

**TOWN OF PITTSBORO
SPECIAL EVENT APPLICATION**

(Must be submitted in person at Pittsboro Town Hall)

The purpose of this application is to provide information about your event or activity to the Town of Pittsboro to make determinations regarding public safety and to determine the involvement of various departments and agencies. **The applicant is responsible for providing complete and accurate information on the application, including an attached detailed site plan. Incomplete applications will not be accepted. A pre-planning meeting may be required.**

Applications and events are prioritized on a first come-first served basis and the Town may approve or disapprove an event's requested date based on availability of resources. Events that occur on an annual basis will receive priority the following year.

Special Event Application Fee \$75.00 non-refundable

APPLICANT INFORMATION

Name of Event: _____

Applicant Name & Title: _____

Organization: _____

Mailing Address: _____ State: _____ Zip: _____

Email: _____ Daytime Phone: _____ Cell: _____

Does the event have a Twitter, Facebook, or other social networking Yes No

page? If yes, please list URL(s): _____

EVENT CATEGORY

5K/10K Walk/Run Race (Must Use Approved Course)

Assembly/Rally Concert Festival Parade

Block Party Educational Filming/Photography Performance

Other: _____

EVENT DETAILS

Mission/Purpose of Event: _____

Describe Event: _____

EVENT OPERATIONS

Location(s) of Event: _____

Date(s) of Event: _____

Estimated Attendance - Total Event(s): _____ At Peak Period(s): _____

Event Operating Hours - Opening: _____ AM PM Closing: _____ AM PM

Set-Up Date(s): _____ Set-Up Time(s): _____ AM PM

Tear-Down Date(s): _____ Tear-Down Time(s): _____ AM PM

Primary On-Site Contact: _____ Cell: _____

SAFETY & SECURITY (Check Types of Security Used)

- Beer/Alcohol Security Gate Security Overnight Security Stage Security
- Event Area Security Money Handling Security Road Closure Security
- Other: _____

*Will off-duty officers be needed for security purposes? Yes No

HAZARDOUS MATERIALS

Will the event have any hazardous materials such as propane, butane, gasoline, diesel tanks, helium cylinders or other upright tanks? Yes No

If yes, all tanks must be secured in a manner to prevent accidentally being knocked over. All helium tanks not being used shall have their caps in place.

Will there be any portable heaters? Yes No

Will there be any deep fat fryers? Yes No

Will there be any fireworks, lasers, torches, candles, or pyrotechnics? Yes No

SANITATION - What is the clean-up plan for the event?

Will supplemental waste receptacles be used? Yes No

Will clean-up services be provided by volunteers, or will the organization be contracting with the Town to clean? Event Volunteers Town Services

PORTABLE RESTROOMS

Will portable restrooms be used? Yes No

Quantity: _____ Installation Date: _____ Removal Date: _____

POWER SOURCES

Will you use electric generators? Yes No

If yes, will power distribution boxes be used? Yes No

Provide Name/Phone/Email for contractor supplying generator power:

Will you use electric power from an existing structure? Yes No

If yes, will direct wiring to breakers be required? Yes No

Provide Name/Phone/Email for person responsible for set-up of power:

VOICE/MUSIC AMPLIFICATION

Are there any musical entertainment features related to your event? Yes No

If yes, provide the number of bands & type of music:

Will a portable or temporary stage be utilized? Yes No

If yes, provide the number of portable or temporary stages to be utilized? _____

Provide Name/Phone/Email for contractor providing stage:

Will the event require amplified sound? Yes No

If yes, indicate START TIME: _____ FINISH TIME: _____

MECHANICAL RIDES/ATTRACTIONS

*Does the event include mechanical rides or other similar attractions? Yes No

If yes, please describe attractions:

TENTS, CANOPIES & MEMBRANE STRUCTURES

Will **tents (enclosed) or canopies (open on all sides)** be used at the event? Yes No

If yes, indicate number of tents (enclosed w/ sidewalls):

If yes, indicate number of canopies (open on all sides):

Will **Membrane Structure(s)** - an air-inflated or air supported structure - be used for the event? If Yes No

yes, indicate number of Membrane Structure(s):

ANIMAL EXHIBITS & PETS

Will any livestock or domesticated animals be on-site? Yes No

If yes, indicate describe below:

CITY STREET, LANE, & SIDEWALK CLOSURES

Will any streets or sidewalks need to be repurposed or fully closed? Yes No

If yes, indicate the street(s) to be affected below:

*Are any streets under the jurisdiction of NC DOT? Yes No
(If unsure, inquire at Pittsboro PD)

Will the event involve any rolling street closures? Yes No

Will parking spaces need to be closed? Yes No

If yes, how many individual parking spaces? _____

ALCOHOL

Will alcoholic beverages be served? Yes No (If yes, NC ABC Permit is required)

Will alcoholic beverages be sold? Yes No (If yes, NC ABC Permit is required)

What type of alcohol will be served?

Draft Beer Plastic Cups, Can/ Beer Wine Liquor

Who will be serving the alcohol? _____

List times alcohol will be served: _____

List locations within event site where alcohol will be served:

Have you applied for a NC Temporary ABC Permit? Yes No

List all commercial vendors who will be present during the event (include those who will be serving, sampling, and displaying): (Use additional sheet of paper if necessary)

5K/10K WALK/RUN EVENTS ON PUBLIC ROADWAYS - ADDITIONAL GUIDELINES & REQUIREMENTS

Number of Participants Expected: _____

There must be a minimum of 75 participants in order to block roadways for the event. The event will not be allowed the following year if the minimum participants is below 75. If more than 2,000 participants are expected for the event, the route will need to be re-evaluated by the Town of Pittsboro and Pittsboro Police Dept.

Number of Volunteers Expected: _____

Volunteers must understand traffic laws and other rules. No volunteer can direct traffic unless they follow NCDOT guidelines and must be approved by the Town's Police Chief or designee.

APPLICATION PACKAGE SUBMITTAL CHECKLIST

Please check off all that apply to your event and attach to application:

- An Emergency Risk Management Plan**, if required, which should take into consideration, but not be limited to crowd management, emergency medical services, electrical & gas safety, responsible alcohol service, adverse weather conditions, security, slip/trip/fall/burn hazards, fire hazards, water hazards, evacuation plans, traffic control, etc. **REQUIRED for all events with 1,000 or more attendees AND for all events with membrane structures and/or mechanical rides and may be required for smaller events depending on the nature of the event, which will be determined by the Police Chief or designee.**

- A Site Plan sketch (REQUIRED for all events)** for the entire event area to include maps, street closures, vendor locations, port-a-john locations, stage & entertainment locations, evacuation routes, provision of 20' minimum emergency access lanes throughout the event site and any other significant details. The plan should include the location of the event/activity on the property with approximate distances from road, fire hydrants, existing building, etc.; location of temporary structures that will be used during the event (include size of temporary structures, distances between temporary structures and existing buildings); identify how each temporary structure will be used (food preparation, alcohol sales, vendor, etc.); identify location of all cooking devices & open flames; location of all fencing, barricades or other restrictions that will impair access to & from the event or property; identify all designated parking areas; and identify location of any generators & fuel storage.

- Proof of Insurance or Applicable Rider:** Comprehensive General Public Liability Insurance in the amount of \$1,000,000 per occurrence with a \$2,000,000 aggregate naming the applicant and the Town of Pittsboro as additional insured. **REQUIRED for any event with a street closure or repurpose, with the sale or consumption of alcohol, 5K/10K Run/Walk, with inflatables/membrane structures, mechanical-amusement rides or any other event as determined by the Police Chief.**

- Release and Indemnity Agreement** must be signed by the applicant (**REQUIRED for all events**).
- Copy of permit from the North Carolina Alcoholic Beverage Control Commission, if applicable.**
- Block Party Application, if applicable.**

- Approval from the NCDOT: REQUIRED for any event that affects a highway under the jurisdiction of the NCDOT. This includes a road closure, lane closure or repurpose of the travel lanes or shoulders for something other than their intended use. Applicant is responsible for adhering to all NCDOT Special Event guidelines,**

DO NOT ADVERTISE YOUR EVENT UNTIL THE TOWN ISSUES A FINAL DECISION!

SUBMIT SPECIAL EVENT APPLICATION IN PERSON TO:

PITTSBORO TOWN HALL

635 East St
PITTSBORO, NORTH CAROLINA 27312

Application Deadlines

Parades and public assemblies a minimum of **10-days** prior to the event

Special event a minimum of **15-days** prior to the event

Street festivals a minimum of **30-days** prior to event

5K Walk/Run event a minimum of **60-days** prior to event

NC DOT Special Event Application submission must meet the time requirement set by NC DOT **in addition to** the application deadlines set by the Town of Pittsboro.

If the date and/or location requested is not available, or if the requested location is not an appropriate site to conduct your proposed event, the department will contact you and an alternate location will be suggested if available. Your confirmation will be in the form of a permit, issued to the applicant. **The submission of a Special Event Permit is NOT automatic approval to hold an event on public property.**

DO NOT PUBLICIZE YOUR EVENT UNTIL APPROVAL HAS BEEN CONFIRMED.

I have read and agree to comply with the Town of Pittsboro Special Events Ordinance and all other applicable regulations of the Town and the State of North Carolina, which regulate Special Events. I understand that any violation of the terms and conditions set forth above will make this permit void.

Applicant Signature: _____ Date: _____

Town Manager Signature: _____ Date: _____