



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 70 days in advance of the event. If you are seeking Town sponsorship of your event, you must submit a written request for sponsorship to the Town Board at least 90 days in advance of the event.

Name of Event: _____

Requested Event Location: _____

Date of event: _____ Time period (including setup and break down): _____

SPONSORING ORGANIZATION & CONTACT INFORMATION

Name of Organization: _____

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

Along with this application, please provide documentation confirming organization status.

Organization Contact Name: _____

Mailing address: _____

Phone: _____ Fax: _____ Email: _____

On-Site Contact(s) During Event

Name: _____ Phone: _____

Name: _____ Phone: _____

EVENT INFORMATION

Type of Event:

- | | |
|------------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Private Event on Private Property | <input type="checkbox"/> Public Event on Public Property |
| <input type="checkbox"/> Private Event on Public Property | <input type="checkbox"/> Parade or Other Street Event |
| <input type="checkbox"/> Public Event on Private Property | |

General Event Description (Narrative):

Anticipated total number of people attending: _____

Estimated peak-period attendance: _____

Estimated capacity of event location (number of persons): _____

Will admission or participation fees be charged as part of the event? YES NO

Will anything be sold as part of the event? YES NO

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

If yes, for what cause or organization? _____

If different from event sponsor, provide contact and tax status information: _____

Will you bring additional equipment? YES NO

Will you need electricity? YES NO

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

Will signs or banners be displayed on site? YES NO

Will tents be erected? YES NO

Will you provide additional (portable) restroom facilities? YES NO

Will you provide additional trash and recycling facilities? YES NO

Will you request that the Town provide any specific services in conjunction with this event? YES NO

Will the event require any street closures or change in traffic flows? YES NO

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

- *Parking and traffic flow; including any streets to be closed or obstructed; any barriers or traffic control devices that will be erected*
- *Pedestrian access and flow*
- *The location of any concession stand, booth, or other temporary structures or facilities; and the location of proposed fences, stands, platforms, benches, or bleachers.*

A street map and a map of Gold Park are available on the Town's website. If neither of these maps is sufficient for your application, contact the Planning Department; we may be able to create one for you.

Name of insurance company providing liability insurance: _____

If the event will be located on private property, the property owner (if different from sponsoring organization) must indicate consent for use of their property below:

Name of Property Owner

Phone

Signature of Property Owner

Date

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 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 or damaged that are stored or otherwise as a result of this reservation permit.

Applicant Signature

Date

SUBMITTAL DIRECTIONS:

If this event will be located at a **town park** please submit it to:

Hillsborough Planning Department
P.O. Box 429
101 E. Orange Street
Hillsborough, NC 27278
Fax: 919-644-2390

All other event permit requests should be submitted to:

Hillsborough Police Department
127 N. Churton Street
Hillsborough, NC 27278



FOR OFFICE USE ONLY:

Application received by _____

Date and time _____

Fee Collected: \$ _____

Reservation Permit Status

Approved
Approved with conditions _____
Denied _____

By: _____
Planning Director / Police Chief

Date: _____

Forwarded to other for review/information:

- Fire Marshal
- Fire Dept
- Public Works
- Other