



TOWN OF
HILLSBOROUGH

APPLICATION Special Event Permit

Planning and Economic Development Division
101 E. Orange St., PO Box 429, Hillsborough, NC 27278
919-296-9470 | Fax: 919-644-2390
planning@hillsboroughnc.gov
www.hillsboroughnc.gov

Please review Chapter 7, Article 3 of the Hillsborough Code of Ordinances to determine if your event requires a special event permit. **The application must be received 60 days in advance of the event.**

Name of event: The Fast and the Furriest 5k for the Animals

Event location address: 415 Dimmocks Mill Road, Hillsborough, NC 27278

Date(s) of event: May 11, 2024

Event setup time: 8:00 AM Event hours: 9:00 AM - 1:00 PM Event breakdown: 2:00 PM

Date(s) of event: _____

Event setup time: _____ Event hours: _____ Event breakdown: _____

EVENT ORGANIZER AND CONTACT INFORMATION

Name of organization/company: Independent Animal Rescue

Organization/company mailing address: PO Box 14232 Durham, NC 27709-4232

Organization status: Formal Informal For-profit Not-for-profit

Event organizer name: Lex Tamvakis

Event organizer phone: 252-413-9990 Event organizer email: lex@animalrescue.net

On-site contact(s) during the event:

Name: Lex Tamvakis Cell phone: 252-413-9990

Name: Sarah Carroll Cell phone: 646-457-1021

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 (includes parades, marches, rallies, and foot and bike races)

General event description:

Please outline the event purpose and elements, including items such as food trucks, car shows, races and vendors.
The Fast and the Furriest 5k for the Animals is a fundraising event for Independent Animal Rescue (IAR), a 501(c)(3) nonprofit (EIN 56-1951483). It has been held virtually in 2021 and 2022, with 2024 being the first year to incorporate an in-person race. Funds raised will go towards IAR's general fund. The event will consist of a 5k race and walk.

Estimated number of people who will attend the event: 150

Estimated peak time(s) of attendance: 9:00 AM-1:00 PM

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

For annual events, the estimated attendance of the last event of this kind: _____

GENERAL EVENT QUESTIONNAIRE

Will tickets be sold or admission or fees charged as part of the event? Yes No

Will alcohol be sold or provided as a part of this event? Yes No

If yes regarding alcohol:

Indicate the vendor(s) and/or ABC permit holder(s) responsible for the alcohol sales or distribution and attach a copy of the ABC permit(s) for each vendor:

***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 and beverage tax.*

Will vendors be on site selling goods, crafts or wares during the event? Yes No

Will vendors be on site selling food or beverages during the event? Yes No

***Note:** Vendors without a physical location in town and food trucks without Town of Hillsborough Food Truck Permits must pay the food and beverage tax in advance of selling prepared food or beverage. For the tax application, see the Financial Services Department page on the town website, hillsboroughnc.gov.*

List name(s) of the vendors:

Will you solicit donations as part of the event? Yes No

If yes, for what cause or organization? Independent Animal Rescue

Will you bring additional equipment, such as stages, microphones and amplification? Yes No

Please explain: We will potentially bring a small PA System for announcements and/or addressing attendees

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

Note: Special event signage *must be applied for and permitted separately BEFORE signage is placed around town. See the Reservations page on the town website, hillsboroughnc.gov.*

Will tents be erected for the event? Yes No

If yes, how many and what size? Each exhibitor will have a 10x10 space to set up a tent and/or table. We expect 5-10 booths/tents.

Note: Tents may require a permit and inspection by the Orange County Fire and Life Safety Division depending on size and number. Tents should be shown with location and dimensions on the event map or layout.

Will you provide (portable) restroom facilities? Yes No

Note: Depending on attendance numbers and duration, restroom facilities must be provided by special event organizers. Restrooms of local businesses and town and county facilities may complement but not be a substitute for providing adequate restrooms for the event.

Will you provide (portable) handwashing facilities? Yes No

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? Yes No

- | | |
|--|---|
| <input type="checkbox"/> Road closures | <input type="checkbox"/> Police coverage |
| <input type="checkbox"/> Traffic control | <input type="checkbox"/> Trash and recycling rollouts |
| | Number of rollouts _____ |

EVENT MAP AND LAYOUT REQUIREMENTS

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

- Traffic flow — Include any streets requested to be closed or obstructed (law enforcement will determine locations of barriers and officers).
- Event route — Clearly show route if the event includes an event such as a parade or greenway closure.
- Parking areas — Note areas where event attendees will be directed that are adequate for the event attendance. The Eno River Parking Deck has 400 parking spaces.
- Pedestrian access and flow.
- Location of —
 - Any concession stand, food truck(s), booth, or other temporary structures, tents, stages or facilities.
 - Proposed fences, stands, platforms, benches, or bleachers.
 - Restroom and handwashing facilities.

Note: A street map and Gold Park map are available on the town’s website. Google Maps is another resource and can be easily marked up. Contact staff if you need assistance with providing an event layout or route map.

FOR OFFICE USE ONLY

Application received by: Kelsey Carson _____

Date: __3/1/2024_____ Fee paid: ___\$55_____

Date information emailed out: __3/5/2024_____

Permit Status

Approved: Yes No

Explanation: _____

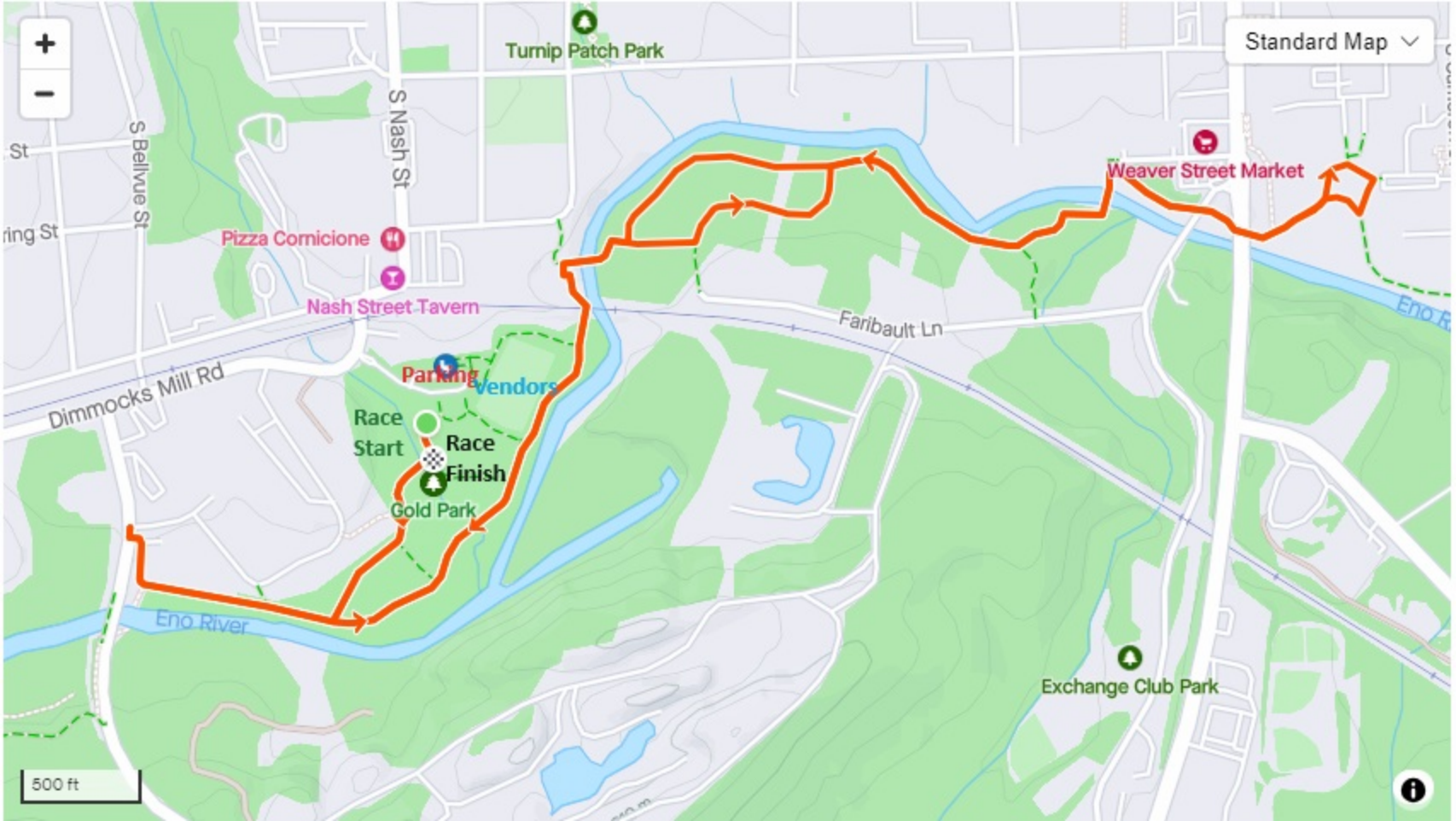
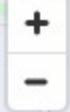
Date permit issued: _____

Approved with any conditions: _____

By: _____ Date _____
Name of town staff member

Forwarded to:

- Hillsborough Communications Division
- Hillsborough Financial Services Department (Food and Beverage Tax)
- Hillsborough Police Department
- Hillsborough Public Space Manager
- Hillsborough Public Works Division
- North Carolina Department of Transportation (DOT road closures)
- Orange County Asset Management Services (Visitors Center, library, courthouses)
- Orange County Department of Environment, Agriculture and Parks and Recreation (River Park)
- Orange County Fire and Life Safety Division
- Orange County Sheriff's Office
- Orange Rural Fire Department



Turnip Patch Park

S Nash St

S Bellevue St

Pizza Cornicione

Nash Street Tavern

Weaver Street Market

Faribault Ln

Dimmocks Mill Rd

Parking

Vendors

Race Start

Race Finish

Gold Park

Eno River

Exchange Club Park

500 ft

