

**PUBLIC SOCIAL HALL**  
**EVENT PERMIT APPLICATION**

Event Name and Sponsor/Host: \_\_\_\_\_

**Responsible Party Information** (must be an individual)

Legal Name: \_\_\_\_\_

Street/Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: Day (\_\_\_\_) \_\_\_\_\_ Mobile (\_\_\_\_) \_\_\_\_\_

Driver's license #: \_\_\_\_\_ Issuing state: \_\_\_\_\_

Will you attend the event? \_\_\_\_\_ Will security be present? \_\_\_\_\_ Security firm: \_\_\_\_\_

Have you been convicted of a felony? \_\_\_\_\_ If Yes, on what charge? \_\_\_\_\_

**Event Information**

Event Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Event Hours: \_\_\_\_\_ until \_\_\_\_\_

Event Purpose: \_\_\_\_\_

Event Activities: Music, Dancing, Comedy, Other (describe) \_\_\_\_\_

Number of Attendees: \_\_\_\_\_ Age Range of Attendees: \_\_\_\_\_

Event Location: \_\_\_\_\_

Does this location have a valid Public Social Hall Operator Permit? \_\_\_\_\_

Will alcohol be served? \_\_\_\_\_ If Yes, have you obtained an ABC permit? \_\_\_\_\_

I consent to and understand all of the following:

- The Police Department will conduct a background check on me.
- A nonrefundable application fee of \$100 payable to the Town of South Hill is payable with this application.
- The application must be received by the Chief of Police at least fourteen (14) days prior to the event.
- The application may be approved or denied at the discretion of the Chief of Police.
- ***Failure to comply with all laws, regulations, ordinances, requirements and stipulations issued by federal, state, and local authorities shall result in immediate event termination and criminal charges.***

\_\_\_\_\_  
Signature of Responsible Party Applicant

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

Application and Nonrefundable Fee Received By: \_\_\_\_\_  
Name and Title

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

**Permit Decision (circle): APPROVED or DENIED**

If denied, state reason: \_\_\_\_\_

By: \_\_\_\_\_  
Chief of Police

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date