



**City of Elizabeth City
PUBLIC ASSEMBLY Permit Application**

Application for Public Assembly Permit:

This permit application must be completed fully and filed with the City Manager not less than fifteen (15) days nor more than ninety (90) days prior to the date on which the proposed PUBLIC ASSEMBLY is to take place. By signature below, the organizer(s) acknowledge responsibility for ensuring that the ASSEMBLY AREA is clean of any debris/waste deposited by participants.

ALL APPLICATIONS MUST BE SUBMITTED AND APPROVED BETWEEN NORMAL BUSINESS HOURS (MONDAY THROUGH FRIDAY 8:00 A.M. to 5:00 P.M.) PERMITS RECEIVED VIA EMAIL ON WEEKENDS OR HOLIDAYS WILL NOT BE CONSIDERED UNTIL THE NEXT BUSINESS DAY.

1. Public Assembly Date: _____
 2. Name, address, email and phone number of contact person/chairman:

 3. Organization being represented:

 4. DESCRIPTION OF PUBLIC ASSEMBLY LOCATION:

 5. Approximate number of persons participating:

- a. Time assembly will begin: _____
 - b. Time assembly will Finish: _____

Submitted By (Date)

Approved _____ Not Approved _____

Office Use Only: PC to Police Dept. _____ PC to Fire Dept. _____ PC to Public Works _____
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City Manager (Date)