
Apex Fall Car, Truck, & Motor Cycle Show

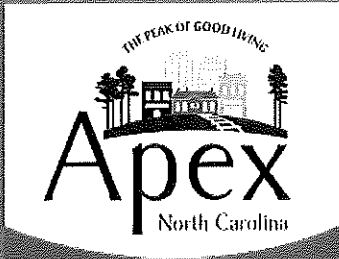
Date(s) | September 21, 2019

Contact | Apex American Legion Post 124
[Michael Sayers]

Town of Apex Expenses | \$1,695.00

Summary | Raise money for veterans and youth
programs in and around the Apex
community.

Notes |



Special Events Permit Application

Apex Parks, Recreation and Cultural Resources

Permit applications are accepted no later than 60 days prior to the start of the Special Event. Co-sponsored applications due by December 1st of each year.

All questions should be directed to david.wood@apexnc.org or by phone at (919) 249-1120.

Your permit application must be accompanied by a \$25.00 non-refundable processing fee before consideration is given to your request.

Upon submission of your permit request, send fee to: Halle Cultural Arts Center, Attn: Special Events Permit, PO Box 250, Apex, NC 27502 (You can also drop off in person at the Halle, 237 N. Salem Street).

Event Information

Name of Event *	Event From Date: *	Event To Date: *
Apex Fall Car, Truck, * Motor Cycle Show	09/21/2019	09/21/2019

Event Organizer (Sponsor): *	Rain From Date:	Rain To Date:
Apex American Legion Post 124	09/28/2019	09/28/2019

Contact Person: *	501 (c) 3 Organization *
Michael Sayers	<input checked="" type="radio"/> Yes <input type="radio"/> No

Contact Mailing Address *	City: *	ZIP: *
P.O. Box 1002	Apex	27502

Primary Phone: *	Cell:	Email
(919) 345-3566	(919) 345-3566	msayers1@att.net

Providing a daytime phone number and email address allows our office to communicate with you electronically when appropriate. Failure to provide accurate and complete information may result in a delay in processing your application.

Website:	Projected Attendance: *
apexlegionpost124.org	10,000

Event Purpose

Event Purpose *

Raise money for Veterans and Youth Programs in and around the Apex Community

Location of Event *

Town parking lot including gravel lot across from Police Department

new location; Town Hall Parking lot & courtyard

Are you requesting Town of Apex Co-Sponsorship? *

Yes No

Will Town facilities be utilized (i.e. Streets, Parks, Greenways, Sidewalks, Multi-Use Trails)? *

Yes No

Are sales/vendors being anticipated at the event? * Will amplified sound be used for or during the event? *

Yes No

Yes No

Will streets/sidewalks be closed during the event? *

Yes No

Does this event seek to include the sale, distribution, possession, or consumption of alcoholic beverages on public property? *

Yes No

Event Description



Describe type, size and area of event *

Including stages, entertainment, parking, etc.

See maps attached

Date/Time event is scheduled to begin

Date/Time event is scheduled to end

*

*

*

*

09/21/2019

08:00:00 AM

09/21/2019

03:00:00 PM

Date/Time setup is scheduled to begin

Date/Time take-down will end

*

*

*

*

09/21/2019

06:00:00 AM

09/21/2019

04:00:00 PM

Street Closure



Time Street(s) are scheduled to close:

06:00:00 AM

Time Street(s) are scheduled to open:

04:00:00 PM

Description of plan to notify homes and businesses effected by street closure *

Visit and letter to each one.

Street Closure Map *

A map indicating the location of road closures, barricade locations, must be attached.

Town Parking Lot.xlsx

13.32KB

1, Town Parking Lot.pdf

824.27KB

Event Set Up

Does the event require electrical connections and where should they be located? *

Yes No

Will tents be used for the event? *

Yes No

Please list number, sizes & types: *

10' X 10', and 12' X 12'

Will banners be used for the event? *

Yes No

Request banner installation by the Town? *

Yes No

Are food vendors planned? *

Yes No

If yes, please describe food items to be sold at event *

Hot Dogs, Hamburgers, Chips, Soft Drinks

Please describe sanitation provisions, restroom facilities, trash cans, and event clean up procedures *

Port-A-Johns and Trash cans

Provide contact information for provider of above services: *

Unknown at this time

An 8.5" x 11" site map must be included with the application showing sidewalks/greenways or multipurpose paths to be closed, tent placement, parade/run/walk routes or other similar activities, location of electrical needs, restroom, trash and water as needed

Event Site Map *

To include electrical boxes, tents, part-a-johns, dumpsters, handicap parking, etc.

Town Parking Lot.xlsx

13.32KB

eSignature

I hereby certify that the information contained in this application is true to the best of my knowledge and I further certify that this event will be conducted per all applicable local laws. I understand that failure to address any item listed on this application shall result in my application being returned for revisions and resubmission. I certify that I have received the attached information concerning regulations for special events.

Applicant's name (Print) *

Applicant's eSignature

Date *

*Michael A. Sayers***SPECIAL EVENTS SPONSOR/ CO-SPONSOR AGREEMENT****We,**

Apex American Legion Post 124

do hereby agree to the following conditions in order to be considered for sponsorship or co-sponsorship by the Town of Apex.

1. Group or organization must be recreational in nature or principle, or provide tangible benefit to the community.
2. Group or organization must be a non-profit group as defined by N.C. State Law and be accountable for all income and expenditures to the Town of Apex. Provide a detailed financial statement to the Town annually or after completion of the event. Any or all financial records are subject to audit by Town of Apex.
3. Group or organization must submit **by December 1st of the calendar year in which your event is scheduled an event application**, which includes the following:
 - a written plan for the event together including a narrative description of the event
 - a budget for the event
 - a marketing plan for the event
 - a logistics plan for the event.
4. Group or organization's activities must be open to the general public.
5. Group or organization must include in **ALL PUBLICITY**, including print, video, television and radio, that the activity is co-sponsored by the Town of Apex with the Town receiving significant name, logo and banner representation in tandem with the co-sponsors name, logo and banner representation.
6. Events held by the group to raise funds must obtain permission in writing **by December 1st of the calendar year in which your event is scheduled**. This permission will be based on the following: How the funds will be raised, Proposed use of the funds raised, and Group or organization's history of rendering community benefit
7. No activities/events may be held at a facility, which – would result in monetary gain for an individual.
8. **NO ALCOHOLIC BEVERAGES** will be allowed at any outdoor event, without prior approval and all necessary permits.
9. Partisan political events or activities will not be permitted during a town sponsored or co-sponsored event. If political figures are invited to participate, it must be clearly understood that it is because of the office they now hold and not because of the office for which they are seeking election or re-election.
10. The Town of Apex shall appoint a representative to serve as staff/liaison to the group or organization.
11. Group or organization must provide a \$1,000,000 certificate of insurance which specifically lists the Town of Apex as an additional insured.
12. Group or organization hereby assumes all risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of the Permittee's operation. Event Organizer hereby expressly agrees to indemnify, defend and save the Town harmless from any penalties for violation of law, ordinance, or regulation affecting its activity and from any and all claims or suits for damages or losses (including, but not limited to, attorney's fees and other litigation expenses) for personal injury and for property damage directly or indirectly arising out of or in connection with the permitted activity or conduct of its operation or resulting from the negligence or intentional acts or omissions of Permittee or its officers, agents and employees.
13. Group or organization must provide information and/or perform such other duties as may be required by the Town of Apex
14. After the initial event and approval, this co-sponsorship agreement may be reviewed annually by Town of Apex representative and group/organization representative provided that the parameters, purpose, and organization of the event to not substantively change.
15. The Event Organizer will provide a booth space (or equivalent thereof), at a mutually agreeable location at the event,

for the use of Town of Apex free of cost. Any cost associated with this shall be borne by the applicant.

16. Applicant will provide clear spoken recognition of the Town of Apex and its contribution at any events or functions utilizing live entertainment or speakers. Any cost associated with this shall be borne by the applicant.

17. The Event Organizer will provide for The Town of Apex a wrap up package of copies of all media coverage including, radio, print and television ads and feature stories that relate to the event. Any cost associated with this shall be borne by the applicant.

Michael A. Sayers
Date

11/03/2018
Date

Special Event Organizer

Michael A. Sayers
Date

11/03/2018
Date

President of Group/Organization

Special Events Co-Sponsor Checklist

What services/personnel are you requesting from the Town?*

Check all Town paid services.

- On-duty Police Barracades Dumpsters Trash Cans Trash Removal during event Recycle Bins
 Temporary Electric Boards Utility Sinks Street Sweeper Use of Town Parking Lots
 Water Bill Ad inserts Other

As the event organizer what services will you be providing?

Please be specific:

Note: Upon further review the Town may determine if additional services are required.

Number of temporary electric boards?*

1

Additional information/Special instructions as it pertains to the requested services?

Department Review Section

Each Department must complete a Cost Estimate Worksheet and upload before completing your review.

[Click here for Rate Worksheet](#)

Note: Save a copy of the Worksheet to your computer before making any modifications. Once completed then upload the Worksheet to the application form, see below.

Department Comments*

Approval?*

Cost Estimate

Enter Police Review Comments: This event will require a road closure on Templeton and Officers to maintain the parking lot closures.

Yes No

\$ 1,416.00

Enter Streets Review Comments: Event applicant is not providing enough information to create an estimate. How many trash cans, Who is emptying them, is a dumpster needed?

Yes No

\$ 0.00

Enter ELeetric Review Comments: If approved by Council: Contact Rodney Smith at 919-249-3342 or rodney.smith@apexnc.org at least 1 month from start of event date to discuss location of electrical connection. If approved by Council please drop off banner at 105-A Upchurch Street and put in in the bin labeled banner drop off.

Yes No

\$ 279.00

Enter PR Final Comments: No comments

Yes No

\$ 0.00

Enter FD Final Comments: No comments

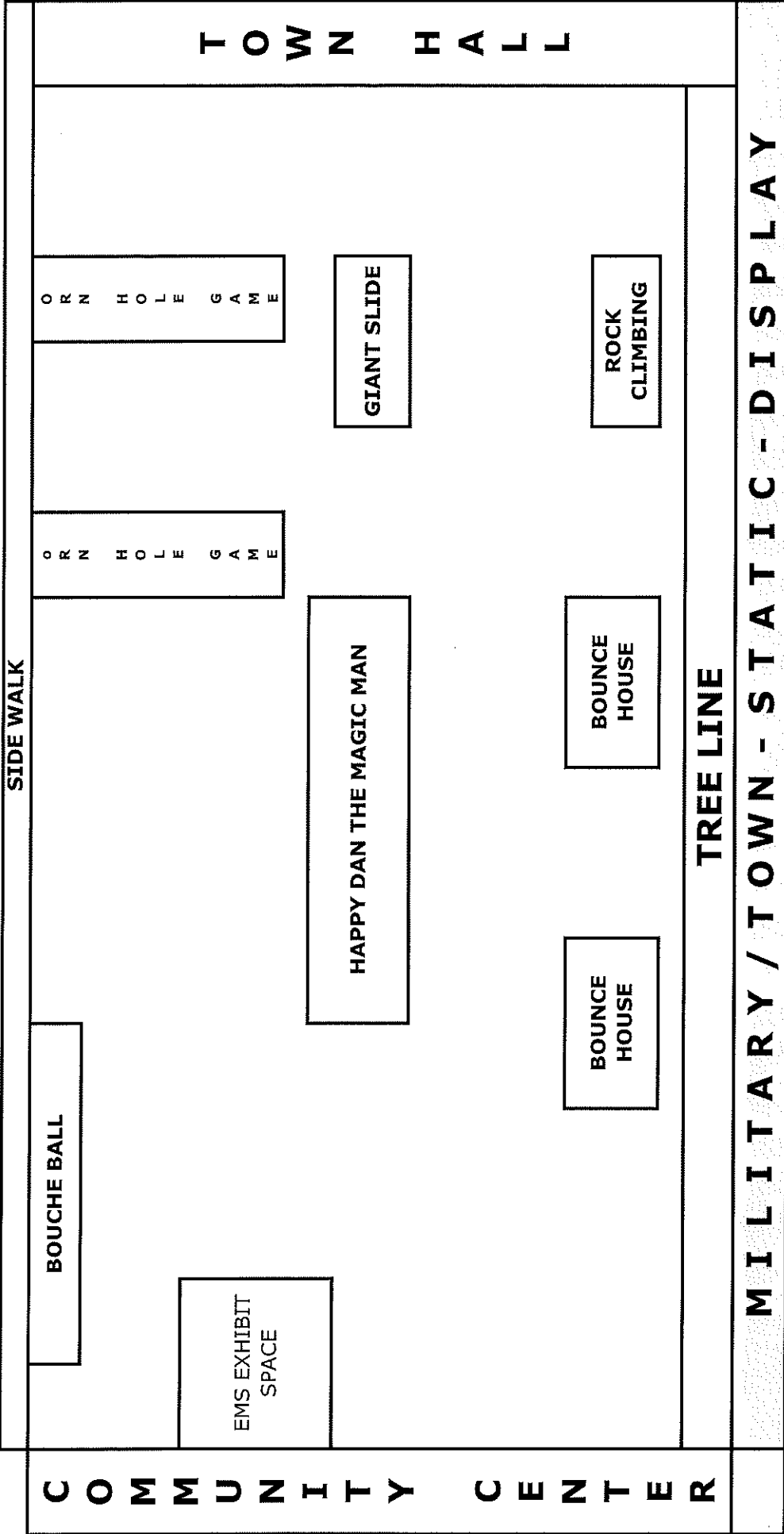
Yes No

\$ 0.00

Revised Mapping and Department Worksheets

These documents will supercede any previously submitted documents.

**TOWN HALL COURT YARD LAYOUT SPRING 2019 AMERICAN LEGION CAR
and TRUCK SHOW, SEPTEMBER 21, 2019**



TOWN RESOURCES 2019 APEX FALL CAR AND TRUCK SHOW

- 6, Garbage cans
- 2 Police Officers
- Barricades
- 4, Port-A-Johns
- Hang street signs, North & South Salem St.
- Yard sign permit
- Water Bill Insert

**TOWN HALL PARKING LOT LAYOUT SPRING 2019 AMERICAN
LEGION CAR SHOW, SEPTEMBER 21, 2019**

PORT-A-JOINS

MOTORCYCLE PARKING

STAGE TRAILER

EXHABITOR PARKING

**R I R I
E S A O
G T T N**

T O W N H A L L B U I L D I N G

E X H A B I T O R P A R K I N G

TREE AREA	EXHABITOR PARKING	TREE AREA
	EXHABITOR PARKING	

TREE AREA	EXHABITOR PARKING	TREE AREA
	EXHABITOR PARKING	

TREE AREA	EXHABITOR PARKING	TREE AREA
	EXHABITOR PARKING	

TREE AREA	FOOD SERVICE AREA	EXHABITOR PARKING
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E X H A B I T O R P A R K I N G