

Special Event Application

Town of Chapel Hill, NC

Today's Date _____ Received Date _____

Name of Organization _____

Primary Organizer Contact _____ Phone _____

Address _____ City _____ State _____ Zip _____

Email address: _____ Fax (____) _____

Primary Event Category:

____ Assembly/Rally ____ Race/Run/ Walk ____ Festival ____ Concert

____ Block Party ____ Performance ____ Educational ____ Parade

____ Filming/Photography Other: _____

Name of Event _____

Location(s) of Event _____

Date(s) of Event _____ **Estimated Attendance** _____

Event Times (opening) _____ AM/PM - (closing) _____ AM/PM

Set-up Times: _____ AM/PM- _____ AM/PM Take Down Times _____ AM/PM- _____ AM/PM

Primary On-Site Contact _____ Mobile _____

Mission/Purpose of Event: _____

Describe Event: _____

List quantity of structures and equipment on-site (eg. tents; stage; generator; inflatables, restrooms, etc):

Will streets/sidewalks need to be closed? Yes ____ No ____

Will parking spaces need to be closed? Yes ____ No ____

Will any vehicles/trailers be located at the event? Yes ____ No ____

Will alcohol be served / sold at the event? Yes ____ No ____

Are sales/vendors being planned? Yes ____ No ____

Are fireworks planned for this event? Yes ____ No ____

Will animals be on site during this event? Yes ____ No ____

Will tents be used for this event? Yes ____ No ____

Will banners or signs be used at the event? Yes ____ No ____

Does your event require electricity? Yes ____ No ____

Will sound amplification be used at the event Yes ____ No ____

Will there be any cooking with grease? Yes ____ No ____

Will an open flame / grills be used for cooking? Yes ____ No ____

Will additional trash receptacles be needed? Yes ____ No ____
 Will portable toilets be on-site? Yes ____ No ____
 Will the event be advertised? Yes ____ No ____

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 alternate location will be suggested if available. Your confirmation will be in the form of a permit, issued to the organization and /or person responsible for the event.
Do not publicize your event until the approval of your Outdoor Special Event Permit has been confirmed.
Submitting an Outdoor Special Event Permit Application is NOT approval to hold your planned event.

Please place a check mark next to all items needed to complete this application:

_____ Special Event Application	_____ Site Plan or Route Map (See page 9)
_____ Event Permit /Streets or Parking Lots	_____ Fire Permit Application (see Appendix A-8)
_____ Parade/Run/Walk Application	_____ Street/Lane/Sidewalk Closure (\$150)
_____ Specialty Market Permit (\$200)	_____ Electrical Generators in Use
_____ Emergency Planning Form or Action Plan	_____ Food Vending TFE Permit
_____ Liability Insurance certificate	_____ Food/Merchandise Business License Application
_____ Parks / Facility Rental Form	_____ Noise Permit (\$50)

Paperwork should be returned to Community Arts & Culture
 100 Library Drive, Chapel Hill, NC 27514

Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand, and agree to abide by the policies, rules and regulations listed on within the accompanying 2009 Outdoor Special Events Guide as applicable to all plans and requested usage. The permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the Executive Director of Community Arts and Culture, Town of Chapel Hill, NC.

Name of Applicant _____
 (Print)

Signature _____ Date _____

Office Use Only

_____ Approved _____ Denied Signed By: _____ Date: _____
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