



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: The Big Run 5K

Event Location Address: Eno River Farmers Market Pavilion (144 E Margaret Ln, Hillsborough, NC 27278)

Date(s) of event: June 3, 2026

Event Set Up Time: 3:30 pm      Event Hours: 5 hrs      Event Break Down: 8:30 pm

Date(s) of event: \_\_\_\_\_

Event Set Up Time: \_\_\_\_\_      Event Hours: \_\_\_\_\_      Event Break Down: \_\_\_\_\_

**EVENT ORGANIZER & CONTACT INFORMATION**

Name of Organization/Company: Fleet Feet Carrboro & Durham

Organization/Company mailing address: [REDACTED]

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

Event Organizer Name: Nora Ayers

Event Organizer Phone: [REDACTED]      Event Organizer Email: [REDACTED]

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

Name: Nora Ayers

Cell Phone: [REDACTED]

Name: Jordan Ayers

Cell Phone: [REDACTED]

**GENERAL EVENT INFORMATION**

Type of Event:

- Private Event on Private Property
- Private Event on Public Property
- Street or Greenway Event (Parades, Marches, Rallies, 5Ks, Bike Races)
- Public Event on Public Property
- Public Event on Private Property

General Event Description (Narrative outlining event purpose and elements including food trucks, car shows, races, vendors, etc):

5K run starting/finishing at the Hi. Course will follow the path off the Speedway Track

do a loop around the Oconeechee Speedway Tract and then head back on the riverwalk to the Eno River

Farmer's market pavilion.

we will use a volunteer for the Elizabeth Brady Rd Crossing since we don't expect traffic to be heavy.

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Estimated total number of people that will attend the event: 400

Estimated peak time(s) of attendance: 6-8

Maximum capacity of event location (number of persons, if applicable): 500

If the event is annual, the estimated attendance of the last event of this kind: 350 in 2025

#### **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 : \_\_\_\_\_

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*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:*

**We will have food/snacks to giveaway but all food is included in the registration fee**

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

If yes, for what cause or organization? Girls on the Run of the Triangle

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

Please Explain: music to be played over a speaker, possibly a live band - TBD

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**Will any items be left at the event site overnight?**  YES  NO

Please Explain: \_\_\_\_\_

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**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? 5-6 10X10 pop-up tents

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*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:

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Contact information for broker/agent providing coverage:

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**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:

NC State Parks - Occoneechee Speedway

\_\_\_\_\_  
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.

\_\_\_\_\_  
Applicant Signature

3/11/2026

\_\_\_\_\_  
Date

**SUBMITTAL DIRECTIONS:**

Please submit electronically to: [Evan.Punch@hillsboroughnc.gov](mailto: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: Dakotah Kimbrough

Date: 3/16/2026

Fee Paid: NO

Date information emailed out: 4/21/2026

**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: \_\_\_\_\_

# The Big Run 5K Event Schedule - Jun 3, 2026

**Start/Finish Line Location:** Farmer's Market Pavilion, Downtown Hillsborough, NC

**4:00 PM - 5:30 PM:** Start Line/Finish Line Set Up with Fleet Feet Vendors and Community Partners

**5:30 PM - 6:15 PM:** On-Site Registration and Packet Pickup

**6:30 PM:** Race start (On River Walk)

**6:35 PM:** First Runners get to Occoneechee Speedway

**6:55 PM:** First Finishers

**7:00 PM:** Final Walkers off the Occoneechee Speedway

**7:00 PM:** Post-race refreshments and awards ceremony (Pavilion Area)

**7:45 PM:** Final Walkers Finish Race

**8:00 PM:** Wrap up After Party

**8:30 PM:** Clean Up Ends

# The Big Run 5K - 2023 start/finish line set up



