

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 COVID -19 pandemic	Projected Attendance 0	Requesting Town of Apex co-sponsorship? Yes
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Event Begins (Date) 6/8/2020	Event Ends (Date) 8/31/2020	Is a rain date scheduled? No
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Event Organizer (Sponsor) Apex Chamber & Town of Apex	Contact Person Shannon Flaherty & Colleen Merays	501 (c) 3 Organization No
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Contact Mailing Address
220 N Salem St., Apex, North Carolina 27502

Primary Phone (252) 955-2895	Alternate Phone (919) 362-6456
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Email sflaherty@apexchamber.com	Website https://www.apexchamber.com/
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Event Type
Special "We Appreciate Your Support of Apex Businesses" Banner & Event Signs

Location of Event
Banner Across N. Salem Street & Yard Signs around the Town

Describe type, size and area of event
The Banner across N. Salem Street will be - (10' L x 3' H)
The Yard Signs will be = (24" W x 18" H) or (27" W x 18" H)

Event Set Up

Event Begins (Date) 6/8/2020	Event Begins (Time) 9:00 AM	Set Up Begins (Date) 6/8/2020	Set Up Begins (Time) 9:00 AM
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Event Ends (Date)
8/31/2020

Event Ends (Time)
5:00 PM

Break Down Ends (Date)
8/31/2020

Break Down Ends (Time)
5:00 PM

Use this space to describe other details regarding set up / break down time, if any.

Will streets/sidwalks be closed during the event?
No

Are sales/vendors being anticipated at the event?
No

Are food vendors planned?
No

Does this event seek to include the sale, distribution, possession, or consumption of alcoholic beverages on public property?
No

Will amplified sound be used for or during the event?
No

Will Town facilities be utilized (i.e. streets, parks, greenways, sidewalks, multi-use trails)?
No

Will Town parking lots be closed as part of the event?
No

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

Provide contact information for provider of above services
NA

Does the event require electrical connections?
No

Will tents be used for the event?
No

Do you wish to hang a banner over Salem Street advertising your event?
Yes

Requesting banner installation by the Town?
Yes

In order for the banner to be located within the right-of-way, applicant must have the event approved for co-sponsorship by the Town of Apex. UDO Section 8.7.1(A)(23) Event Public (on-premise & off-premise).

Banner will be posted two weeks before event and as long as there are no other approved events, this period of time may be extended not to exceed more than one month.

By checking the boxes below, applicant agrees with and understands the construction and submission requirements stated. One banner will be posted only when all requirements of this application have been met.

Submission Requirements (you must check all boxes to demonstrate understanding of the requirements)

Banner size MUST be 10 feet in length and 3 feet in height.

Banner MUST be double sided (2 single sided banners secured together with zip-tie or like items WILL NOT be accepted.

Steel grommets that are reinforced so as not to rip shall be placed in all four corners of the banner. Banner should have double reinforced edges.

Event must be co-sponsored by the Town of Apex

An 8.5 x 11 site map must be included with the application showing all that apply to your event:

streets, sidewalks/greenways or multipurpose paths to be closed, tent placement, parade/run/walk routes or other similar activities, location of electrical needs, restroom, handicap parking, trash and water as needed

Upload Site Map

Banner Location Map - COVID-19.jpg

Special Events Sponsor / Co-sponsor Agreement

Person / Organization

Shannon Flaherty/Apex Chamber & Colleen Merays/ TOA

does hereby agree to the following conditions to be considered for Town of Apex sponsor / co-sponsorship.

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.

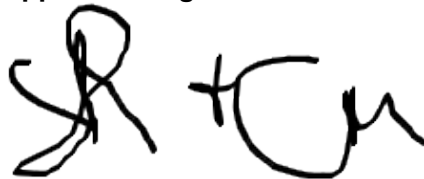
16. Applicant will provide clear spoken recognition of the Town of Apex and its contribution at any events or functions utilizing live entertainment or speakers. Any cost associated with this shall be borne by the applicant.

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.

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 Name
Shannon Flaherty & Colleen
Merays

Applicant eSignature

A handwritten signature in black ink, appearing to read 'SR + CM', is written over a horizontal line.

Date
5/26/2020