



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: Godiva Track Club New Year's Day 8k Run

Event Location Address: Gold Park and Riverwalk

Date(s) of event: 1/1/24

Event Set Up Time: 11:30 am Event Hours: 2.5 Event Break Down: 5

Date(s) of event: _____

Event Set Up Time: _____ Event Hours: _____ Event Break Down: _____

EVENT ORGANIZER & CONTACT INFORMATION

Name of Organization/Company: Carolina Godiva Track Club

Organization/Company mailing address: 510 Meadowmont Village Circle PMB#376 Chapel Hill, NC 27517

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

Event Organizer Name: Patrick Bruer

Event Organizer Phone: 919 260 7980 Event Organizer Email: pjbruer@gmail.com

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

Name: Patrick Bruer

Cell Phone: 919 260 7980

Name: Patrick Gale

Cell Phone: 919-612-1485

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 event will be an 8 kilometer (4.97 mile) running race that will start in Gold Park, proceed via the Riverwalk to the Historic Occoneechee Speedway Tail, then return via the same route to finish in Gold Park. The race is part of Godiva Track Club's winter race series, and is open to the public as well as club members. It is a relatively small, low cost and informal run.

Estimated total number of people that will attend the event: 80-100

Estimated peak time(s) of attendance: 1:00-2:00 pm

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: 90

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:

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: Race timing equipment @ finish line

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? _____

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:

RRCA/Insurance Management Group (Additional Insured/Idocument naming Town of Hillsborough will be provided before event date)

Contact information for broker/agent providing coverage:

Insurance Management Group 12730 Coldwater Road, Suite 103 Fort Wayne IN 46845 - Attn: Margaret Meyers

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

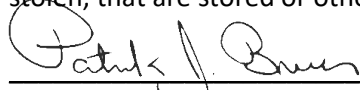
Phone

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.



Applicant Signature

8/25/2023

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

From: [Patrick Bruer](mailto:Patrick.Bruer@gmail.com)
To: [Shannan Campbell](mailto:Shannan.Campbell@gmail.com)
Subject: Fwd: Godiva Track Club New Year's Day Run - Speedway Trail
Date: Tuesday, November 14, 2023 7:56:00 AM

Shannan,

Here's the message I received from Kevin Cherry at Classical American Homes on October 10th approving our use of the Speedway property for the Godiva Track Club New Year's Day 8k run this coming January.

Patrick Bruer

----- Forwarded message -----

From: **Kevin Cherry** <kcherry@classicalamericanhomes.org>
Date: Tue, Oct 10, 2023 at 1:14 PM
Subject: Re: Godiva Track Club New Year's Day Run - Speedway Trail
To: Patrick Bruer <pjbruer@gmail.com>, Brandon Hyler <bhyler@classicalamericanhomes.org>, Ryan Spencer <rspencer@classicalamericanhomes.org>
Cc: Evan Punch <Evan.Punch@hillsboroughnc.gov>, w. Patrick Gale <w.patrick.gale@gmail.com>

Patrick,

We will still be managing the speedway on January 1st. We do hope that the transition will take place in early spring of next year.

Your group can use the speedway on January 1st. If you need offsite parking or along the road, you will have to contact the town of Hillsborough. We can provide keys to allow for drop off and delivery of any supplies. We will just need a certificate of insurance and a statement that you understand that your insurance is covering the event and not our institution's.

Kevin

From: Patrick Bruer <pjbruer@gmail.com>
Sent: Monday, October 9, 2023 6:59 PM
To: Kevin Cherry <kcherry@classicalamericanhomes.org>
Cc: Evan Punch <Evan.Punch@hillsboroughnc.gov>; w. Patrick Gale <w.patrick.gale@gmail.com>
Subject: Godiva Track Club New Year's Day Run - Speedway Trail

Kevin,

Last year at about this time I contacted you seeking permission to use the Occoneechee Speedway Trail for Carolina Godiva Track Club's New Year's Day 8k Run. Our first year at this venue -- starting and ending in Gold Park with an out and back to the Speedway -- worked

out very well for us and we would like to do it again on Jan 1, 2024.

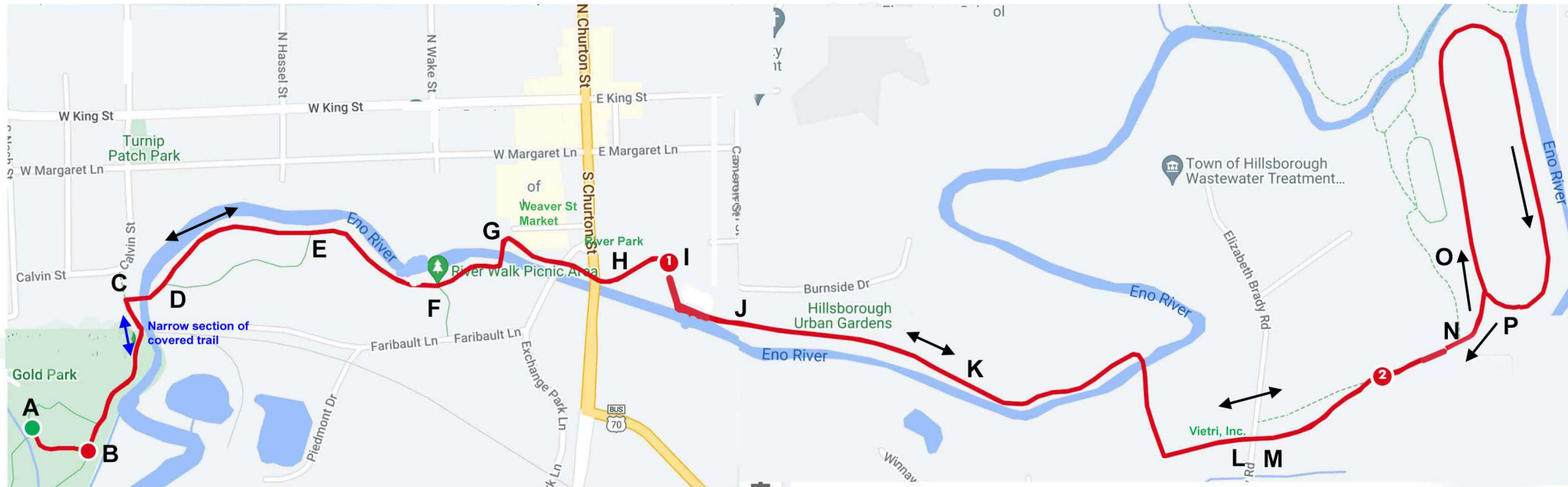
I became aware that ownership and management of the Speedway was going to transition, and my understanding was that it would ultimately become part of Eno River State Park. I'm not sure how far that process has gone, so I'm checking in with you on that.

If your organization is still managing the site, may we please have our New Year's Day Run using the Speedway next January? If I need to get in touch with someone else, might you know who I should contact?

Thanks for your help,

Patrick Bruer
Carolina Godiva Track Club

Godiva New Year's Day 8k Run - Hillsborough Riverwalk



- A** Start on Gold Loop
- B** L onto Riverwalk Greenway
- C** Hard R between two boardwalk sections where Calvin St. path accesses RG
- D** Bear L taking Riverwalk path closest to the Eno River
- E** Keep straight on path closest to the river
- F** Keep straight where Faribault Ln access path meets RG, follow sign "To Downtown"
- G** Hard R to downhill on boardwalk behind Weaver St. Market, follow handrail sign "To River Park"
- H** Keep R near River Park sign to stay on main Riverwalk path
- I** R onto dirt trail leading to single lane suspension bridge (1 Mile point approx. halfway between R turn and start of bridge)
- J** Keep straight at elevated manhole
- K** Sign marking Riverwalk / Classic Homes Preservation Trust property border
- L** Proceed straight across Elizabeth Brady Rd., using marked pedestrian crosswalk
- M** Say R of "No Bikes" sign, proceeding on dirt single track
- N** Historic Speedway welcome sign, proceed to the L of the traffic gate toward "Trace" sign
- O** L onto Speedway oval for one clockwise loop
- P** Reverse course exactly back to Gold Park finish