



# Special Event Application

## APPLICANT INFORMATION

NAME \_\_\_\_\_

PHONE NUMBER(S) \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

## EVENT INFORMATION

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

TYPE OF EVENT \_\_\_\_\_

EVENT LOCATION \_\_\_\_\_

DATE \_\_\_\_\_

START and END TIME \_\_\_\_\_

ESTIMATED ATTENDANCE \_\_\_\_\_

Will alcohol be served at the event?  YES  NO

## COMMUNITY IMPACT

Have property owners/residents been notified of the event?  YES  NO

How were they notified? \_\_\_\_\_

Will the event impact any street, roadway or public vehicular area?  YES  NO

If yes, a detailed map must be included with this application.

**Applicant may be required to hire off-duty Wake Forest police officers as security depending on the type and size of event and whether alcohol is served.**

**Please submit application at least one month in advance for consideration.** Certain road closures may require approval from the Wake Forest Board of Commissioners. If needed, the board will review the application at their regular meeting on the third Tuesday of the month.

**SUBMIT FORM TO:** Lt. L. Danforth, c/o Wake Forest Police Department, 225 S. Taylor Street, Wake Forest, NC 27587  
ldanforth@wakeforestnc.gov | 919.554.6161

### DEPARTMENT USE ONLY

Operations Captain:  APPROVED  DENIED

Reason for denial: \_\_\_\_\_

Comments: \_\_\_\_\_

