



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Oct. 13, 2025
Department:	Planning and Economic Development
Agenda Section:	Consent
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Dakotah Kimbrough, Planning Technician

ITEM TO BE CONSIDERED

Subject: Special Event Permit – Hillsborough Holiday Bazaar

Attachments:

Special Event Permit Application

Summary:

This seasonal market has taken place in the Eno Arts Mill in the past, but due to ongoing renovation of the space after Tropical Storm Chantal, the Orange County Arts Commission is requesting to host this year's event on the Orange County Courthouse lawn.

Event setup will begin at 7 a.m. and breakdown will be completed by 6 p.m. Approximately 800 people are expected to attend throughout the day, with peak attendance around noon. Multiple 10'x10' pop-up canopies will be erected for vendors on the lawn, and one larger 25'x45' canopy will be erected on Court Street. Small, amplified musical acts will be performing on the north side of the courthouse steps. Portable toilets and handwashing stations will be delivered the Friday before and picked up the following Monday. They will be notified that all food trucks must have a current permit or submit a Single-Day Tax Compliance form.

The organizers are requesting seven trash rollout carts and road closure of Court Street from 7 a.m. to 6 p.m. to allow space for food trucks and vendor loading/unloading.

Financial impacts:

Low; however, sponsorship is being requested for town-sponsored services, so departmental-level costs are associated with Public Works assistance.

Staff recommendation and comments:

None.

Action requested:

Approve, approve with conditions, or deny the special event permit.