



TOWN OF
HILLSBOROUGH

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: River Park Concert.
Event location address: 140 EAST MARGARET LANE
Date(s) of event: 10/24-10/25
Event setup time: 5pm-10-24 Event hours: 6-9pm Event breakdown: 9-10pm
Date(s) of event: 10/25
Event setup time: 11am Event hours: 12-7:30pm Event breakdown: Noon-Sunday, 10/26.

EVENT ORGANIZER AND CONTACT INFORMATION

Name of organization/company: Triangle Music Alliance
Organization/company mailing address: 238 S. NASH street, Hillsborough, NC 27278.
Organization status: ☐ Formal ☐ Informal ☒ For-profit ☒ Not-for-profit
Event organizer name: DAVID HAYS,
Event organizer phone: 919-931-3977 Event organizer email: DAVID@TRIANGLEMUSICALLIANCE.COM.
On-site contact(s) during the event:
Name: DAVID HAYS. Cell phone: 919 931 3977.
Name: Scott Pasky Cell phone: 919 522 7993

GENERAL EVENT INFORMATION

Type of event:
☐ Private event on private property ☒ Public event on public property - 10/25
☒ Private event on public property - 10-24 ☐ 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.

River Park Concert is a Free Event hosted in the River Park w/ a private.
sustainable event the night before at the Farmers Market Pavilion.
WE will host 200 people on 10/24 w/ a Band at the Pavilion followed by a 4/ Band
Concert on 10/25 which starts at noon - 7:30pm. There will be 4 Food Trucks,
A Beer Garden with Beer, cider & NA options for purchase. White Cysters will also
be available for sale on 10/25 & and ART walk w/ 5-10 vendors selling ART.

Estimated number of people who will attend the event: 200 - SUSTAINABLE EVENT - 4-5k - RIVER PARK CONCERT.

Estimated peak time(s) of attendance: 3,000 @ 3-4pm EST.

Maximum capacity of event location (number of persons, if applicable): 6,000

For annual events, the estimated attendance of the last event of this kind: 4,000

GENERAL EVENT QUESTIONNAIRE

Will tickets be sold or admission or fees charged as part of the event? ☐ Yes ☒ No only for SUSTAINABLE EVENT.

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:

WHUP-FM, our non profit partner

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:

- 1 WHUP CUSTARD - Kathy Huggs
- 2 Cilantro Mexican Cuisine Food Truck - Ireri Gomez
- 3 ~~Crossing's Food Truck~~ - ~~The Integration~~ Burger Bistro Food Truck.
- 4 U American Food Truck - Jerome Lewis
(DIS IS IT)

Will you solicit donations as part of the event? ☐ Yes ☒ No

If yes, for what cause or organization? This is a Free Concert For All

Will you bring additional equipment, such as stages, microphones and amplification? ☒ Yes ☐ No

Please explain: A MOBILE STAGE, Speakers, Microphones, Light

Will any items be left at the event site overnight? ☒ Yes ☐ No

Please explain: STAGE will be dropped on Thursday, Oct 24 - REMOVED OCT 26.

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? 10 (10 x 10).

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 6-7 recycle & TRASH

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:

Auto - OWNERS Insurance Company.

Contact information for broker/agent providing coverage:

Lynn Darsey, Towne Insurance - 910-673-4772
L.DARSEY@TOWNEINSURANCE.COM.

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:

~~Auto - OWNERS Insurance~~ ORANGE County (DEAPR)

Name of property owner

[Signature]

Signature of property owner

Phone

919-245-2673
8-21-25

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.

[Signature]

Applicant signature

8/21/25

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 ONLYApplication received by: Dakotah KimbroughDate: 8/22/2025 Fee paid: KL6FNVGPFJDate information emailed out: 9/2/2025**Permit Status**Approved: ☐ 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



TRIAMUS-01

LHDARSEY

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/21/2025

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 Towne Insurance Agency, LLC 4319 Seven Lakes Plaza West End, NC 27376	CONTACT NAME:	PHONE (A/C, No, Ext): (910) 673-4771	FAX (A/C, No): (910) 673-2625
	E-MAIL ADDRESS:		
INSURED Triangle Music Alliance 238 S Nash St Hillsborough, NC 27278	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Cincinnati Specialty Underwriters Insurance Company		13037
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
INSURER F :			

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

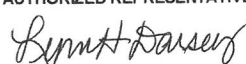
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE 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	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		CSU0253921	5/18/2025	5/18/2026	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 0
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO 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)	\$
								\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE					EACH OCCURRENCE	\$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						AGGREGATE	\$
								\$
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
A	Liquor liability	X		CSU0253921	5/18/2025	5/18/2026	Occurrence	1,000,000
A	Liquor liability	X		CSU0253921	5/18/2025	5/18/2026	Aggregate	1,000,000

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

CERTIFICATE HOLDER

CANCELLATION

Orange County 300 West Tryon 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 

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

AUTOMATIC ADDITIONAL INSURED - SPECIFIED RELATIONSHIPS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

A. SECTION II - WHO IS AN INSURED is amended to include as an insured any person or organization described in Paragraph **B.** below (hereinafter referred to as additional insured) whom you are required to add as an additional insured under this Coverage Part by reason of a written contract or agreement is an insured, provided:

1. The written contract or agreement is:
 - a. Currently in effect or becomes effective during the policy period; and
 - b. Executed prior to an "occurrence" or offense to which this insurance would apply; and
2. They are not specifically named as an additional insured under any other provision of, or endorsement added to, this Coverage Part.

B. Only the following persons or organizations are additional insureds under this endorsement, but only with respect to liability caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf. Insurance coverage provided to such additional insureds is limited as provided herein:

1. The manager or lessor of a premises leased to you with whom you have agreed per Paragraph **A.** above to provide insurance, but only with respect to the ownership, maintenance or use of that part of a premises leased to you, subject to the following additional exclusions:

This insurance does not apply to:

- a. Any "occurrence" which takes place after you cease to be a tenant in that premises.
- b. Structural alterations, new construction or demolition operations per-

formed by or on behalf of such additional insured.

2. Any person or organization from which you lease equipment with whom you have agreed per Paragraph **A.** above to provide insurance. However, this insurance does not apply to any "occurrence" which takes place after the equipment lease expires.
3. Any state or political subdivision with which you have agreed per Paragraph **A.** above to provide insurance, subject to the following additional provision:

This insurance applies only with respect to the following hazards for which the state or political subdivision has issued a permit in connection with premises you own, rent or control and to which this insurance applies:

- a. The existence, maintenance, repair, construction, erection, or removal of advertising signs, awnings, canopies, cellar entrances, coal holes, driveways, manholes, marquees, hoist away openings, sidewalk vaults, street banners, or decorations and similar exposures; or
- b. The construction, erection, or removal of elevators; or
- c. The ownership, maintenance, or use of any elevators covered by this insurance.

C. With respect to the insurance afforded to these additional insureds, **SECTION III - LIMITS OF INSURANCE** is amended to include:

The limits applicable to the additional insured are those specified in the written contract or agreement or in the Declarations of this Coverage Part, whichever is less. If no limits are specified in the written contract or agreement, the limits applicable to the additional insured are those specified in the Declarations of this

Coverage Part. The limits of insurance are inclusive of and not in addition to the limits of insurance shown in the Declarations.

- D. With respect to the insurance afforded to these additional insureds, **SECTION IV - COMMERCIAL GENERAL LIABILITY CONDITIONS, 4. Other Insurance** is amended to include:

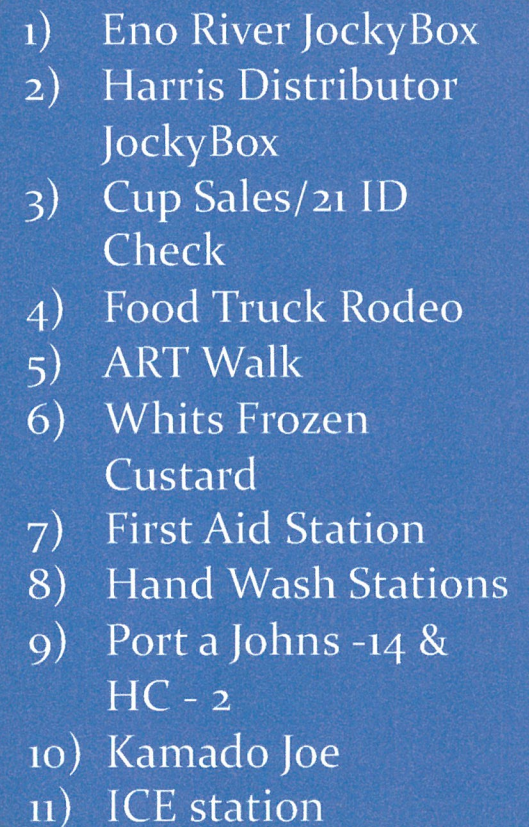
Any coverage provided herein will be excess over any other valid and collectible insurance

available to the additional insured whether primary, excess, contingent or on any other basis unless you have agreed in a written contract or written agreement executed prior to any loss that this insurance will be primary. This insurance will be noncontributory only if you have so agreed in a written contract or written agreement executed prior to any loss and this coverage is determined to be primary.

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River Park Concert 2025 Site MAP





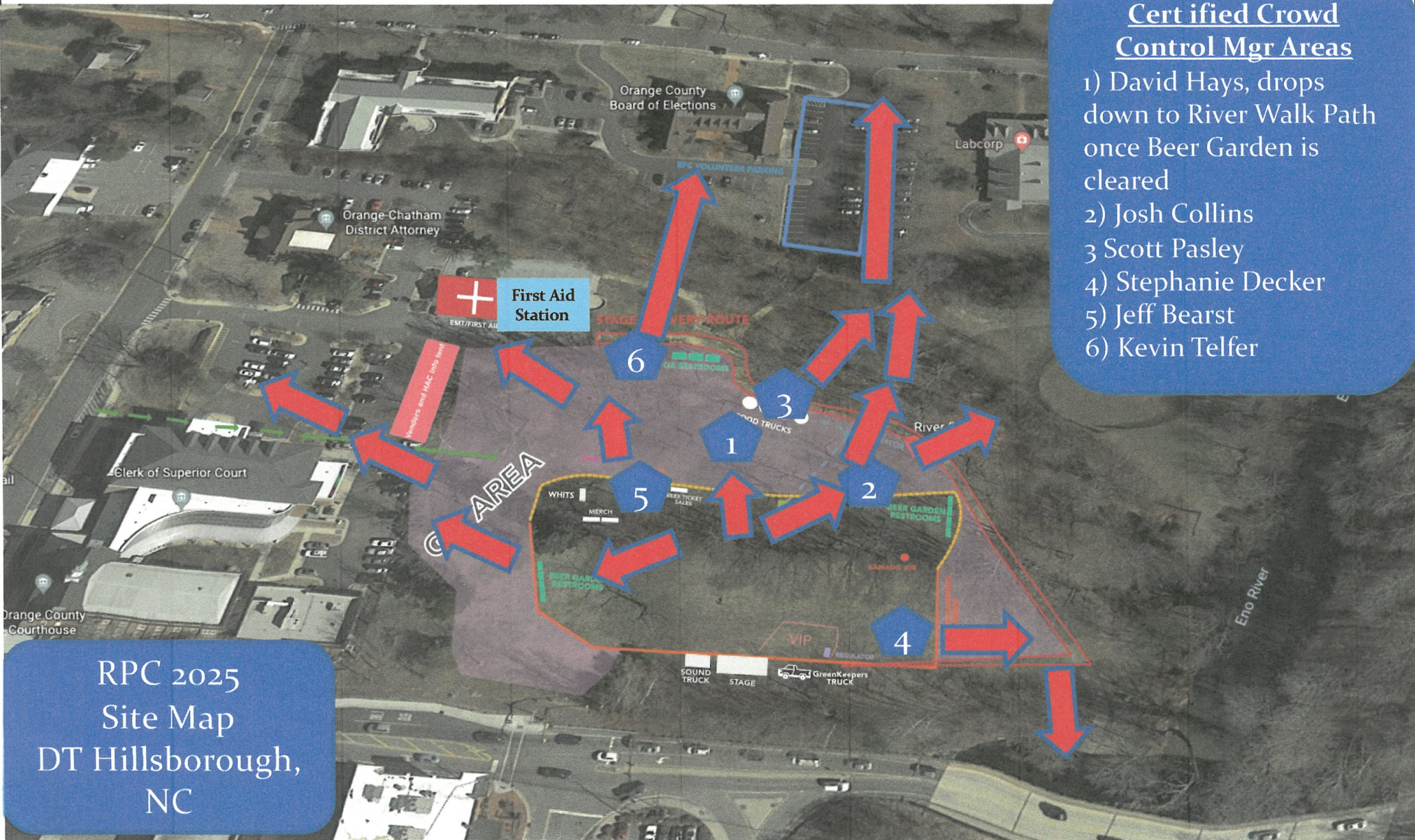
The image part with relationship ID rld1 was not found in the file.

Egress Routes

River Park Concert Emergency Action PLAN

Certified Crowd Control Mgr Areas

- 1) David Hays, drops down to River Walk Path once Beer Garden is cleared
- 2) Josh Collins
- 3) Scott Pasley
- 4) Stephanie Decker
- 5) Jeff Bearst
- 6) Kevin Telfer



RPC 2025
Site Map
DT Hillsborough,
NC