



**Town of Shallotte
Permit for Public Assembly**

Application for Public Assembly Permit :

This permit application must be completed in full and submitted to the City Manager/Police Chief no later than seven (7) days prior to the proposed public assembly and must provide a minimum of seventy-two (72) hours' notice.

By Signature below, the organizer(s) acknowledge responsibility for ensuring that the Protest area is clean of any debris/waste deposited by participants. All laws, regulations and town ordinances must be followed during the following protest event.

All applications must be submitted between normal business hours (Monday-Friday 8-5). Permits received via email on weekends will not be considered until the next business day.

All permits must be emailed to Megan Bellamy, Mbellamy@townofshallotte.org or dropped off at Town Hall (106 Cheers St.) .

Public Protest Date _____

Name, Address, email address, phone of contact person

Organization being represented _____

Description of Public Protest Location:

(Organization must abide by public safety laws i.e no sidewalks shall be blocked by participants/equipment)

Approximate number of persons participating _____

Time Protest will begin/end: _____

Please note: No roads shall be blocked. If any damage occurs to Town property—including landscaping, irrigation, or other public infrastructure—the organization will be responsible for all associated damage fees.

Signature of Responsible Party _____

Office Use Only:

Permit was submitted on _____

Permit was approved on _____

Signature of Town Manager _____

Signature of Police Chief _____

Permit must be approved by Town Manager, Police Chief and any additional staff necessary)