

# Town of Mint Hill

## Major Event

### Checklist of Required Items

Staff Check

- 1. Major Event application complete \_\_\_\_\_
- 2. Event Staffing plan \_\_\_\_\_
- 3. Parking – on-site parking plan \_\_\_\_\_
  - a. Off-site parking required \_\_\_\_\_
  - b. Permission from owners of off-site parking areas \_\_\_\_\_
- 4. Traffic – off-duty policemen to direct traffic required \_\_\_\_\_
- 5. Security – additional security required \_\_\_\_\_
- 6. Medical assistance – on-site personnel required \_\_\_\_\_
- 7. Restrooms – additional facilities required \_\_\_\_\_
- 8. Refuse – proposed collection and disposal plan required \_\_\_\_\_
- 9. Tents – locations and permits required \_\_\_\_\_
- 10. Outside equipment and facilities required \_\_\_\_\_
  - a. Lighting \_\_\_\_\_
  - b. Restrooms \_\_\_\_\_
  - c. Power \_\_\_\_\_
  - d. Other \_\_\_\_\_
- 11. Vendors (approved by Town) \_\_\_\_\_
  - a. Merchandise \_\_\_\_\_
  - b. Food \_\_\_\_\_
  - c. Privilege license \_\_\_\_\_
  - d. Health Department Permits \_\_\_\_\_
- 12. Animals (approved by Town) \_\_\_\_\_
  - a. Additional security deposit required \_\_\_\_\_
  - b. Housing of animals plan \_\_\_\_\_
  - c. Disposal of waste plan \_\_\_\_\_
- 13. Insurance (certificate attached) \_\_\_\_\_
- 14. Event Fee \_\_\_\_\_
- 15. Deposit Required \_\_\_\_\_

Staff Comments:

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Parks and Recreation Committee – Review Date \_\_\_\_\_

Action Taken \_\_\_\_\_