



# TOWN OF TAZEWELL

## Event Application REVISED 06/07/2024

If requesting to hold an event on any Town related property, please complete this form and return for approval.

RETURN SIGNED APPLICATION TO		
By Mail: Town of Tazewell PO Box 608 Tazewell, VA 24651  By Email: tazmanager@taztown.org	In Person: Town of Tazewell Town Hall 211 Central Avenue Tazewell, VA 24651	
APPLICANT INFORMATION		
Applicant Name:	Today's Date:	
Mailing Address:		
City/Town:	State:	Zip Code:
Telephone Number:		
Email Address:		
EVENT INFORMATION		
Event:		
Event Date:	Event Hours:	
Location:		
Is road closure needed?	Number of volunteers provided:	
Name(s) of food vendors:		
Will alcohol be served at your event?	If so, has an ABC license been issued?	
Additional Comments:		
<p>All applications must be submitted to the Town Manager for review a minimum of ninety (90) days prior to the event date. If your event will have food vendors, you must supply a list of vendors with contact information and you must provide them with a Town of Tazewell meals tax form before the event. Events where alcoholic beverages are available will also require approval by the Town Council. Town Council meets the second Tuesday of each month. You will be notified in writing whether the application is approved or denied. By signing below, you have read and understand this policy.</p>		
		_____ Applicant Signature
FOR OFFICE USE ONLY		
Date Reviewed by Town Manager, and Town Council, where applicable:		
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date Applicant was Notified of Decision:  Town Manager Signature: _____