



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: Hillsborough Walks With Pretty In Pink

Event location address: Eno River Brewing- 329 Eno Mountain Rd + Riverwalk

Date(s) of event: 11/7/2026

Event setup time: ~~8am-9am~~ Event hours: ~~9am-11:00am~~ Event breakdown: ~~11:20am-12pm~~

Date(s) of event: 7:30am-8:30am 8:30am-10am 10am-11am

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

EVENT ORGANIZER AND CONTACT INFORMATION

Name of organization/company: Pretty In Pink Foundation

Organization/company mailing address: 5170 Glenwood Ave Suite 360, Raleigh NC 27612

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

Event organizer name: 1. Heather Sullivan 2. Meagen Clark

Event organizer phone: [REDACTED] Event organizer email: [REDACTED]

On-site contact(s) during the event:

Name: Heather Sullivan Cell phone: 910-520-9308

Name: Meagen Clark Cell phone: 919-530-9660

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.
Breast Cancer awareness walk to support Pretty In Pink in their mission to financially assist women battling breast cancer. T-Shirts and entry tickets will be sold in advance and at the time of the event to attend the walk. Eno River Brewing will serve as the "hub" for the event- providing parking, restrooms, rest areas, a start/stop point and an area for any vendors/food trucks to set up. Vendors/food trucks are TBD at this time but will be provided via email once determined.

Estimated number of people who will attend the event: 75? can provide a better estimate once ticket sales begin

Estimated peak time(s) of attendance: ~~900-1000~~ 9am-10am

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:

Eno River Brewing- alcohol will be stricly kept on brewery property.

***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:

TBD- will email with full info once determined.

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

If yes, for what cause or organization? Pretty In Pink Foundation (Breast Cancer Treatment)

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

Please explain: microphone, speaker

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

Please explain: n/a

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? potential for vendors to set up 10x10 or smaller pop-up style 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? in Eno River Brewing

☒ 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? in Eno River Brewing

☒ 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

☐ Police coverage

☐ Traffic control

☐ 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.

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:

United States Liability Insurance Company, Policy# SE 1211434, 24/7# 1-888-875-5231

Contact information for broker/agent providing coverage:

**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:

SPENCER WELBORN
Name of property owner

919 475 2221
Phone

S.W.
Signature of property owner

9/21/2026
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.

Heather Sullivan / Mayor Clerk
Applicant signature

9/21/2026
Date

SUBMITTAL DIRECTIONS:

The following methods may be used:

- Submit electronically to Planning Technician Dakota Kimbrough at dakotah.kimbrough@hillsboroughnc.gov
- Submit paper copy to:
Hillsborough Planning Department
ATTN: Planning Technician Dakota Kimbrough
PO Box 429
101 E. Orange St.
Hillsborough, NC 27278

FOR OFFICE USE ONLY

Application received by: Dakotah Kimbrough

Date: 9/23/2026 Fee paid: TYLX124896000

Date information emailed out: 10/6/2026

Permit Status

Approved: ☐ Yes ☐ No

Explanation: _____

Date permit issued: _____

Approved with any conditions: _____

By: _____
Name of town staff member

Date

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



Eno River Brewing LLC
Eno River Brewing
329 Allison Street
Hillsborough, NC 27278

ISSUED: 11/15/2023
COUNTY: Orange
TYPE: LLC Mana

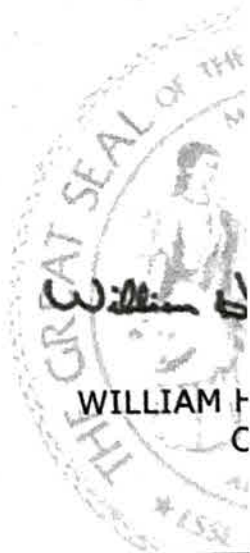
PERMIT NUMBER	ORIGINALLY ISSUED	DESCRIPTION
00324021BM	11/15/2023	Brewery
00324021BW	11/15/2023	Malt Beverage Wholesaler
00324021DG	11/15/2023	Malt Beverage Special Event

FILE NUMBER:

Image not
found

00324021CM-999

Pursuant to G.S. 18B-903, these permit(s) are valid only for the business listed at this address, are not transferable, and will automatically expire with an ownership change. See authorization(s) on the **back**.





Eno River Brewing LLC
Eno River Brewing
329 Allison Street
Hillsborough, NC 27278

ISSUED: 04/07/2023
COUNTY: Orange
TYPE: LLC Mana

PERMIT NUMBER	ORIGINALLY ISSUED	DESCRIPTION
00324019AJ	12/01/2023	On-Premises Malt Beverage
00324019AL	12/01/2023	On-Premises Unfortified Wine
00324019AN	07/17/2024	On-Premises Fortified Wine
00324019MB	07/17/2024	Mixed Beverages Bar

Permit(s) listed in **BLUE** must be registered by **April 30th** every year.
Permit(s) listed in **RED** expire on **04/30/2027** and must be renewed each year.



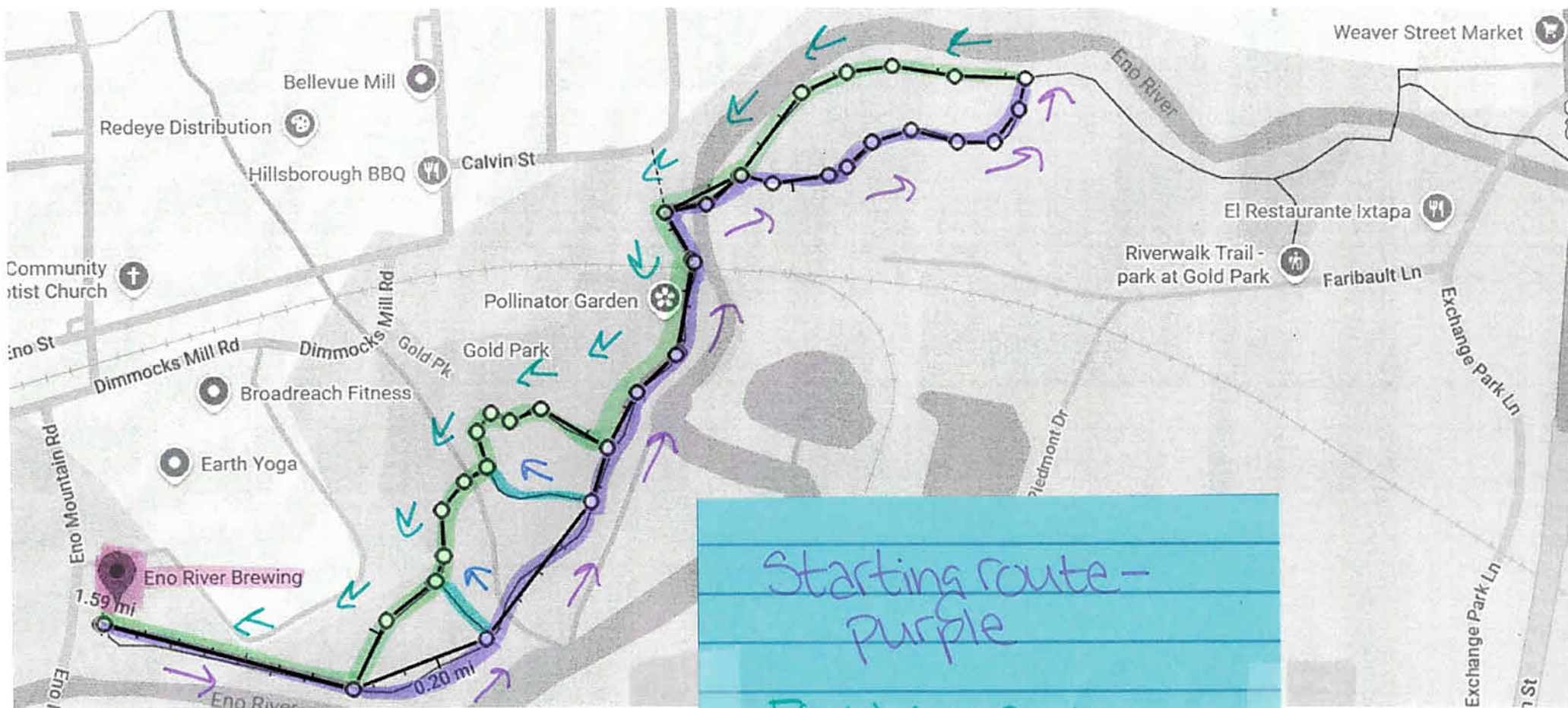
FILE NUMBER:

00324019AJ-999

William H

WILLIAM H

Pursuant to G.S. 18B-903, these permit(s) are valid only for the business listed at this address, are not transferable, and will automatically expire with an ownership change. See authorization(s) on the **back**.



Starting route -
purple

Finishing route -
green

Shortcuts/shorter
routes/blue

Begin + End at Eno River
Brewing