

### SPECIAL EVENT PERMIT APPLICATION

Please review the Event Policy Ordinance, Chapter 7 of the Town Code, to determine if your event requires a Special Event Permit. The Permit Application must be received 60 days in advance of the event. If you are seeking Town sponsorship for event services, you must submit a request for sponsorship to the Town Board at least 60 days in advance of the event.

**FEE IS DUE AT THE TIME OF APPLICATION. PLEASE SUBMIT CHECK OR CASH WITH APPLICATION.**

Name of Event: \_\_\_\_\_

Event Location Address: \_\_\_\_\_

Date(s) of event: \_\_\_\_\_

Event Set Up Time: \_\_\_\_\_ Event Hours: \_\_\_\_\_ Event Break Down: \_\_\_\_\_

Date(s) of event: \_\_\_\_\_

Event Set Up Time: \_\_\_\_\_ Event Hours: \_\_\_\_\_ Event Break Down: \_\_\_\_\_

#### **EVENT ORGANIZER & CONTACT INFORMATION**

Name of Organization/Company: \_\_\_\_\_

Organization/Company mailing address: \_\_\_\_\_

Organization Status:  Formal  Informal  For-profit  Not-for-profit

Event Organizer Name: \_\_\_\_\_

Event Organizer Phone: \_\_\_\_\_ Event Organizer Email: \_\_\_\_\_

#### **On-Site Contact(s) During the Day-of Event**

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

#### **GENERAL EVENT INFORMATION**

Type of Event:

- Private Event on Private Property
- Private Event on Public Property
- Street or Greenway Event (Parades, Marches, Rallies, 5Ks, Bike Races)
- Public Event on Public Property
- Public Event on Private Property

General Event Description (Narrative outlining event purpose and elements including food trucks, car shows, races, vendors, etc):

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Estimated number of people that will attend the event: \_\_\_\_\_

Estimated peak time(s) of attendance: \_\_\_\_\_

Maximum capacity of event location (number of persons, if applicable): \_\_\_\_\_

If the event is annual, the estimated attendance of the last event of this kind: \_\_\_\_\_

**GENERAL EVENT QUESTIONNAIRE**

**Will tickets be sold or admission/fees be charged as part of the event?**  YES  NO

**Will there be alcohol sold or provided as a part of this event?**  YES  NO

If yes, please indicate the vendor(s) and/or ABC permit holder(s) responsible for the alcohol sales/distribution and attach a copy of the ABC permit(s) for each vendor : \_\_\_\_\_

*Please note: Alcohol may only be sold by vendors with an off-premise permit or by event organizers with a special one-time ABC sales permit. Alcohol sales may be subject to the prepared food & beverage tax.*

**Will vendors be on-site selling goods/crafts/wares during the event?**  YES  NO

**Will vendors be on-site selling food/beverages during the event?**  YES  NO

*Please note: All vendors without a physical location in town and/or food trucks that do not have Town of Hillsborough Food Truck Permits that are selling prepared food/beverage will need to [prepay the Food & Beverage Tax](#) with the Finance Department. Please list the name(s) of the food/beverage vendors:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Will you be soliciting donations as part of the event?**  YES  NO

If yes, for what cause or organization? \_\_\_\_\_

**Will you bring additional equipment, stages, microphones, amplification, etc?**  YES  NO

Please Explain: \_\_\_\_\_

**Will any items be left at the event site overnight?**  YES  NO

Please Explain: \_\_\_\_\_

**Will signs or banners be displayed on site or around Town?**  YES  NO

*Please note: [Special event signage](#) must be applied for and permitted separately **BEFORE** signage is placed around town.*

**Will tents be erected for the event?**  YES  NO

**If yes, how many and what size?** \_\_\_\_\_

*Please note: Tents may require a permit and inspection by the [Fire Marshal's office](#) depending on size and number. Tents should be shown with location and dimensions on event map/layout.*

**Will you provide (portable) restroom facilities?**

YES  NO

*Please note: Restroom facilities are required to be provided by Special Event organizers depending on attendance numbers and duration. Local Business, Town, and County facility restrooms may compliment, but not become a substitute for, providing adequate restrooms for the event.*

**Will you provide (portable) handwashing facilities?**

YES  NO

*Please note: Handwashing facilities are required for events that include on site food preparation and/or sales without direct or immediate sink access.*

**Will the event require any street closures or change in traffic flow?**

YES  NO

**Will the event require additional trash and recycling facilities?**

YES  NO

**Will you request that the Town Board sponsor specific services in conjunction with this event (i.e. Police Coverage, Road Closures, Traffic Control, Trash and Recycling Rollouts)?**  YES  NO

*Please note: Events requesting Town Sponsorship of events must apply at least 90 days in advance of the event to be considered. Event organizers who are able should make every necessary attempt to provide and pay for services at their events as the Town has limited staff and resources to cover the costs of event services.*

**EVENT MAP/LAYOUT REQUIREMENTS**

**Is the event map/layout meeting the requirements attached?**

YES  NO

***With this application, you must attach a map of the area where the event is to take place and indicate the following:***

- Traffic flow; including any streets requested to be closed or obstructed (locations of barriers and officers will be determined by Law Enforcement).
- If the event includes a parade, greenway closure, etc. then the route of the event should be clearly shown.
- Parking areas where event attendees will be directed that are adequate for event attendance. Please note: The Eno River deck has only 400 parking spaces.
- Pedestrian access and flow.
- The location of any concession stand, food truck(s), booth, or other temporary structures, tents, stages or facilities; and the location of proposed fences, stands, platforms, benches, or bleachers.
- The location of restroom and/or handwashing facilities.

*A street map and a map of Gold Park are available on the Town's website. Google Maps is also an excellent resource and can be easily marked up. Contact Staff if you need assistance with providing an event layout or route map.*

**EVENT LIABILITY INSURANCE**

*Event organizers and/or property owners need to insure themselves from liability in case an event attendee injures themselves during the course of the event. Events occurring on Public Property (Town or County) are required to carry event liability insurance with the Public Property owner listed as 'additionally insured'.*

Copy of event liability Certificate of Insurance is attached:  YES  NO

Name of insurance company providing liability coverage for the event:

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Contact information for broker/agent providing coverage:

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**EVENT PROPERTY USE PERMISSION**

If the event will be located on property that is not owned/managed by the event organizer then the property owner must indicate consent for the use of their property below:

\_\_\_\_\_  
Name of Property Owner

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

**TOWN LIABILITY AGREEMENT**

I, the applicant, agree to indemnify and hold harmless the Town of Hillsborough, its employees, and its agents from and against any and all liability for any injury which may be suffered in connection with this special event approval or park reservation. I also hold harmless the Town of Hillsborough, its employees, and its agents from and against any liability for any equipment or supplies lost, damaged, or stolen, that are stored or otherwise as a result of this special event.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**SUBMITTAL DIRECTIONS:**

Please submit to:

Hillsborough Planning Department  
ATTN: Shannan Campbell  
P.O. Box 429  
101 E. Orange Street  
Hillsborough, NC 27278

[Shannan.Campbell@hillsboroughnc.gov](mailto:Shannan.Campbell@hillsboroughnc.gov)

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**FOR OFFICE USE ONLY:**

Application received by: \_\_\_\_\_

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

Fee Paid: \_\_\_\_\_

Date information emailed out: \_\_\_\_\_

**Permit Status**

Approved  YES  NO Explanation: \_\_\_\_\_

Date Permit Issued: \_\_\_\_\_

Approved with any conditions: \_\_\_\_\_

By: \_\_\_\_\_

Town Staff Member

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

**Forwarded to others for review/information:**

Hillsborough Fire Marshal: \_\_\_\_\_

Hillsborough Police Department: \_\_\_\_\_

OC Sheriff's Department: \_\_\_\_\_

OC Fire Department: \_\_\_\_\_

Hillsborough Public Works: \_\_\_\_\_

Hillsborough Public Space Manager: \_\_\_\_\_

OC DEAPR (River Park): \_\_\_\_\_

OC AMS (Visitors Center, Library, Old or New Courthouse): \_\_\_\_\_

NCDOT (DOT Road Closures): \_\_\_\_\_

Hillsborough Finance (Food & Beverage Tax 1 Day): \_\_\_\_\_