



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: River Park Concert Sustainer Event on Friday 4/19 and RPC2024 FREE concert c

Event location address: 140 East Margaret Lane (4/20) & Farmer's Market Pavillion (4/19)

Date(s) of event: 4/19/24

Event setup time: 4pm Event hours: 6-8:30pm Event breakdown: 9pm

Date(s) of event: 4/20/24

Event setup time: 8am Event hours: Noon-7:30pm Event breakdown: 8pm & next day

EVENT ORGANIZER AND CONTACT INFORMATION

Name of organization/company: WHUP-FM & Triangle Music Alliance (TMA)

Organization/company mailing address: 238 South Nash Street, Hillsborough, NC 27278

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

Event organizer name: David Hays & Bob Burtman

Event organizer phone: 919-931-3977 Event organizer email: david@trianglemusicalliance.com, bburtman@gmail.com

On-site contact(s) during the event:

Name: David Hays Cell phone: 919-931-3977

Name: Scott Pasley Cell phone: 919-522-7993

GENERAL EVENT INFORMATION

Type of event:

- Private event on private property Public event on public property 4/20/2024
 Private event on public property 4/19/24 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 4/19 Sustainer and event sponsor event is a Private event held at the Farmer's market pavillion from 6-8:30pm for River Park Concert

The Sustainer/sponsor event will feature a live band and cookout with volunteers

The River Park Concert FREE event will be on Saturday, 4/20 in the River Park from Noon-7:30pm

There will be 4 Food Trucks in a food truck rodeo, Whits custard, and a Beer Garden with Beer and Cider for sale by volunteers

Estimated number of people who will attend the event: 2,000

Estimated peak time(s) of attendance: 4/19 - 7-8pm, 4/20 4-7pm

Maximum capacity of event location (number of persons, if applicable): 3,000

For annual events, the estimated attendance of the last event of this kind: 2,500

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:

WHUP-FM is Limited Special Event ABC Permit Holder

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:

Hillsborough Art's Council Artists - total of 15

Gussies Food Truck, Whits Custard, Karala Curry Food Truck, and two more food truck for a total of 4

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

If yes, for what cause or organization? _____

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

Please explain: We will have a mobile stage in the River Park like last year

Will any items be left at the event site overnight? Yes No

Please explain: Event Stage will be dropped on 4/19 and taken out 4/20. Port a potties delivered 4/19 and taken out 4/21

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? 15-20 (10*10) tent and 1 (10*20) Tent

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

- Road closures
- Traffic control

- Police coverage
- Trash and recycling rollouts
- Number of rollouts 1 time

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.

EVENT LIABILITY INSURANCE

Event organizers and/or property owners need to insure themselves from liability in case event attendees injure 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:

Lee-Moore Insurance Agency

Contact information for broker/agent providing coverage:

Alex Maiolo 919-932-9990 (office), leemooreinsurance@gmail.com

EVENT PROPERTY USE PERMISSION

If the event will be on property not owned or managed by the event organizer, then the property owner must indicate consent below for the use of the property:

Orange county parks and recreation deptD - Travis Bogel

224-500-6696

Name of property owner

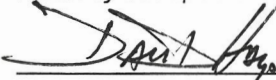
Phone

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 that 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

2/19/2024

Date

SUBMITTAL DIRECTIONS:

The following methods may be used:

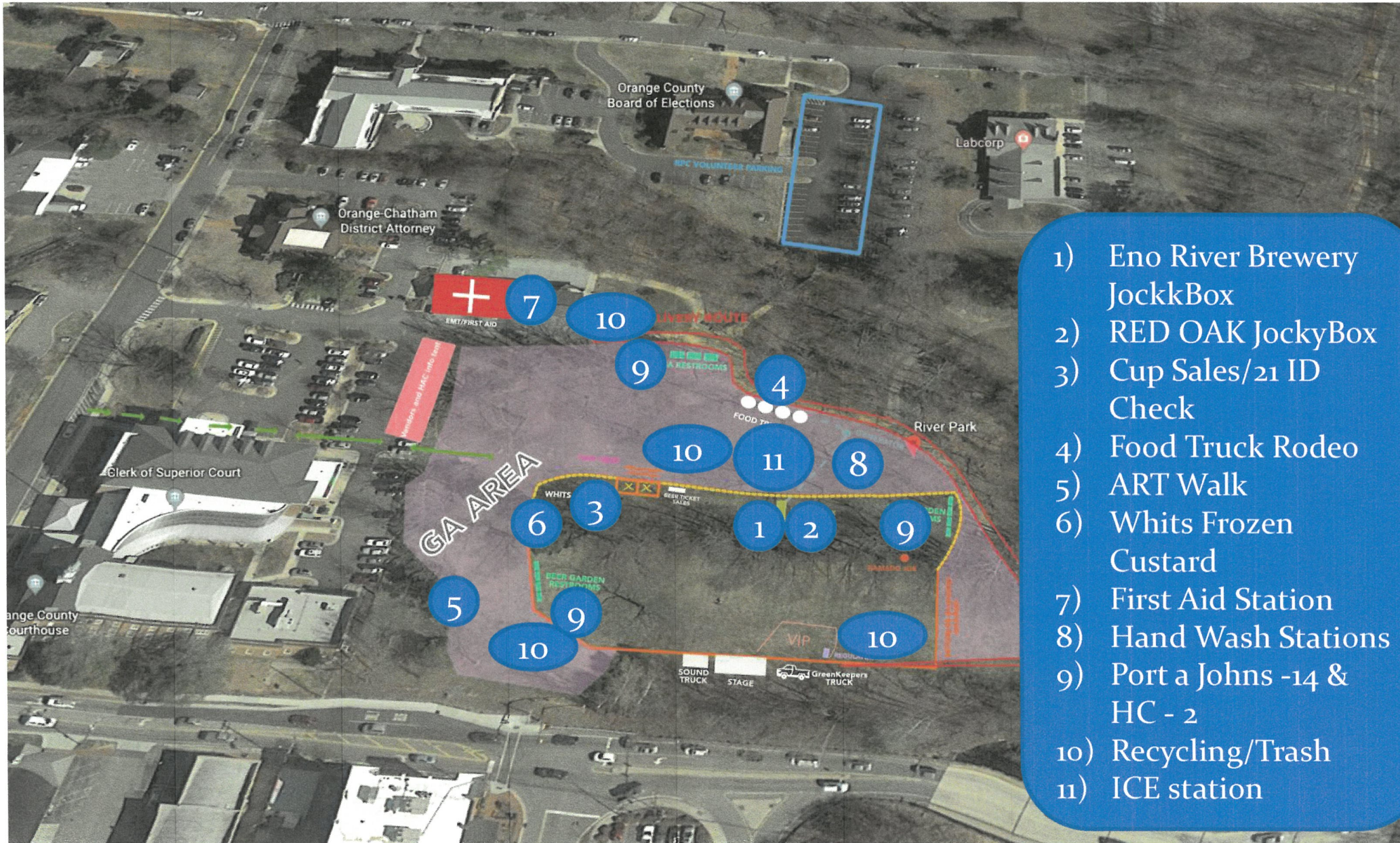
- Submit electronically to Planning Technician Kelsey Carson at kelsey.carson@hillsboroughnc.gov.
- Submit paper copy to:
Hillsborough Planning Department
ATTN: Planning Technician Kelsey Carson
PO Box 429
101 E. Orange St.
Hillsborough, NC 27278

River Park Concert 2024 Site MAP

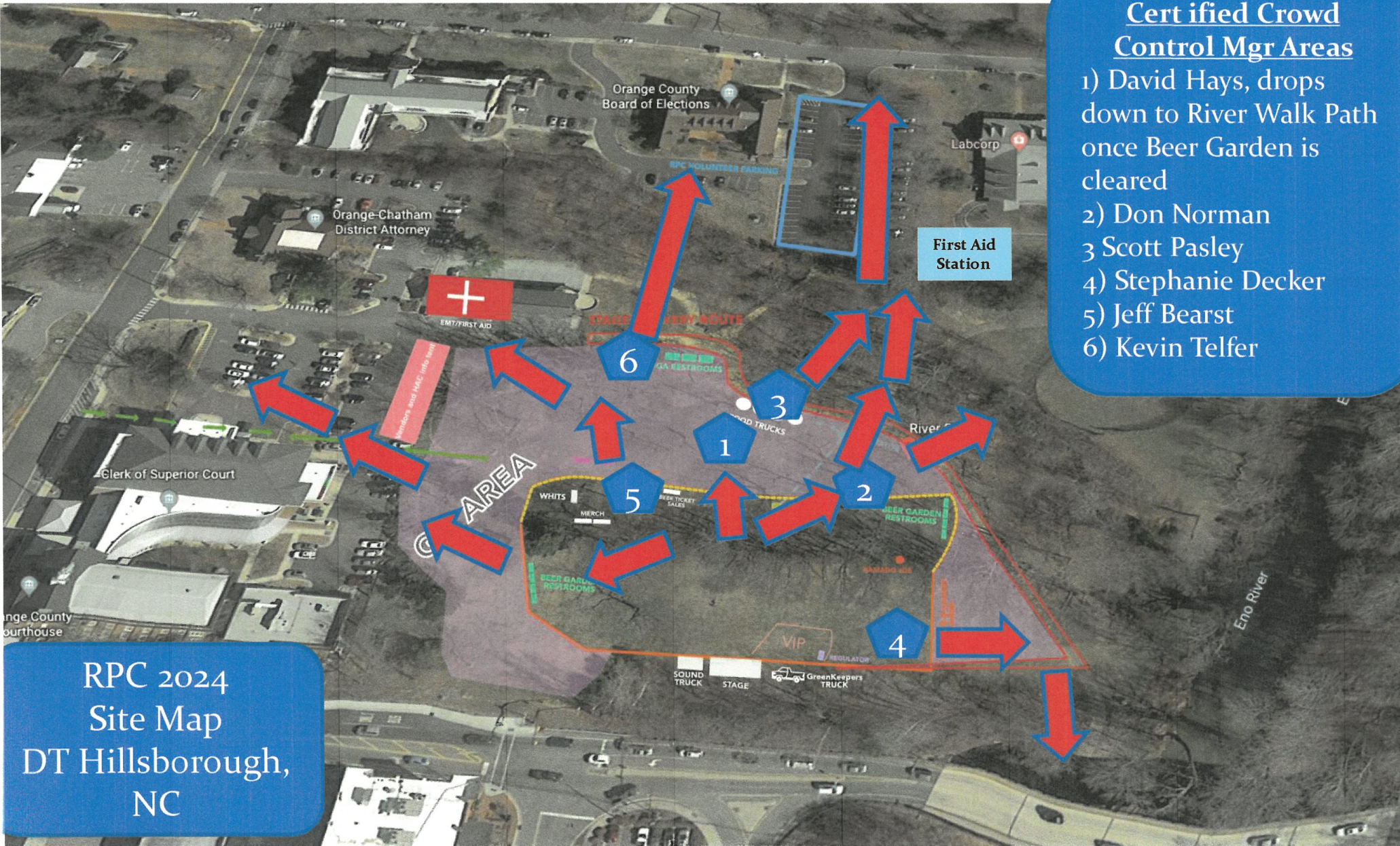


RPC 2024
Site Map
DT Hillsborough,
NC

River Park Concert 2024 Site MAP



River Park Concert Emergency Action PLAN



Certified Crowd Control Mgr Areas

- 1) David Hays, drops down to River Walk Path once Beer Garden is cleared
- 2) Don Norman
- 3) Scott Pasley
- 4) Stephanie Decker
- 5) Jeff Bearst
- 6) Kevin Telfer

RPC 2024
Site Map
DT Hillsborough,
NC

FACILITY SALES RECEIPT

Receipt # **390633**
Payment Date: 02/21/24
Household: 30950

Bonnie B Davis Environment and Agricultural Center
1020 US 70 West
Suite 140A
Hillsborough NC 27278
Phone: (919)245-2660
www.orangecountync.gov

WHUP FM
111 1/2 N Churton Street
Hillsborough NC 27278
wdhaysjr27278@gmail.com

Hm Ph: (919)931-3977

Reservation Updated: David Price Farmers' Market Pavilion, David Price Farmer's Market Pavilion

Address: 140 E. Margaret Lane, Hillsborough, NC, 27278
Reserv. Contact: **WHUP FM**
Phone Number: **(919)931-3977**
Reserv. Number: 58499
Status: Firm
Purpose: River Park Concert Sustainer & Sponsor Dinner
Anticipated Count: 150

<u>Date(s) And Times</u>	<u>New Fees</u>	<u>Total Fees</u>	<u>New Paid</u>	<u>Total Paid</u>	<u>Amount Due</u>
Fri 04/19/2024 6:00P to 9:00P	0.00	15.00	15.00	15.00	0.00

FACILITY SALES RECEIPT

Receipt # 390633
Payment Date: 02/21/2024
Household: 30950

Do you propose to sell items during this event? No

If yes, please describe: n/a

All planned activities and equipment involved, must be stated on the application. Items like bounce houses and children's water rides/activities are **not** allowed at our parks per the County's Facilities Use Policy. Reservations found planning to have these items at their reservation will be flagged from making future reservations. By checking the box above, you certify you will **not** have these items at your reservation.: Yes

Reservation Updated: River Park, River Park Grounds

Address: 140 E. Margaret Lane, Hillsborough, NC, 27278
Reserv. Contact: **WHUP FM**
Phone Number: **(919)931-3977**
Reserv. Number: 58499
Status: Firm
Purpose: River Park Concert
Anticipated Count: 2000

<u>Date(s) And Times</u>	<u>New Fees</u>	<u>Total Fees</u>	<u>New Paid</u>	<u>Total Paid</u>	<u>Amount Due</u>
Sat 04/20/2024 8:00A to 10:00P	0.00	325.00	325.00	325.00	0.00