



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: FlushFest
 Event Location Address: 711 Eno St
 Date(s) of event: 6-3-2023
 Event Set Up Time: 7am Event Hours: 10am-11pm Event Break Down: 10:45pm
 Date(s) of event: _____
 Event Set Up Time: _____ Event Hours: _____ Event Break Down: _____

EVENT ORGANIZER & CONTACT INFORMATION

Name of Organization/Company: After the Rain
 Organization/Company mailing address: 301 Jones Ave Hillsborough, NC 27278
 Organization Status: ☐ Formal ☐ Informal ☐ For-profit ☒ Not-for-profit
 Event Organizer Name: Grace Beeler
 Event Organizer Phone: 919-259-1113 Event Organizer Email: gracebeeler1@gmail.com

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

Name: Peter Estep Cell Phone: 919-259-3159
 Name: Grace Beeler Cell Phone: 919-259-1113

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):

A fundraiser for our non-profit (After the Rain) using musicians and other performers.

3 possibly 4 food trucks will be used -

as per the insurance attendees will be allowed to bring their own food and beverage incl

Bathroom on premise but a portable toilet(s) may be rented

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

Estimated peak time(s) of attendance: 3pm-7pm

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

If the event is annual, the estimated attendance of the last event of this kind: 180

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:

To be determined

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

If yes, for what cause or organization? After the Rain

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

Please Explain: small PA system

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? 2 - 12x12

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:

Erie Insurance

Contact information for broker/agent providing coverage:

The Insurance Pros - Anna Herron agent (919) 294-6613

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:

Peter Estep

Name of Property Owner

919-732-1886

Phone

Peter Estep

Signature of Property Owner

2-20-2023

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.

Peter Estep

Applicant Signature

2-20-2023

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: Evan PunchDate: 3/2/2023Fee Paid: YESDate information emailed out: 3/30/2023**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: _____



Compose



Inbox

703



Sent



Drafts

36



Spam

2



More

Labels



Travel

1



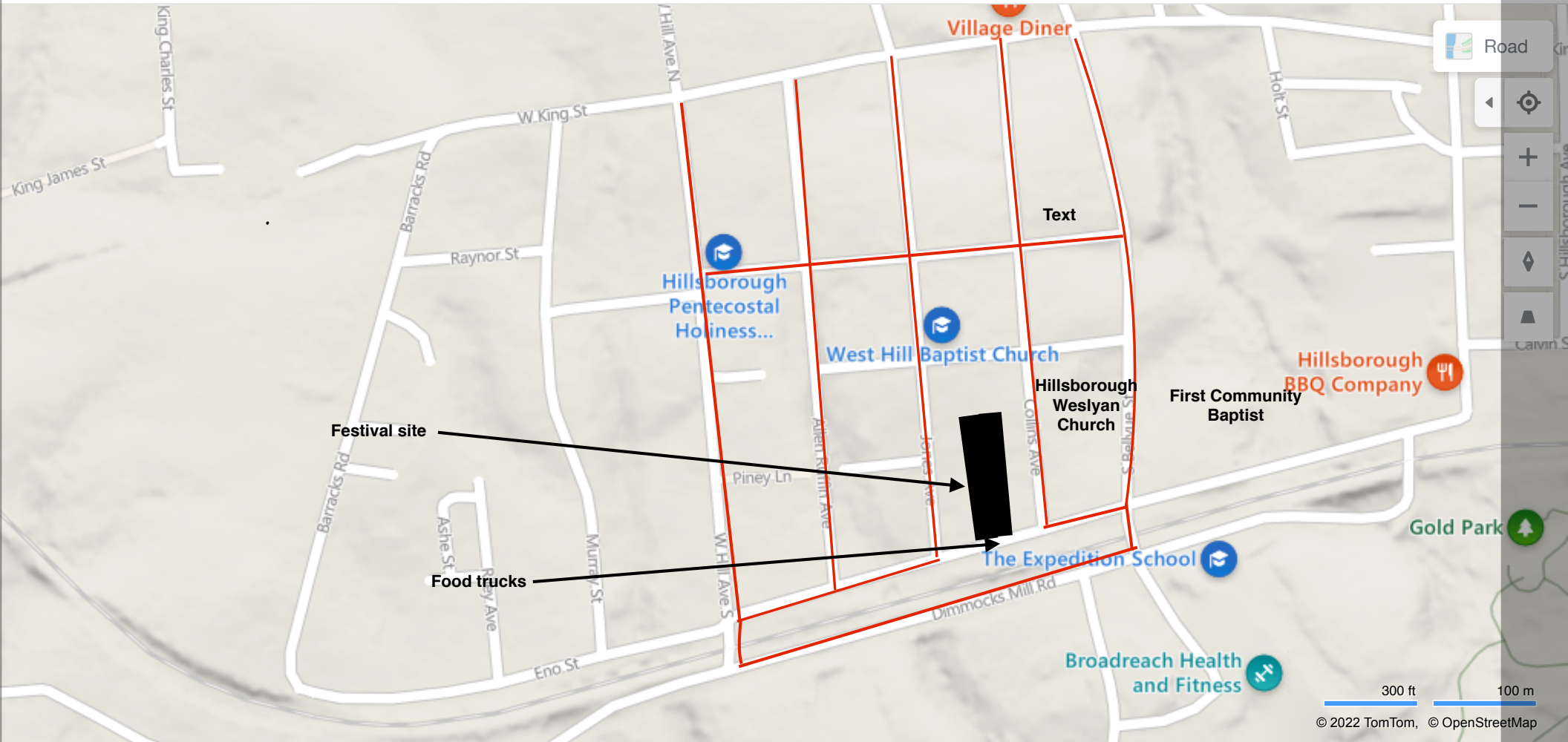
More

Proposal for Eno St detour on June 3rd, 2023 for the annual FlushFest celebration.

February 2023

We would like to request to block off Eno St in front of the festival grounds between Jones and Collins to accommodate up to 4 food trucks and give us more room on the festival site. (We currently do not have any trucks lined up but can update as we go along.) The road blockages would not be for the entire block - the neighbors on each side of 711 Eno would still have access to their driveways. We would need 2 sawhorse barricades for each end of the festival on Eno St. Directional signs would be placed on Collins and Jones.





From: noreply@municipalonlinepayments.com
To: [Evan Punch](#)
Subject: Payment Notification - Pay a special event fee (permits and event signage)
Date: Thursday, March 2, 2023 11:39:14 PM



Town of Hillsborough

This is your payment receipt.

Confirmation Number
3DKD7CRGNT

Payer Contact Info
peterestep@gmail.com

Payment Method
*****4750

Pay a 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):

FlushFest
application 6-3-2023
at 711 ENO ST

Base Price	\$20.00
------------	---------

Total	\$20.00
--------------	----------------

[Municipal Online Services](#)

[Login](#)