

Carnival 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 of explanation with date and time and type of event
- Copy of tent rental agreement and fire resistant certificate (if tents are being used at event)
- Apply for Noise Permit through the Smithfield Police Department
- Copy of food license (if food is to be served at event)
- Cost of a Carnival License is \$50.00 per day
- Signatures required: Building Official, Fire Department and owner of premises
- 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.)