



SPECIAL EVENT PERMIT APPLICATION

PLEASE TAKE TIME TO REVIEW THE SPECIAL EVENT PERMIT APPLICATION AND INSTRUCTIONS BEFORE YOU BEGIN COMPLETING THE APPLICATION FORM.

The Town of Burgaw is proud to have its residents and visitors host a multitude of community events in order to improve the quality of life and contribute to the economic vitality of the Town. The following pages include the Town of Burgaw's Special Events Permit Application and accompanying instructions developed to guide you through the permit process.

A Special Events Permit Application can be printed online or picked up at and submitted to:

Attn: Cody Suggs
Parks & Recreation Department
Town of Burgaw
109 N. Walker St.
Burgaw, NC 28452

For more information please contact (910) 300-6401 or csuggs@burgawnc.gov. On behalf of the Town of Burgaw we thank you for contributing to the vitality of our community and offer you best wishes for a successful event.

THERE ARE NO SHORTCUTS TO THE PROCESSING OF A SPECIAL EVENTS PERMIT APPLICATION. PLEASE ALLOW A MINIMUM OF THIRTY (30) DAYS FOR THE PROCESSING OF THE SPECIAL EVENTS PERMIT APPLICATION.

A completed application must have all applicable sections of the application complete and must include a detailed map of the event layout. Any application that is submitted without a map of the event layout will be deemed incomplete and returned to the applicant.

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Completed Special Events Permit Applications must be received no later than thirty (30) days prior to the event start date and may be submitted as early as six (6) months prior to the event start date. In general, any organized activity involving the use of, or having impact upon public property, street areas or the temporary use of private property in a manner that varies from its current land use, requires a permit.

It is our goal to assist event organizers in planning safe and successful events that create a minimal impact on the communities and residents surrounding the events.

PERMIT APPLICATION PROCESS

The Permit Application Process begins when the Event Organizer submits a completed Special Events Permit Application. During the initial application screening process, you will be allowed time to provide all pending documents (e.g. Liability Insurance, secondary permits, etc.). Upon receipt of your completed Permit Application, a representative from the Town will contact you.

A completed application must have all applicable sections of the application complete and must include a detailed map of the event layout. Any application that is submitted without a map of the event layout will be deemed incomplete and returned to the applicant.

Your Town Liaison will distribute, for review, copies of your Permit Application to all Town Departments affected by your event. You may be contacted individually by these departments only if they have specific questions or concerns about your event. Please be aware that in some cases you may need to contact federal, state or county agencies in addition to the Town of Burgaw.

Throughout the Permit Application Process, you will be notified if your event requires any additional information, permits, licenses or insurance. Delays in providing the requested items often delay the ability to finish the Permit Application Process and approve a Permit Application in a timely manner and could result in denial of the application.

Note: Keep in mind that acceptance of your Permit Application should in no way be construed as final approval or confirmation of your Permit Application.

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Host Organization*

Host Organization is the organization accepting all financial responsibility for the event and provides the required insurance.

Organization Name: Pender United, Inc.

Type of Organization: Corporation LLC **(Non-Profit)** (Non-Profit must provide copy of determination letter)

Mailing Address: P.O. Box 1789, Burgaw, NC 28425
(Street Address) (City) (State) (Zip)

Physical Address: 206 S. Wright Street, Suite B, Burgaw, NC 28425 (If different) (Street Address) (City) (State) (Zip)

Primary Phone Number: (910-663-9165) Fax Number: ()

Website Address: http://

Event Organizer*

Event Organizer is the applicant given authorization by the host organization to apply for the Special Event Permit.

Name: Jacqueline McLeod, Title: Community Organizer

Mailing Address: P.O. Box 1789, Burgaw, NC 28425
(Street Address) (City) (State) (Zip)

Phone Number: (910-663-9165) Cell Phone Number: (910-233-9972)

E-Mail address: ms.mcleod.penderunited@gmail.com

On-Site Contact

Contact information for the person who will be on-site and will be the primary contact on the day(s) of the event.

Name: Darlene Adams Title: Executive Director

Check if same as above for Event Organizer or Secondary Organizer

Phone Number: (910-663-9165) Cell Phone Number: (910-231-7070)

E-Mail address: penderunited@gmail.com

Only those authorized as event organizer and secondary organizer will be able to make changes to the application.

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***REQUIRED INFORMATION. Please complete entire section.**

Event Details*

Event Name: **Community Day on the Square**

Type of Event: 5k or 10k Runs Bike Races Block Party Celebration Ceremony Concert

Festival Fundraiser

Farmers Market Marathon Half-Marathon Parade

Procession Street Fair Walkathons Car Show

Other: **Resource Day**

Detailed Event Description (50-Word **Minimum**): Pender United will have resources available for distribution to community. Information on Hurricane Preparedness, Real ID, Mental Health, local agencies providing information on the services they provide, live music, individuals speaking on relevant topics

Semi trucks, Motorcycles and cars on display

Is this an annual event? (Yes)

Is this a multi-day event? (No) If so, how many days?

Is there an admission fee? (No) If yes, please include admission fee(s) \$ none

What is the anticipated attendance? Overall: Daily: Previous year's

attendance (if applicable): Overall: Daily: 150

Event Set-Up & Tear-Down*

If you will be utilizing street closures, please refer to the next section to provide all street closure information.

How many days will your organization require to: Set-Up:_Tear Down: one

Event Set-Up Date:_Event Set-Up Time:_ Saturday, September 30, 2023, 8:00 am

Event Start Date:_Event Start Time:_ Saturday, September 30, 10:00 am

Event End Date:_Event End Time:_ Saturday September 30, 8:00 pm

Event Tear-Down Date:_Event Tear-Down Time: Saturday, September 30, 9:00 pm

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If your event is a multi-day event, please complete the following information for each separate date. Space is provided for five (5) additional entries. If your event is longer than five (5) days, please attach an additional sheet of paper with the requested information.

Additional Day One:

Event Set-Up Date:_Event Set-Up Time:_to Event Start Date:_Event Start Time:_AM/PM

Event End Date:_Event End Time:_AM/PM Event Tear-Down Date:_Event Tear-Down Time:

to

Additional Day Two:

Event Set-Up Date:_Event Set-Up Time:_to Event Start Date:_Event Start Time:_AM/PM Event End Date:_Event End Time:_AM/PM Event Tear-Down Date:_Event Tear-Down Time:_to

Additional Day Three:

Event Set-Up Date:_Event Set-Up Time:_to Event Start Date:_Event Start Time:_AM/PM Event End Date:_Event End Time:_AM/PM Event Tear-Down Date:_Event Tear-Down Time:_to

Additional Day Four:

Event Set-Up Date:_Event Set-Up Time:_to Event Start Date:_Event Start Time:_AM/PM Event End Date:_Event End Time:_AM/PM Event Tear-Down Date:_Event Tear-Down Time:_to

Additional Day Five:

Event Set-Up Date:_Event Set-Up Time:_to Event Start Date:_Event Start Time:_AM/PM Event End Date:_Event End Time:_AM/PM Event Tear-Down Date:_Event Tear-Down Time:_to

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Closure Start Date:_Closure Start Time:_AM/PM Saturday, September 30, 2023 9 am

Closure End Date:_Closure End Time:_AM/PM Saturday, September 30, 2023 8 pm

Please list the streets, from intersection to intersection, which will be closed for your event. Space is provided for up to five (5) entries. If you need more space please attach an additional sheet of paper with the requested information. Your Site Plan/Map must show all streets, street closures, and must include a designated 12-foot wide emergency lane.

1) Street Name: Wright Street from Courthouse Avenue to Fremont Street

To (cross street):

Type of Closure: Street Closure Sidewalk Closure Lane Closure

2) Street Name: Fremont Street from Wright Street to Walker Street

To (cross street):

Type of Closure: Street Closure Sidewalk Closure Lane Closure

3) Street Name: From (cross street):

To (cross street):

Type of Closure: Street Closure Sidewalk Closure Lane Closure

4) Street Name: From (cross street):

To (cross street):

Type of Closure: Street Closure Sidewalk Closure Lane Closure

5) Street Name: From (cross street):

To (cross street):

Type of Closure: Street Closure Sidewalk Closure Lane Closure

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Venue Details*

Venue Name: Courthouse Square, Burgaw, NC

Venue Address:

(Street Address) (City) (State) (Zip)

Venue Description (Please attach your Site Plan/Map to your Application Packet):

Staging Details*

The following items will be used at the event (Please mark all that apply):

Amplified Music Bleacher(s) Dance Floor(s) Live Entertainment* Jumper Loud Speaker(s)

Microphone(s) Disk Jockey (DJ) Moving Vehicles (Including golf carts)

Stage(s) Number & Size: 1 stage

Do you need power on the square or at the depot? **Yes**

Provide by:

EZ Up Number & Size: **10 to 15 10x10**

Canopy Number & Size:

Please indicate location of EZ Ups/canopies and size on Site Plan/Map.

Other:

*If Live Entertainment is selected, please describe:

Saxophonist and DJ playing music

Note: If any of the above items will be used, please indicate their location on your attached Site Plan/Map with Legend. Use of the above items may require the Event Organizer to meet Fire Department, ADA regulations, and insurance requirements.

Note: All formal request to use the court house square for an event should be made through Pender County Government.

Note: All formal request to use the Burgaw Community House/Train Depot for events at a rate beyond the already agreed upon rate, must go before the Burgaw Town Commissioners for approval.

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Event Organizer must obtain a health permit for the event including all food providers. If alcoholic beverages will be provided or sold at the event, an ABC Permit is required. ABC Permit application must be submitted to the Town for approval a minimum of 10 days prior to the event. Police services may be required.

Event will include the following (Please mark all that apply): Water, pre-packaged foods

Alcoholic Beverages Non-Profit Food Vendors Pot Luck Items Professional Catering

Pre-Packaged Food/Beverage Items Retails Food Vendors

Restroom Facility Details*

Some events will require the presence of portable restrooms and/or hand-washing stations. Use of these items will require the Event Organizer to meet ADA regulations. Please contact your rental company for attendance to restroom ratios. Please indicate location(s) on your Site Plan/Map.

Will Event Organizer provide portable restroom facilities? Yes

SECTION VII – SITE PLAN/MAP INSTRUCTIONS

All site plans/maps must be submitted using 8 ½" x 11" or 8 ½" x 14" white paper. **All applicants are required to submit a detailed Site Plan/Map.**

Site plans/maps must also include a key showing the use of symbols for people, vehicles, first aid station(s), cooking station(s), food tables, stage(s), platform(s), barricades, 12-foot fire lane, etc.

If using Computer Assisted Generation (CAG) for the site plan/map please ensure the use of Arial Fonts no smaller than size 10.

SECTION VIII – MISCELLANEOUS

Animals

If animals will be present, food service canopies/tents must be at least fifty (50) feet away. It will also be required that Event Organizer provides portable hand-washing stations.

Will there be any kind of animals at this event (e.g. petting zoo, pony rides, etc.)? No If yes, please list type of animal(s): n/a

If so, please indicate the location of the animals on the Site Plan/Map. Additional permitting may be required.

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INSURANCE

Host Organization and/or Event Organizer must provide a General Liability Insurance Certificate providing evidence of general liability insurance coverage in the minimum amount of \$1,000,000 combined single limit, \$2,000,000 aggregate AND \$1,000,000 Auto Liability if the event includes any moving vehicles including golf carts AND an additional insured endorsement naming the Town of Burgaw, its officers, employees and agents' as additional insured. \$1,000,000 Liquor Liability if the event is selling alcohol. \$1,000,000 Liquor Host if the event is distributing alcohol at no charge. All vendors participating in the event and service providers must provide insurance as well as all contracted services for the event i.e. Security services, rentals, traffic management, etc. **This document must be submitted no later than fifteen (10) days prior to the event start date**

SECTION IX - INDEMNIFICATION AGREEMENT

Host Organization and/or Event Organizer agree, in consideration of the granting of this Application and Special Event Permit for:

to be held on_

Event Name Event Date(s) **Community Day** September 30, 2023

by_of _ Event Organizer/Primary Applicant Host Organization

Host Organization and/or Event Organizer(s) agree to defend, indemnify and hold harmless the Town of Burgaw, and the Town of Burgaw's employees, managers, council members, and volunteers harmless from any and all losses, damages, claims for damage, liability, lawsuits, judgment expense and cost(s) arising from any injury or death to any person or damage to any property including all reasonable costs for investigation and defense thereof (including, but not limited to, attorney fees, costs and expert fees) arising out of or attributed to the issuance of Applicant's Special Event Permit regardless of where the injury, death or damage may occur, unless such injury, death or damage is caused by the sole negligence or willful misconduct of the Town.

Print Name Title Jacqueline McLeod, Community Organizer

Signature Date *Jacqueline McLeod, July 27, 2023*

For Office Use Only

Approved: _____ Not Approved: _____ Parks &

Recreation Director Date