

Temporary Power Boards Application

Needing a temporary power board for an event? Request one here.

We have our temporary power board form now built into the website, so you can submit requests online and have them delivered directly to the Electric Department. **However, you will still need to provide payment for your form to be valid.**

Payment can be dropped off at the Electric Department (105 W. Freemason Street) between 7 a.m. and 3 p.m., with checks payable to **Town of Edenton** (memo: power boards). Cash and cards are also accepted, but you will need to visit Town Hall (400 S. Broad Street) for card payments.

The PDF form of this form, as usual, is still available, and can be found [here](#) or in our [forms library](#). This PDF must be printed, filled out, and delivered to the Electric Department.

For any questions, please contact the Electric Department at (252) 482-4144.

You must have JavaScript enabled to use this form.

Date/Time of Event (board must be requested a minimum of one week prior to event)
Date/Time of Event (board must be requested a minimum of one week prior to event): Date
Date/Time of Event (board must be requested a minimum of one week prior to event): Time
Location of Event

Name of Organization/Individual

Address of Organization/Individual (the full name of the person or group seeking the use of the temporary power boards)

Contact Information

Contact Name

Contact Email

Contact Phone

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. Deliver payment to the Electric Department (105 W. Freemason Street) - **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, 7 a.m. – 3 p.m.). **Melissa.oliver@edenton.nc.gov** or **252-482-4414**.

☐ I agree

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.

Please type your name in lieu of signature, and to acknowledge your acceptance of the guidelines. _____

OFFICE USE ONLY:

Approved by Edenton Electric: _____

Date: _____

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