



TOWN OF
HILLSBOROUGH

SPECIAL EVENT PERMIT APPLICATION

Please review the Event Policy Ordinance, Chapter 7 of the Town Code, to determine if your event requires a Special Event Permit. **The Permit Application must be received 60 days in advance of the event.**

Name of Event: The Big Run 5K
 Event Location Address: Eno River Farmers Market Pavilion (144 E Margaret Ln, Hillsborough, NC 27278)
 Date(s) of event: June 5, 2024
 Event Set Up Time: 3:30 pm Event Hours: 5 hrs Event Break Down: 8:30 pm
 Date(s) of event: _____
 Event Set Up Time: _____ Event Hours: _____ Event Break Down: _____

EVENT ORGANIZER & CONTACT INFORMATION

Name of Organization/Company: Fleet Feet Carrboro & Durham
 Organization/Company mailing address: 310 E Main St, suite 120, Carrboro, NC 27510
 Organization Status: ☒ Formal ☐ Informal ☒ For-profit ☐ Not-for-profit
 Event Organizer Name: Nora Ayers
 Event Organizer Phone: 9197242852 Event Organizer Email: nora.ayers@fleetfeet.com

On-Site Contact(s) During the Day-of Event

Name: Nora Ayers Cell Phone: 9197242852
 Name: Jordan Ayers Cell Phone: 336-408-1148

GENERAL EVENT INFORMATION

Type of Event:

- ☐ Private Event on Private Property ☐ Public Event on Public Property
☐ Private Event on Public Property ☐ Public Event on Private Property
☒ Street or Greenway Event (Parades, Marches, Rallies, 5Ks, Bike Races)

General Event Description (Narrative outlining event purpose and elements including food trucks, car shows, races, vendors, etc):

5K run starting/finishing at the Hi. Course will follow the path off the Speedway Track
do a loop around the Oconechee Speedway Tract and then head back on the riverwalk to the Eno River
Farmer's market pavilion.

we will use a volunteer for the Elizabeth Brady Rd Crossing since we don't expect traffic to be heavy.

Estimated total number of people that will attend the event: 300

Estimated peak time(s) of attendance: 6-8

Maximum capacity of event location (number of persons, if applicable): 400

If the event is annual, the estimated attendance of the last event of this kind: 250 in 2023

GENERAL EVENT QUESTIONNAIRE

Will tickets be sold or admission/fees be charged as part of the event? ☒ YES ☐ NO

Will there be alcohol sold or provided as a part of this event? ☐ YES ☒ NO

If yes, please indicate the vendor(s) and/or ABC permit holder(s) responsible for the alcohol sales/distribution and attach a copy of the ABC permit(s) for each vendor : _____

Please note: Alcohol may only be sold by vendors with an off-premise permit or by event organizers with a special one-time ABC sales permit. Alcohol sales may be subject to the prepared food & beverage tax.

Will vendors be on-site selling goods/crafts/wares during the event? ☐ YES ☒ NO

Will vendors be on-site selling food/beverages during the event? ☐ YES ☒ NO

Please note: All vendors without a physical location in town and/or food trucks that do not have Town of Hillsborough Food Truck Permits that are selling prepared food/beverage will need to [prepay the Food & Beverage Tax](#) with the Finance Department. Please list the name(s) of the food/beverage vendors:

We will have food/snacks to giveaway but not sure about selling food. Will update if anything changes.

Will you be soliciting donations as part of the event? ☒ YES ☐ NO

If yes, for what cause or organization? TBD

Will you bring additional equipment, stages, microphones, amplification, etc? ☒ YES ☐ NO

Please Explain: music to be played over a speaker, possibly a live band - TBD

Will any items be left at the event site overnight? ☐ YES ☒ NO

Please Explain: _____

Will signs or banners be displayed on site or around Town? ☒ YES ☐ NO

*Please note: [Special event signage](#) must be applied for and permitted separately **BEFORE** signage is placed around town.*

Will tents be erected for the event? ☒ YES ☐ NO

If yes, how many and what size? 5-6 10X10 pop-up tents

Please note: Tents may require a permit and inspection by the Orange County Fire Marshal's office depending on size and number. Tents should be shown with location and dimensions on event map/layout.

Will you provide (portable) restroom facilities?

☒ YES ☐ NO

Please note: Restroom facilities are required to be provided by Special Event organizers depending on attendance numbers and duration. Local Business, Town, and County facility restrooms may compliment, but not become a substitute for, providing adequate restrooms for the event.

Will you provide (portable) handwashing facilities?

☒ YES ☒ NO

Please note: Handwashing facilities are required for events that include on site food preparation and/or sales without direct or immediate sink access.

Will the event require any street closures or change in traffic flow?

☐ YES ☒ NO

Will the event require additional trash and recycling facilities?

☐ YES ☒ NO

Will you request that the Town Board sponsor specific services

in conjunction with this event (i.e. Police Coverage, Road Closures, Traffic Control, Trash and Recycling Rollouts)?

☐ YES ☒ NO

Please note: Events requesting Town Sponsorship of events must apply at least 90 days in advance of the event to be considered. Event organizers who are able should make every necessary attempt to provide and pay for services at their events as the Town has limited staff and resources to cover the costs of event services.

EVENT MAP/LAYOUT REQUIREMENTS

With this application, you must attach a map of the area where the event is to take place and indicate the following:

- Traffic flow; including any streets requested to be closed or obstructed (locations of barriers and officers will be determined by Law Enforcement).
- If the event includes a parade, greenway closure, etc. then the route of the event should be clearly shown.
- Parking areas where event attendees will be directed that are adequate for event attendance. Please note: The Eno River deck has only 400 parking spaces.
- Pedestrian access and flow.
- The location of any concession stand, food truck(s), booth, or other temporary structures, tents, stages or facilities; and the location of proposed fences, stands, platforms, benches, or bleachers.
- The location of restroom and/or handwashing facilities.

A street map and a map of Gold Park are available on the Town's website. Google Maps is also an excellent resource and can be easily marked up. Contact Staff if you need assistance with providing an event layout or route map.

EVENT LIABILITY INSURANCE

Event organizers and/or property owners need to insure themselves from liability in case an event attendee injures themselves during the course of the event. Events occurring on Public Property (Town or County) are required to carry event liability insurance with the Public Property owner listed as 'additionally insured'.

Copy of event liability Certificate of Insurance is attached: ☐ YES ☒ NO

Name of insurance company providing liability coverage for the event:

Contact information for broker/agent providing coverage:

EVENT PROPERTY USE PERMISSION

If the event will be located on property that is not owned/managed by the event organizer then the property owner must indicate consent for the use of their property below:

Kevin Cherry - Occoneechee Speedway

Name of Property Owner

Phone

(email attached)

Signature of Property Owner

Date

TOWN LIABILITY AGREEMENT

I, the applicant, agree to indemnify and hold harmless the Town of Hillsborough, its employees, and its agents from and against any and all liability for any injury which may be suffered in connection with this special event approval or park reservation. I also hold harmless the Town of Hillsborough, its employees, and its agents from and against any liability for any equipment or supplies lost, damaged, or stolen, that are stored or otherwise as a result of this special event.

Applicant Signature

Date

SUBMITTAL DIRECTIONS:

Please submit electronically to: Evan.Punch@hillsboroughnc.gov

Please submit via paper copy here:

Hillsborough Planning Department
ATTN: Evan Punch
P.O. Box 429
101 E. Orange Street
Hillsborough, NC 27278

FOR OFFICE USE ONLY:Application received by: Kelsey CarsonDate: 2/26/2024Fee Paid: \$55Date information emailed out: 5/1/2024**Permit Status**Approved ☐ YES ☐ NO Explanation: _____

Date Permit Issued: _____

Approved with any conditions: _____

By: _____

Town Staff Member

Date: _____

Forwarded to others for review/information:☒ OC Fire Marshal: _____☒ Hillsborough Police Department: _____☐ OC Sheriff's Department: _____☒ OC Fire Department: _____☒ Hillsborough Public Works: _____☒ Hillsborough Public Space Manager: _____☒ OC DEAPR (River Park): _____☒ OC AMS (Visitors Center, Library, Old or New Courthouse): _____☒ NCDOT (DOT Road Closures): _____☒ Hillsborough Finance (Food & Beverage Tax 1 Day): _____☒ Hillsborough Public Information Office: _____



Nora Ayers <nora.ayers@fleetfeet.com>

Occoneechee Speedway Use - June 5th, 2024

3 messages

Nora Ayers <nora.ayers@fleetfeet.com>

Mon, Feb 26, 2024 at 10:02 AM

To: Kevin Cherry <kcherry@classicalamericanhomes.org>

Hi Kevin -

I hope you are doing well. I'm reaching out to see about permission to use the Occoneechee Speedway on June 5th, 2024 for our annual 5K to celebrate Global Running day. Are you all still overseeing the special events? Or is the ownership changing over to the State Park?

Thanks so much for your help! Happy to fill anything out and provide a COI.

best,

Nora

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Nora Ayers | Director - Fleet Feet Running Club

she/her/hers

Fleet Feet Carrboro & Durham

Carrboro - 919.321.0061

Durham - 919.636.4696

Durham Ninth Street - 919.942.3147

www.fleetfeetcarrboro.com

Kevin Cherry <kcherry@classicalamericanhomes.org>

Mon, Feb 26, 2024 at 10:05 AM

To: Nora Ayers <nora.ayers@fleetfeet.com>

Cc: Brandon Hyler <bhyler@classicalamericanhomes.org>, Weston Ewart <wewart@classicalamericanhomes.org>, Joseph Beatty <jbeatty@classicalamericanhomes.org>

Nora,

You may use the speedway for your event. We will just need proof of insurance for it and a statement assuring us you will handle all set up and clean up afterward.

We hope to make the transfer soon, but I have no idea when it will take place.

Kevin

Sent from my Verizon, Samsung Galaxy smartphone

Get [Outlook for Android](#)

From: Nora Ayers <nora.ayers@fleetfeet.com>**Sent:** Monday, February 26, 2024 10:02:19 AM**To:** Kevin Cherry <kcherry@classicalamericanhomes.org>**Subject:** Occoneechee Speedway Use - June 5th, 2024

[Quoted text hidden]

3/5/24, 10:46 AM

Fleet Feet Mail - Occoneechee Speedway Use - June 5th, 2024

Nora Ayers <nora.ayers@fleetfeet.com>

Mon, Feb 26, 2024 at 10:18 AM

To: Kevin Cherry <kcherry@classicalamericanhomes.org>

Cc: Brandon Hyler <bhyler@classicalamericanhomes.org>, Weston Ewart <wewart@classicalamericanhomes.org>, Joseph Beatty <jbeatty@classicalamericanhomes.org>

Hi Kevin -

Thanks so much! That's great. I'll get that sent over in a little bit.

best,

Nora

[Quoted text hidden]



Nora Ayers <nora.ayers@fleetfeet.com>

Farmers Market Pavilion Rental - June 5th, 2024

4 messages

Nora Ayers <nora.ayers@fleetfeet.com>

Mon, Feb 26, 2024 at 10:13 AM

To: Jessica Volant <jvolant@orangecountync.gov>

Hi Jessica -

I am interested in securing a reservation for the Farmers Market Pavilion on June 5th, 2024 in the late afternoon and evening. I work with Fleet Feet and we have hosted our Global Running Day Celebration in downtown Hillsborough with a timed 5K Race/run. I've put in a special event permit for the town to use the Riverwalk and I'd like to have our start/finish area at the Pavilion.

Will you let me know if I need to fill out a permit or how to officially reserve the space?

Thanks so much!

Nora

--

Nora Ayers | Director - Fleet Feet Running Club

she/her/hers

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Durham - 919.636.4696

Durham Ninth Street - 919.942.3147

www.fleetfeetcarrboro.com

Jessica Volant <jvolant@orangecountync.gov>

Mon, Feb 26, 2024 at 3:24 PM

To: Nora Ayers <nora.ayers@fleetfeet.com>

Cc: Travis Bogle <tbogle@orangecountync.gov>

Hi Nora,

I have attached the reservation form. If you could complete and send back to me, I will get your reservation entered.

Thank you!

Jessica Volant, Administrative Support

Orange County

Department of Environment, Agriculture, Parks and Recreation

From: Nora Ayers <nora.ayers@fleetfeet.com>
Sent: Monday, February 26, 2024 10:14 AM
To: Jessica Volant <jvolant@orangecountync.gov>
Subject: [EXTERNAL MAIL!] Farmers Market Pavilion Rental - June 5th, 2024

Hi Jessica -

I am interested in securing a reservation for the Farmers Market Pavilion on June 5th, 2024 in the late afternoon and evening. I work with Fleet Feet and we have hosted our Global Running Day Celebration in downtown Hillsborough with a timed 5K Race/run. I've put in a special event permit for the town to use the Riverwalk and I'd like to have our start/finish area at the Pavilion.

Will you let me know if I need to fill out a permit or how to officially reserve the space?

Thanks so much!

Nora

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Nora Ayers | Director - Fleet Feet Running Club

she/her/hers
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Durham Ninth Street - 919.942.3147
www.fleetfeetcarrboro.com



Picnic shelter application_fillable.pdf
221K

Nora Ayers <nora.ayers@fleetfeet.com>
To: Jessica Volant <jvolant@orangecountync.gov>

Mon, Feb 26, 2024 at 3:57 PM

Hi Jessica!

Thanks so much. Here you go! I appreciate your help.

best,

Nora

[Quoted text hidden]

 **Picnic shelter application_fillable.pdf**
243K

Jessica Volant <jvolant@orangecountync.gov>
To: Nora Ayers <nora.ayers@fleetfeet.com>
Cc: Travis Bogle <tbogle@orangecountync.gov>

Tue, Feb 27, 2024 at 10:50 AM

Hi Nora,

Your reservation is entered. Confirmation of the reservation and the fees owed is attached.

The total balance owed is \$30. Payment instructions are as follows:

Online payments may be made by logging in to your account at <https://server4.orangecountync.gov/wbwsc/Webtrac.wsc/splash.html> and clicking "My Account" and selecting "Pay Old Balances" from the menu. If you do not know your account information, please call our main office during regular business hours at 919.245.2660 for assistance. Do not create a new account.

In-person payments are accepted Bonnie B. Davis Environment and Agricultural Center, Suite 140, [1020 US 70 West, Hillsborough](#) during regular office hours, Monday through Friday, 8:30 a.m.-11:45 a.m. and 1:15 p.m.-4:30 p.m.

Credit cards (Visa, MasterCard, and Discover) are accepted over the phone at 919.245.2660 during regular office hours, Monday through Friday, 8:30 a.m.-11:45 a.m. and 1:15 p.m.-4:30 p.m.

Please let me know if I can help with anything else, or if you have any questions. Thanks so much and have a great day!

[Quoted text hidden]

2 attachments

 **Ayers - Big Run 5K - PMH for 6-5-24.pdf**
31K

 **Ayers - Big Run 5K - PMH for 6-5-24 - Fee Statement.pdf**
8K

The Big Run 5K Route 2023

Running Route

★ Saved

Edit



Details

📍 3.2 mi

⚡ 38 ft

🕒 32:08

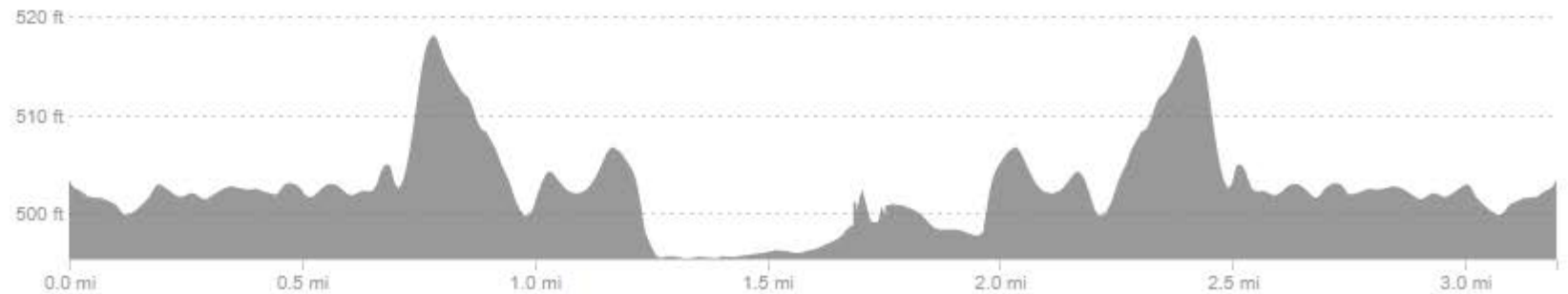
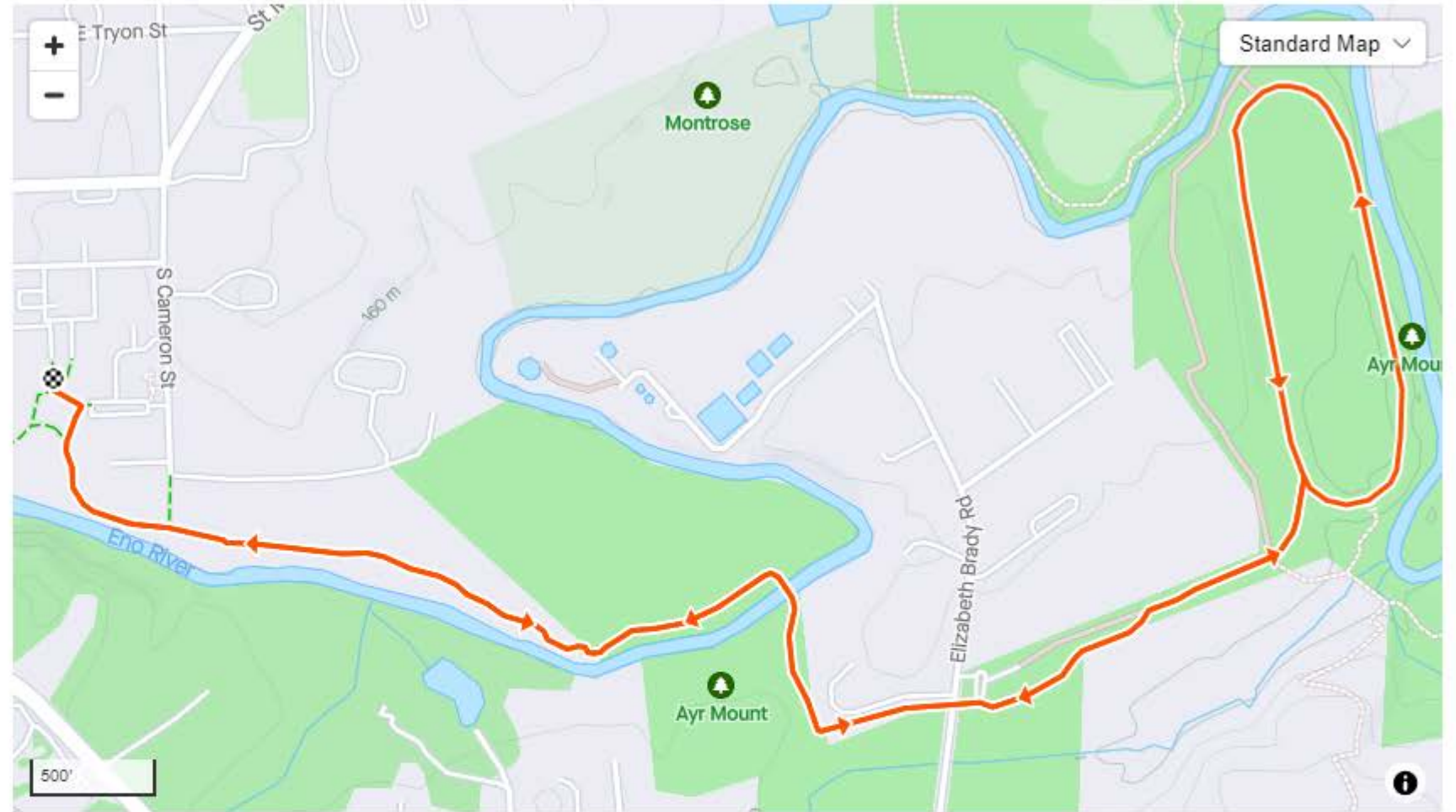
CREATED BY

Nora Ayers

March 13, 2023 · Public



Route and Elevation



The Big Run 5K - 2023 start/finish line set up



Payment Notification - Special Event Fee (permits and event signage)

noreply@municipalonlinepayments.com <noreply@municipalonlinepayments.com>

Tue 3/5/2024 10:26 AM

To:Kelsey Carson <Kelsey.Carson@Hillsboroughnc.gov>



Town of Hillsborough

This is your payment receipt.

Confirmation Number

NTMKJM546R

Payer Contact Info

nora.ayers@fleetfeet.com

Payment Method

*****5941

Special Event Fee (permits and event signage)

Please tell us what you are paying for (provide name or address of project, permit number, or type of review):

The Big Run 5K run on June 5th, 2024. Special event permit fee.

Base Price

\$55.00

Total

\$55.00

[Municipal Online Services](#)

[Login](#)