

Special Event License Requirements

- Fill out application and BCI (background check) and drop off both at the Smithfield Police Department for the Police Chief's signature
- Letter describing the event (s) being planned, dates and times
- Diagram of parking, contact the Smithfield Police Department should you need traffic control from their department
- Cost of a Special Event License is \$50.00 per day
- Once all paperwork is received the new license will be placed on the Town Council agenda for approval (**please note:** all complete paperwork must be received in the Town Clerk's Office the Wednesday of the week before a Town Council Meeting by 12:00 p.m.)