



SPECIAL EVENT #

SPECIAL EVENT APPLICATION

**Application MUST be submitted at least 30 days prior to your special event.
Application for an event occurring on a State/Federal Holiday MUST be submitted at least 45 days prior to event.**

I. General Information

Type of Event: (please check all that apply)

Parade/March Run/Walk/Bike Outdoor Market Festival Street Fair Rally/Protest

Athletic Event Exhibit Fundraiser Other (explain): _____

Event Name: _____ **Event Location:** _____

Event Date (s): _____ **Inclement Weather Date(s):** _____

Description of Event (Please briefly describe the event.)

Purpose of Event: _____ **Target Market:** _____

Overall Event Timeframe: _____ **Start Time:** _____ **End Time:** _____

Set-Up/Load-In: Date & Time (start/end): _____

Dismantle/Load-Out (Completion) Date & Time (start/end): _____

Will this event require street closures? Yes No (If YES, please complete Appendix B this application)

Estimated Daily Attendance: _____

Basis on which this estimate is made: _____

Is the Event private (invite-only) or open to the public? _____

II. Applicant and Sponsoring Organization Information

Sponsoring Organization Name: _____

Sponsor Status: Non-profit Charitable For-profit Individual Other

If non-profit, are you: 501c (3) 501c (6) Place of worship

****Federal 501c Letter must accompany application to validate non-profit****

Applicant Name: _____ **Title:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Mobile Phone: _____ **Email:** _____

Day of Event Contact: (Please provide information for a contact person who will be on-site the day of your event.)

Contact Name: _____ **Title:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Mobile Phone: _____ **Email:** _____

III. Run/Walk/Parade Route Closure Requests

- Fill out **Appendix A** if you are applying for a Run/Walk/Parade Permit. Must include written turn by turn directions.

IV. Street Closure Requests

- Fill out **Appendix B** if you are requesting a street closure as part of your special event.

V. Sidewalk Closure Requests

- Fill out **Appendix C** if you are ONLY requesting for a sidewalk closure as part of your special event.

VI. Event Details:

Please answer the following questions regarding your event.

- Yes No Is this an annual event?
What years have the event taken place? _____
Have any changes been made from previous years? Yes No
If YES, please describe these changes. _____
- Yes No Does the event involve the **sale or use of alcoholic beverages**?
If "YES":
Has the ABC permit been obtained? Yes No
What locations will alcohol be served? _____
What types of alcohol will be served? _____
Will wristbands or any other means be used to prevent underage drinking? _____
➤ A copy of the ABC permit is required to be submitted before the event move-in
- Yes No Does the event involve the **sale of any non-food items**?
If "YES", have you applied for a privilege license? Yes No
➤ A copy of your privilege license may be required to be submitted.
- Yes No Does the event involve the **sale of food**?
If "YES" has the health department been notified? Yes No
➤ A copy of your business license may be required to be submitted
- Yes No Will there be **musical entertainment** at your event?
If "YES", please provide the following information:
➤ Type(s) of music: _____
➤ Number of stages: _____ Number of Bands: _____
➤ Note: Live music shall not exceed 11:00pm and shall not exceed 9:00pm if located within 200 feet of a residential district.
- Yes No Do you plan to use an existing **occupied building? Vacant Building?**
If "YES", address: _____
- Yes No Will there be any **tents, canopies, or temporary structures** in the proposed event site?
If "YES", please provide the following information:
➤ Provider of tents: _____ # of tents: _____
➤ Approximate Sizes: _____
➤ Will any tent exceed 400 sq feet in area? Yes No
➤ Note: Tent permits will be required from Fire Department if exceed 400 Sq ft in area.
- Yes No Does the event involve the use of **pyrotechnics (includes fireworks, lasers, etc.)?**
If "YES", explain: _____
➤ Note: Please include a map of set-up/fall-out area for fireworks.
- Yes No Will you require **portable toilets** for the general public?
If "YES", please provide the following information:
Applicant provide Port-A-Johns
Town provide Port-A-Johns #Port-A-Johns needed (sets): _____
Town maintain Port-A-Johns

- Yes No Will you require **access to Town of Carolina Beach provided water** for the event?
If "YES", explain: _____
- Yes No Will you require **electrical hookups** for this event? If "YES", where? _____
 ➤ **Note:** If electricity is needed it is the APPLICANTS responsibility to contact EWE @ 443-0700. This will include checking outlets 10 working days prior to event date and any problems during the event. The APPLICANT must tell EWE to bill them directly if called for service during the event.
- Yes No Will you be using **generators** for this event?
- Yes No Will **admission fees** be charged to attend this event?
If "YES", provide the cost(s) of all tickets: _____
 ➤ **Note:** The NC gross receipts tax is 3% remitted to the state of NC.
- Yes No Will **fees be charged to vendors** to participate in this event?
If "YES", please provide the schedule of fees: _____
- Yes No Will **inflatable parade balloons** be used for this event?
If "YES" provide size and details: _____
- Yes No Will any **amusements (moon walks, bounce-houses, dunk tanks, etc.)** be used for this event?
If "YES" provide size and details: _____

Miscellaneous Questions:

Signs: List all temporary signs and their locations to be displayed during the event. Location, size, number and duration of all temporary signs shall be in accordance with the Zoning Ordinance, Article 11.

- Yes No Will any signs be used for this event?
If "YES" provide;
Number of signs: _____
Sizes of each sign: _____
Where sign(s) will be placed: _____

Trash & Recycling:

Event applicant provide trash receptacles
 Event applicant maintain trash receptacles
 Town provide trash receptacles #Trash barrels needed: _____
 #Recyclable barrels needed: _____
 Town maintain trash receptacles
 Method of disposal: _____
 N/A

Crowd/Traffic Control: Detailed Crowd/Traffic Control Plan Required

Carolina Beach Police Officers # Officers required: _____
 Sheriff Department # Officers required: _____
 Other Security: _____
 Traffic Control provided by: _____
 Fencing: Applicant Responsible: _____ Town Responsible: _____
 Town to deliver cones/barrels # Cones needed: _____
 # Barrels needed: _____

Parking

- Yes No Do you need parking meters bagged or parking spaces blocked off?
If "YES", list meter locations or parking spaces: _____

Note: There is an \$8.00 per space, per day fee for bagging meters or closing parking spaces

- How will overall patron parking be accommodated for this event? **Detailed Parking Plan Required**

Note: You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.

Advertisement

- Yes No Will the event be marketed, promoted, or advertised in any manner?
If YES, please describe the outlets that will be used. _____
- Yes No Will there be live media coverage at your event?
- Yes No Do you object to your event being published to the Special Event Calendar?

Special Information and Conditions of receiving a Special Event Permit:

Event Notification:

Applicants are required to notify property owners affected by the event between 30 days and 15 days prior to the event. A draft of the residential or business notification forms should be given to every resident or business affected by your event. You can obtain special event notification forms from the Town of Carolina Beach Municipal Event Coordinator.

Vulgar Language and Lewd Conduct:

Applicant agrees to restrict the use vulgar language or lewd behavior by event participants, vendors, or talent that may offend patrons at the event. Specific consideration should be given to occasions with free admission and openly accessible event spaces.

Event Advertisement

Do not announce, advertise or promote your event until you have a completed and submitted this application and you have received approval from your Municipal Event Coordinator.

Street/Event Area Conditions

No permanent alterations to the street or permitted area will be permitted. Any and all festival/event equipment, trash or remnants must be removed within 12 hours of the end of the event.

Public Safety:

Police: If in the opinion of the Police Chief or his designee a sworn officer is essential for a special event the applicant will be instructed on the number of officers needed and if security can be provided with on duty staff.

If a special event serves alcohol, the *special event will be* required to have at a minimum of one police supervisor and one officer at the event.

Binding Agreement

I have read and understand this application and the requirements placed upon this applicant and organization. I agree to abide by the Town of Carolina Beach rules, regulations and ordinances should my permit application be approved. And I will fulfill the requirements placed upon this permit application.

Authorized Signature: _____ Date: _____

Organization: _____

Use this checklist to ensure that you have all of the needed documents attached. The following documents **MUST** be attached with submitted application:

- Parking Plan**
- Crowd/Traffic Control Plan**
- Insurance:** Please attach proof of insurance or applicable rider - liability insurance for the business naming the TOWN OF CAROLINA BEACH as the additional insured entity for no less than \$1,000,000

Map of Event: Provide a scaled site plan showing the following: (Municipal Event Coordinator will provide blank aerial map if requested)

- The property/plot plan
- Layout of what is existing and proposed on site. For example, driveway cuts, parking areas, planned activity areas, proposed structures, bathrooms, concessions, tents, and any other related activities that will occur or be placed on site

RETURN COMPLETED APPLICATION AND APPROPRIATE FEES TO:

Town of Carolina Beach Community Operation Officer
1121 N. Lake Park Blvd, Carolina Beach NC 28428
Telephone: (910) 458-8218, Fax: (910) 458-2997
Email: Brenda.butler@carolinabeach.org

Appendix B STREET CLOSURE REQUEST FORM

EVENT NAME: _____

EVENT DATE/S: _____ EVENT TIME: _____

a. Name of street to be closed: _____

Is this a total closure or partial lane closure? _____

Beginning Intersection Point: _____

Ending Intersection Point: _____

Beginning Time: _____ Ending Time: _____

b. Name of street to be closed: _____

Is this a total closure or partial lane closure? _____

Beginning Intersection Point: _____

Ending Intersection Point: _____

Beginning Time: _____ Ending Time: _____

c. Name of street to be closed: _____

Is this a total closure or partial lane closure? _____

Beginning Intersection Point: _____

Ending Intersection Point: _____

Beginning Time: _____ Ending Time: _____

Street Closure Guidelines:

- Closure Times: Streets are only permitted to close and open according to times listed on the Special Event Permit.
- Fire Lane: 20' Wide Fire-Lane must be maintained throughout all street closures
- Vendors: All festival vendors should be contained within street closure, not on sidewalks.
- Handicap Sidewalk Ramps: Handicap Sidewalk Ramps should remain unblocked throughout closure.

By signing below, I understand and agree to the Street Closure Guidelines listed above. I also understand that the Town Manager has the final authority on any decision that needs to be made regarding my street closure.

Signature: _____ Date: _____

Appendix C SIDEWALK CLOSURE REQUEST FORM

EVENT NAME: _____

EVENT DATE/S: _____ EVENT TIME: _____

a. **Specific Street on which the Sidewalk is to be closed:** _____

Numbered Block of Street: _____

Beginning Intersection Point: _____

Ending Intersection Point: _____

Beginning Time: _____ Ending Time: _____

Sidewalk Closure Guidelines:

- Businesses on Sidewalk: There CANNOT be any businesses along the sidewalk closure that disapprove of the sidewalk closure.
- Notification: Applicant MUST notify all businesses and residencies affected by the sidewalk closure. Applicant should utilize the Notification Form.
- Closure Times: Sidewalks are only permitted to close and open according to times listed on the Special Event Permit.
- Closure Equipment: Sidewalk closure must be executed with Town of Carolina Beach barricades and equipment.
- Closure Set-Up: Sidewalk closure should be physically executed by the event permit holder.
- Opposite Sidewalk: Access to the sidewalk on the opposite side of the street must be maintained at all times during the event.
- Vendors: All festival vendors should be contained within street closure, not on sidewalks.
- Event Perimeter: Event perimeter must NOT exceed the sidewalk area. No event equipment or event vendors should encroach into the street along the sidewalk closure.

By signing below, I understand and agree to the Sidewalk Closure Guidelines listed above. I also understand that the Town Manager has the final authority on any decision that needs to be made regarding my sidewalk closure.

Signature: _____ Date: _____