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**Town of West Tisbury
Event Permit Application**

Event Name: Celebration of Life for Susan Silva

Location: Grange Hall

Date: 11/07/26 **Time:** 2-4pm

Organizer Name: Andrea Silva

Email: thisisandreasilva@gmail.com

Phone: 323-696-5474

Responsible Party During Event: Andrea Silva

Phone: 323-696-5474

Event Description:

A celebration of life gathering for Susan Silva at the Grange hall. Food will be a "light refreshment" style potluck with items like cheese and crackers, snacks and baked goods. Beverages will be tea, coffee, soda, water, wine and beer.

Event program will contain amplified speeches, and a video slideshow set to music followed by a reception.

Expected Attendance (staff and guests total cannot exceed 400): 100

Admission Fee Y ☒ N

Food Service: Y ☒ N *If yes you will need permits from Board of Health – (if you plan to have a food truck please speak to the Town Administrator – they are generally not allowed)*

Beer/Wine: Y ☒ N *If yes you will need a 1 Day license*

Retail Sales: _____ Y ☒ N *If yes, please describe :*

Amplified Sound: ☒ Y _____ N

Tents? _____ Y ☒ N *If yes you will need permits from Building Department*

Parking Plan:

On site

Please review the attached event request and sign below if your board/department has no concerns with the request. If you have concerns please contact the event coordinator and the Town Administrator to resolve those issues prior to submittal to the Selectmen for final approval.

Board of Health: _____
Date

Police Chief: _____
Date

Fire Chief: _____
Date

TriTown Ambulance: _____
Date

Zoning Enforcement:  _____ 9/8/2020
Date

Board of Selectmen: _____
Date