



TOWN OF
HILLSBOROUGH

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: "Light Up The Night" Holiday Parade and Tree Lighting Ceremony

Event Location Address: See online map: www.hillsboroughchamber.com/light-up-the-night-holiday-parade/

Date(s) of event: 12-3-2023

Event Set Up Time: 1:00 pm Event Hours: 4:00-6:00 pm Event Break Down: n/a

Date(s) of event: 12-3-2023

Event Set Up Time: 3:00 pm Event Hours: 4:00-7:15 pm Event Break Down: 7:30 pm

EVENT ORGANIZER & CONTACT INFORMATION

Name of Organization/Company: Hillsborough/Orange County Chamber of Commerce

Organization/Company mailing address: 200 North Churton Street

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

Event Organizer Name: Scott Czechlewski

Event Organizer Phone: 919-732-8156 Event Organizer Email: scott@hillsboroughchamber

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

Name: Scott Czechlewski

Cell Phone: 910-338-8203

Name: Erika Isley

Cell Phone: 336-567-5153

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):

Holiday parade lineup starting at Hwy 70/N. Churton St. Parade begins at Corbin St/Churton St. and ends at East

Margaret/Cameron. Tree lighting at Old Courthouse; food trucks, music, tree lighting, and singing. Running of

Elves road race (before the parade) begins at Mitchell Street to Corbin and joins parade route. Parade returns via N. Cameron St.

Estimated total number of people that will attend the event: 5,000

Estimated peak time(s) of attendance: 4:00-7:00 pm

Maximum capacity of event location (number of persons, if applicable): n/a

If the event is annual, the estimated attendance of the last event of this kind: 5,000

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? _____

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

Please Explain: PA system and lights

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? To be determined

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:

West Bend Mutual Insurance Company

Contact information for broker/agent providing coverage:

Adam Fryer / 608-410-3002 (coverage not finalized until 60 days from event date)

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:

Orange County Asset Management Services

919-245-2625

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 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.

Scott Czechlewski

9/1/2023

Applicant Signature

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 Punch

Date: _____

Fee Paid: YES

Date information emailed out: 10/6/2023

Permit Status

Approved YES NO Explanation: _____

Date Permit Issued: _____

Approved with any conditions: _____

By: _____

Date: _____

Town Staff Member

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: _____

2023 Hillsborough Holiday Parade and Tree Lighting Map of Line-Ups and Services



HILLSBOROUGH
Light Up The Night
HOLIDAY PARADE

Presented By

Hillsborough ORANGE COUNTY CHAMBER OF COMMERCE
Hillsborough COUNTY CHAMBER OF COMMERCE



Safety Guidelines for Drivers, Motorized Entries and Other Participants in the Hillsborough Holiday Parade

The Hillsborough/Orange County Chamber of Commerce places the utmost importance on the safety of all participants and spectators in the Hillsborough Holiday Parade and Tree Lighting Ceremony. The following safety guidelines have been established to help ensure a safe and enjoyable holiday parade for everyone involved, and will be distributed to all parade participants before the parade. It is crucial to prioritize safety, reduce the risk of accidents through education and vigilance, and be prepared for unexpected situations that may arise during the event.

1. Driver Qualifications

- a. All drivers operating ANY motorized vehicle (car, truck, motorcycle, tractor, firetruck, etc.) must be at least 25 years of age. Only experienced and legally licensed drivers will be allowed to operate a vehicle participating in the parade. The Hillsborough Police or a parade volunteer will check driver's licenses the day of the parade to ensure compliance.
- b. Drivers will be given a map to familiarize themselves with the parade route and ingress/egress from the parade.

2. Vehicle Inspection

- a. Entrants shall thoroughly inspect all vehicles prior to the parade to ensure good working condition, including: brakes, lights, steering, tires, wiper blades, defrosters, other critical systems, and fluid leaks.

3. Speed Limits and Safe Distances

- a. Drivers, cyclists, etc. must strictly obey parade route speed limits and maintain a safe following distance from other vehicles, walkers in the parade, floats, etc.

4. No Alcohol or Substance Use

- a. Drivers and passengers in all parade entries (motorized or otherwise) are not allowed to consume alcohol or any substances prior to or during the parade and tree lighting ceremony.

5. Seat Belts, Restraints and Float Safety

- a. All occupants in vehicles are required to wear seat belts or appropriate restraints, and secure any loose objects inside and outside of the vehicle.

b. All floats where children will be riding, shall have two (2) accompanying adults. Children under the age of eight should be harnessed or restricted on the float to avoid the chance they can fall off the float.

6. Vehicle Decorations

- a. Decorations must not obstruct the driver's view or interfere with vehicle controls.
- b. All decorations are to be examined by parade entrants to ensure they are securely fastened to the vehicle.

7. No Excessive Maneuvers

- a. Sudden starts, stops and sharp turns are forbidden, unless performed in the act to avoid an accident.
- b. Stunts, such as wheelies (whether motorcycle, bicycle, etc.), are strictly forbidden.

8. Throwing of Objects

- a. Throwing of any objects (candy, frisbees, balls, etc.) from vehicles or by other parade entrants is forbidden.

9. Animals

- a. Any animals participating in the parade must be properly and securely leashed/under rein any time they are on or near the parade route. Owners/handlers must maintain control of animals at all times.

10. Communication

- a. Parade volunteers will use communication devices to stay in contact with parade organizers and drivers.

11. Spectator Awareness

- a. Drivers will be instructed to be vigilant for spectators, especially children, who may step onto the parade route.
- b. Use of horn and lights to alert spectators, if necessary, is encouraged.

12. Weather Conditions

- a. Entrants will be advised to prepare for adverse weather conditions, including lowering speeds and exercising the utmost caution in rain, snow, or fog.

13. Parking and Staging

- a. Parade volunteers and Hillsborough Police will provide directions for moving floats and other entries into position.
- b. Parade entrants must follow the schedule for the parade line-up and adherence to assigned placement in the parade to avoid issues and excessive movements along on the established staging area.

14. Parade Officials' Instructions

- a. Entrants should follow the instructions and guidance of parade officials and volunteers.

15. Street Access

- a. Hillsborough Police and other Town employees will place and maintain barriers to close off various streets to limit and deny traffic interaction with the parade route and participants.

16. Vendors

- a. Only vendors approved by parade organizers are allowed near the parade route and tree lighting ceremony and must set up within the designated areas they are assigned.

17. Oversized Floats

- a. Oversized floats are not allowed. Discretion regarding size is determined by parade organizers. Check with organizers prior to parade for guidelines or to discuss allowable entries.

18. Firearms, Fireworks and Explosive Devices

- a. Firearms, weapons, firecrackers and any other explosive devices of any kind are strictly forbidden.

19. Additional Safety Precautions

Please Note: additional safety precautions besides those outlined in these guidelines should be taken by parade participants and spectators to ensure an accident-free event. Please err on the side of caution in all activities in and around the parade.

Questions? Call (919) 732-8156 or email membership@hillsboroughchamber.com.

From: noreply@municipalonlinepayments.com
To: [Evan Punch](#)
Subject: Payment Notification - Pay a routine planning fee (plan reviews, zoning and sign permits, including historic)
Date: Tuesday, September 26, 2023 2:11:47 PM



Town of Hillsborough

This is your payment receipt.

Confirmation Number
F4H74KXKGV

Payer Contact Info
scott@hillsboroughchamber.com

Payment Method
*****9592

Pay a routine planning fee (plan reviews, zoning and sign permits, including historic)

Please tell us what you are paying for (provide name or address of project, permit number, or type of review):

Sign/banner permit and special use permit for Hillsborough Holiday Parade.
Hillsborough/Orange County Chamber of Commerce, 200 N. Churton Street, Hillsborough, NC 27278

Base Price	\$80.00
Total	\$80.00

[Municipal Online Services](#)

[Login](#)