



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: Outlandish Friday Night Ceilidh
Event location address: Hillsborough Visitor Center, then Historic Courthouse, 150 E King St
Date(s) of event: 9/25/26
Event setup time: 4pm Event hours: 5:30-8:30pm Event breakdown: 9pm
Date(s) of event: 9/26/26
Event setup time: 8am Event hours: 10am-4pm Event breakdown: 6pm

EVENT ORGANIZER AND CONTACT INFORMATION

Name of organization/company: Alliance for Historic Hillsborough
Organization/company mailing address: 150 E King st, Hillsborough, NC 27278
Organization status: ☐ Formal ☐ Informal ☐ For-profit ☒ Not-for-profit
Event organizer name: _____
Event organizer phone: _____ Event organizer email: _____
On-site contact(s) during the event:
Name: _____ Cell phone: _____
Name: _____ Cell phone: _____

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.
It will be a night of Scottish music, performances, and dancing on the Dickson House lawn
Then we are working with HAC's Last Fridays at the courthouse in the evening. The full
Outlandish festival is being held on 9.26 at Ayr Mount so we are not filing a permit for it,
but we will need road closures on that day along Court St for our event shuttle

Estimated number of people who will attend the event: 400

Estimated peak time(s) of attendance: 6pm

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

For annual events, the estimated attendance of the last event of this kind: 400

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:

Food and Bev: Quench 305, Starfish Bakery

Other vendors: Wrenn Works, Monroe School of Highland Dance, Andrew Prioli - Bagpiper

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 speakers for music

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? 4-10'x10' 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

☒ 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:
Colonial Insurance

Contact information for broker/agent providing coverage:
Carla Moore, (919)-732-2191

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:

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.

Ben Marklin

5/22/2026

Applicant signature

Date

SUBMITTAL DIRECTIONS:

The following methods may be used:

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

FOR OFFICE USE ONLY

Dakotah Kimbrough

Application received by: _____

Date: _____ Fee paid: TYLX101546844

Date information emailed out: _____

Permit StatusApproved: ☐ 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



Outlook

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

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

Date Tue 8/4/2026 10:06 AM

To Shannan Campbell <Shannan.Campbell@hillsboroughnc.gov>; Dakotah Kimbrough <dakotah.kimbrough@hillsboroughnc.gov>



Town of Hillsborough

This is your payment receipt.

Confirmation Number
TYLX101546844

Payer Contact Info
ben@historichillsborough.org

Payment Method
*****3450

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):

Friday Night Ceilidh, public event on private property

Base Price	\$50.00
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Total	\$50.00
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[Municipal Online Services](#)

[Login](#)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/13/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Colonial Insurance Agency Hillsborough 103 Millstone Dr. Suite A Po Box 490 Hillsborough NC 27278		CONTACT NAME: Carla Moore PHONE (A/C, No. Ext): (919)732-2191 E-MAIL ADDRESS: carla@colonial-agency.com FAX (A/C, No): (919)732-2192	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A : Auto Owners Ins Co	
		NAIC # 18988	
INSURED ALLIANCE FOR HISTORIC HILLSBOROUGH 150 E King St Hillsborough NC 27278		INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y	N	35097265	11/03/2025	11/03/2026	EACH OCCURRENCE \$ 1000000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50000 MED EXP (Any one person) \$ 5000 PERSONAL & ADV INJURY \$ 1000000 GENERAL AGGREGATE \$ 2000000 PRODUCTS - COMP/OP AGG \$ 2000000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB ☐ EXCESS LIAB DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☐	N / A	Y	A106561328	11/03/2025	11/03/2026

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Orange County is listed as additional insured with reference to General Liability. 30 Day Notice of Cancellation applies to general liability and workers compensation. Waiver of Subrogation applies to Workers Compensation. .

CERTIFICATE HOLDER**CANCELLATION**

Orange County 300 West Tryon Street PO Box 8181 Hillsborough NC 27278	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Carla J Moore</i>
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Fax:

Email:

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ACORD 25 (2016/03)

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ORANGE COUNTY
NORTH CAROLINA
Asset Management Services

Asset Management Services
306 Revere Rd.
Hillsborough, NC 27712

March 8th, 2024

Amanda Boyd
Executive Director, The Alliance for Historic Hillsborough
150 E. King Street
Hillsborough, NC 27278

Re: Use of grounds by the Alliance for Historic Hillsborough for events

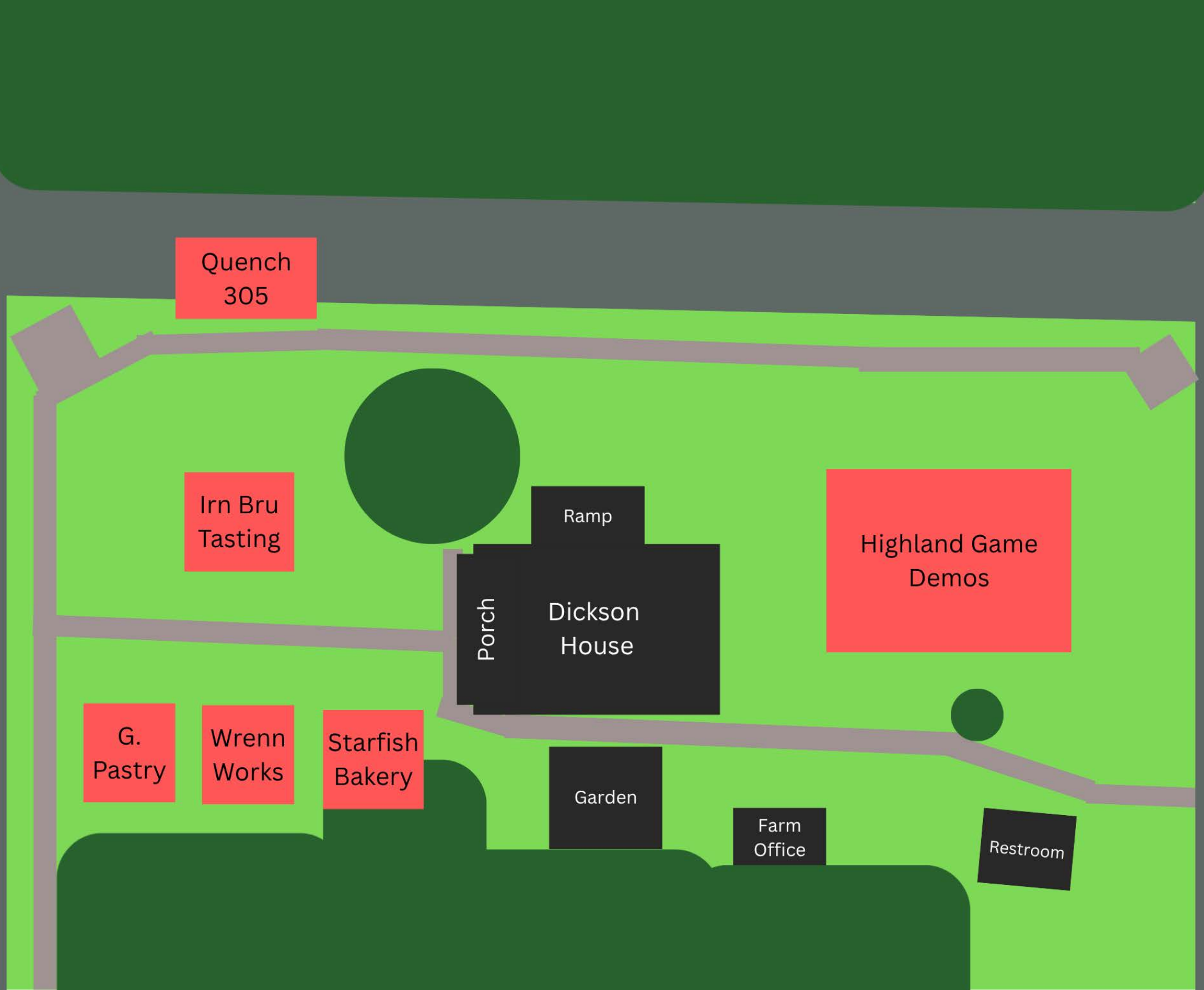
Ms Boyd,

Pursuit to the lease issued December 4, 2017, the Alliance for Historic Hillsborough may use the Dickson House facility and grounds as it so chooses so long as it does not violate any section of the lease. As the use of the facility and grounds for events sponsored or supported by the Alliance for Historic Hillsborough is in keeping with the typical use of the property, this use does not violate the lease agreement.

Thanks,

Alan Dorman

Alan Dorman
Assistant Director
Asset Management Services
306 Revere Rd.
Hillsborough, NC 27278



Quench
305

Irn Bru
Tasting

G.
Pastry

Wrenn
Works

Starfish
Bakery

Porch

Dickson
House

Ramp

Garden

Farm
Office

Restroom

Highland Game
Demos