



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: Generation Life Church Kevin Dendy Memorial 5k Run/Walk

Event Location Address: Gold Park, 415 Dimmocks Mill Rd, Hillsborough, NC 27278

Date(s) of event: 04/06/2024

Event Set Up Time: 6:00AM Event Hours: 6 Event Break Down: 12:00PM

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

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

**EVENT ORGANIZER & CONTACT INFORMATION**

Name of Organization/Company: Generation Life Church

Organization/Company mailing address: PO Box 1273, Hillsborough, NC 27278

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

Event Organizer Name: Abbi Tenaglia

Event Organizer Phone: 919-943-1477 Event Organizer Email: tenagliaabbi@gmail.com

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

Name: Chelsea Peterson

Cell Phone: 910-973-5504

Name: Becky Dendy

Cell Phone: 919-695-5098

**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):

The purpose of this event is to host a 5k run/walk in memory of a church member, Kevin Dendy, who passed away in 2021.

The event will raise funds to go towards the building fund at Generation Life Church.

The primary element of the event is the 5k run or walk as well as kids' outdoor activities, some water stations along the path and a small celebration at the end of the 5k with t-shirts and medals.

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Estimated total number of people that will attend the event: 150-200

Estimated peak time(s) of attendance: 8:00-10:00 AM

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: N/A

#### **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:*

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

If yes, for what cause or organization? Generation Life Church's building fund

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

Please Explain: We'll have some speakers and computer to play music during the event

**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?** 2-4 10x10 tailgate-style pop-up tents with weights may be used at Gold Park

*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:

State Farm

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Contact information for broker/agent providing coverage:

Matt Phillips - matt.phillips.qug2@statefarm.com

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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:

\_\_\_\_\_  
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.

*Abbi Tenaglia*  
\_\_\_\_\_  
Applicant Signature

08/15/2023  
\_\_\_\_\_  
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



Abbi Tenaglia <tenagliaabbi@gmail.com>

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## Parking Usage - April 6, 2024

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paz <paz@mebtel.net>

Wed, Sep 27, 2023 at 4:06 PM

To: Abbi Tenaglia <tenagliaabbi@gmail.com>, Evan Punch <evan.punch@hillsboroughnc.gov>

Hey!

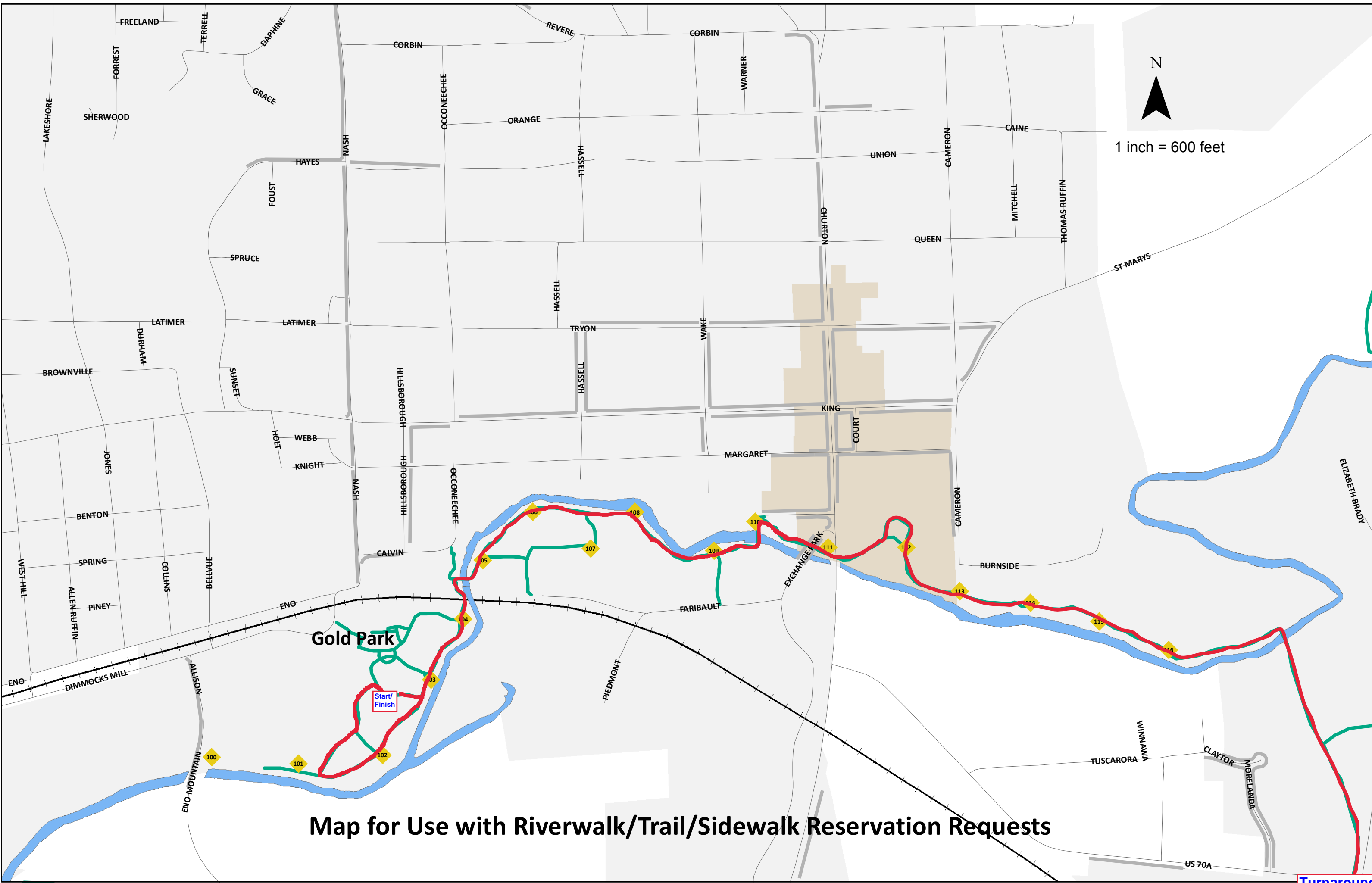
Y'all have our permission to use the back of the lot for your event.

Best.

Scott Pasley

Sent from my Verizon, Samsung Galaxy smartphone

[Quoted text hidden]



1 inch = 600 feet

### Map for Use with Riverwalk/Trail/Sidewalk Reservation Requests




# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/03/2023

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).

<b>PRODUCER</b>  Matt Phillips 73 S Elliott Road  Chapel Hill NC 27514	<b>CONTACT NAME:</b> Matt Phillips <b>PHONE (A/C, No, Ext):</b> 919-929-9552 <b>E-MAIL ADDRESS:</b> matt.phillips.qug2@statefarm.com	<b>FAX (A/C, No):</b> 919-945-0024	
	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> State Farm Fire and Casualty Company <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>		<b>NAIC #</b> 25143
<b>INSURED</b>  Generation Life Church Attn: John Stillman 1519 Pleasant Green Road Durham NC 27705			


**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	ADD INSD	SUB WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<input checked="" type="checkbox"/>	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			93-E9-G490-8	01/19/2023	01/19/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

**CERTIFICATE HOLDER****CANCELLATION**

Town of Hillsborough 101 East Orange St  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  
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	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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**From:** [noreply@municipalonlinepayments.com](mailto:noreply@municipalonlinepayments.com)  
**To:** [Evan Punch](#)  
**Subject:** Payment Notification - Pay a routine planning fee (plan reviews, zoning and sign permits, including historic)  
**Date:** Monday, August 28, 2023 8:09:10 PM

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## Town of Hillsborough

This is your payment receipt.

Confirmation Number  
DJ36QLF3WQ

Payer Contact Info  
tenagliaabbi@gmail.com

Payment Method  
\*\*\*\*\*0834

### 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):

Generation Life Church Kevin Dendy  
5K Run/Walk Gold Park, 415  
Dimmocks Mill Rd, Hillsborough,  
NC 27278

Base Price	\$55.00
<b>Total</b>	<b>\$55.00</b>

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