

# Edenton Electric Department

## Temporary Power Boards Agreement Application For 1767 Historic Courthouse Green

**Note:** No request of the temporary power board is complete until a signed copy of this form & payment has been received by the Edenton Electric Department. Submit completed form with payment to *Edenton Electric, Melissa Oliver, Administrative Assistant, PO Box 300, Edenton, NC 27932*

**1. Event date requested:** *The date must be a minimum of one week prior to event.*

\_\_\_\_\_

**2. Location of the Event:** \_\_\_\_\_

**3. Name of Organization/ Individual:** *The full name of the organization or individual seeking the use of the temporary power boards.* \_\_\_\_\_

**4. Address of Organization/Individual:**

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_

\_\_\_\_\_

**5. Contact Information: (required)**

Name: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Email address: \_\_\_\_\_

**6. Guidelines Agreement:** The guidelines are not negotiable, and the Town of Edenton Electric Department should not be contacted with such request.

- There is a cost for the use of the Temporary Power Boards. The fee of **\$150.00** which must be paid prior to the event along with the signed agreement. *Payable to: Town of Edenton (memo: power boards)*
- Temporary Power Boards are NOT to be moved or altered. They are equipped with the type of receptacles that we have available therefore, NO modifications are to be made.
- Any damage or modifications made to the Temporary Power Boards may result in a fee & denied use for future events.
- A pre-event on-site meeting with representative from the Edenton Electric Department and representative requesting power board is required. Contact Melissa Oliver, Administrative Assistant, Edenton Electric to schedule meeting (Monday thru Friday, 8 am – 4 pm). [Melissa.oliver@edenton.nc.gov](mailto:Melissa.oliver@edenton.nc.gov) 252-482-4414.

**I hereby acknowledge receipt of the fees & guidelines of the Town of Edenton's Policy for the use of the Temporary Power Boards and I agree to the conditions indicated in the policy.**

**I understand that this application must be received one week prior to the event date along with the payment for the use of the equipment, failure to do so will result in the request not being approved.**

Requesting person, on behalf of organization:

\_\_\_\_\_

\_\_\_\_\_

Signature

Date

Approved by Edenton Electric: \_\_\_\_\_

Date: \_\_\_\_\_