (location) \_\_\_\_\_ to or along the following route \_\_\_\_\_ . (Please attach map) Applicant must attach written authorization by owner or manager of any property used that is not owned or managed by the applicant. If the public assembly is to be held by, on behalf of, or for any other person or organization than the applicant, attach a copy of written authorization to apply for the permit on behalf of such person or organization. If the public assembly is to be held on property under the jurisdiction of the St. James Property Owners Association the applicant must attach written permission from the association with this application.

4. The approximate number of people engaged in such activity is \_\_\_\_\_ but the number will not exceed \_\_\_\_\_ people.

5. The organization and person(s) in charge and directly responsible for such activity will be:

Name: \_\_\_\_\_ Address/Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Address/Phone: \_\_\_\_\_

6. Is there any reason to believe, or is there any information indicating that any individual, group or organization will seek to disrupt your public assembly event?  Yes  No If 'Yes', please attach explanation on a separate page.

7. Will the parade or public assembly require that the public spaces or facilities to be used or burdened, or the routes and means of access thereto and there from, be temporarily diverted from their dedicated or customary uses, or the public or private users thereof by diverted or excluded from, or limited in their use or enjoyment of, or their access to or through said spaces or facilities, before, during or after the parade or public assembly?  Yes  No

If 'Yes', please describe:



8. (If permit is for a run, walk, bicycle race etc.) I have walked or driven the course and have found no discernible defects in the roadway or sidewalk portions of the course.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

9. The application should include a proposal to monitor the event, including the names of any person not employed by the Town who will be responsible for setting up, cleaning up, or maintaining order and whether the town will be needed to assist in maintaining order. Provide a description of provisions necessary for the safety and welfare of the participants in the parade or public assembly and members of the public in the area where the parade or public assembly will be conducted and routes of access thereto and there from:

Description of safety provisions:

10. Please answer all the following questions, (for each item below, please select appropriate answer)

A. Have you visited or are you familiar with the site you have requested?  Yes  No

B. Will you be erecting any displays?  Yes  No

If 'Yes', describe: Parking Signs and Information Signs

C. Will you be distributing literature?  Yes  No

D. Have you or has your organization ever applied for or been issued or denied a permit for a public assembly event in St. James?  Yes  No If so, please give the date of your last permit \_\_\_\_\_

F. Will signs be carried:  Yes  No

If 'Yes', describe wording:

11. Vehicle access and parking facilities (If the proposed public assembly is expected to require more parking than can be provided at the location of the assembly, the applicant must submit plans showing where additional parking will be provided and a letter from the owner).

**The permit will be kept at the site of the activity at all times in the custody of:**

Name Town of St. James

Phone 910-253-4730



**12.** Is there a request for any streets to be closed?  Yes  No If 'Yes', list streets and advise how they will be blocked off and how you will be monitoring the closure.

List:

Approved  Not Approved

Signature: \_\_\_\_\_  
Town Manager

**13.** Are there any fireworks planned? Attach map and fireworks contract.

Approved  Not Approved

Signature: \_\_\_\_\_  
Town Mangar



The applicant accepts responsibility for any claims for damages to private persons or property which may arise as a result of this activity. Permittee shall bear all responsibility for any damage to the public right-of-way and shall clean up the right-of-way following the event. This application is hereby made by the undersigned as representative(s) of the group involved in the activity described and is filed or petitioned for issuance of permit under the applicable ordinances of the Town of St. James, North Carolina.

Signature of Applicant(s): \_\_\_\_\_  
\_\_\_\_\_

A permit to conduct the activity described above on the specified public property or right-of-way is hereby issued. Issuance of this permit does not constitute approval, endorsement or judgment of any point of view that may be expressed in the connection with this activity.

**Conditions of Permit:**

1. Permittee recognizes that the Town wishes to maintain its rights-of-way in pristine condition. Permittee agrees it will take no action that would cause damage to the permitted area. In this regard, permittee agrees not to cause damage to the landscaping or foliage to the permitted area. Permittee shall not cause any litter or debris to be left in the permitted area.
2. No public assembly may unduly disrupt pedestrian or vehicular passage.
3. No public assembly may avoid disrupting pedestrian or vehicular passage by encroaching upon private property.
4. No public assembly may touch, or unduly disrupt, pedestrians or motor vehicles ingressing to, or egressing from, any building or private property.
5. No public assembly may be conducted in such a way that it violates any ordinance of the Town, any law of the State of North Carolina, or any law of the United States.
6. No person conducting or participating in a public assembly may deface, alter, mark or paint any public property, street or sidewalk.
7. Failure, or refusal, by the Applicant, or by any participant in a public assembly, to abide by the conditions of a permit or the terms of a permit shall be grounds for revocation of the permit.
8. Other conditions as specified.

Issued By: \_\_\_\_\_  
Town Manager

\_\_\_\_\_ Date