



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: Street Closure for Dance Performance at 8/26/22 Last Fridays & the Art Wal

Event Location Address: Hillsborough, NC (Downtown)

Date(s) of event: August 26, 2022

Event Set Up Time: 6:00 PM Event Hours: 6:30-7:00 PM Event Break Down: 7:15 PM

Date(s) of event: _____

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

EVENT ORGANIZER & CONTACT INFORMATION

Name of Organization/Company: Hillsborough Arts Council (HAC) - LastFridays.org

Organization/Company mailing address: 102 N Churton Street, Hillsborough, NC 27278

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

Event Organizer Name: Ivana Beveridge

Event Organizer Phone: (828)337-5511 Event Organizer Email: programs@hillsborougharts

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

Name: Mollie Thomas

Cell Phone: 859-338-4447

Name: Donn Young

Cell Phone: 504-606-4254

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):

We are submitting this special event application as an addendum to our 2022 Last Fridays & the Art Walk full season permit.

On August 26, 2022, HAC will be working in collaboration with local artist Donn Young, Skylight Gallery, and Orange County Arts Commission to host an outdoor dance performance celebrating Mexican arts & culture.

This is only expected to last from 6:30-7pm outside of Skylight Gallery. We are requesting permission an support to close down a portion of W. King Street at the corner of Churton for the pop-up street performance

Estimated total number of people that will attend the event: 500

Estimated peak time(s) of attendance: 6:15-7:15pm

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: _____

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: _____

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:

Erie Insurance

Contact information for broker/agent providing coverage:

The Ballard Agency, 814.870.2000

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.

Mollie Thomas, Hillsborough Arts Council

07.18.2022

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: _____

Date: _____

Fee Paid: _____

Date information emailed out: _____

Permit StatusApproved ☐ YES ☐ NO Explanation: _____

Date Permit Issued: _____

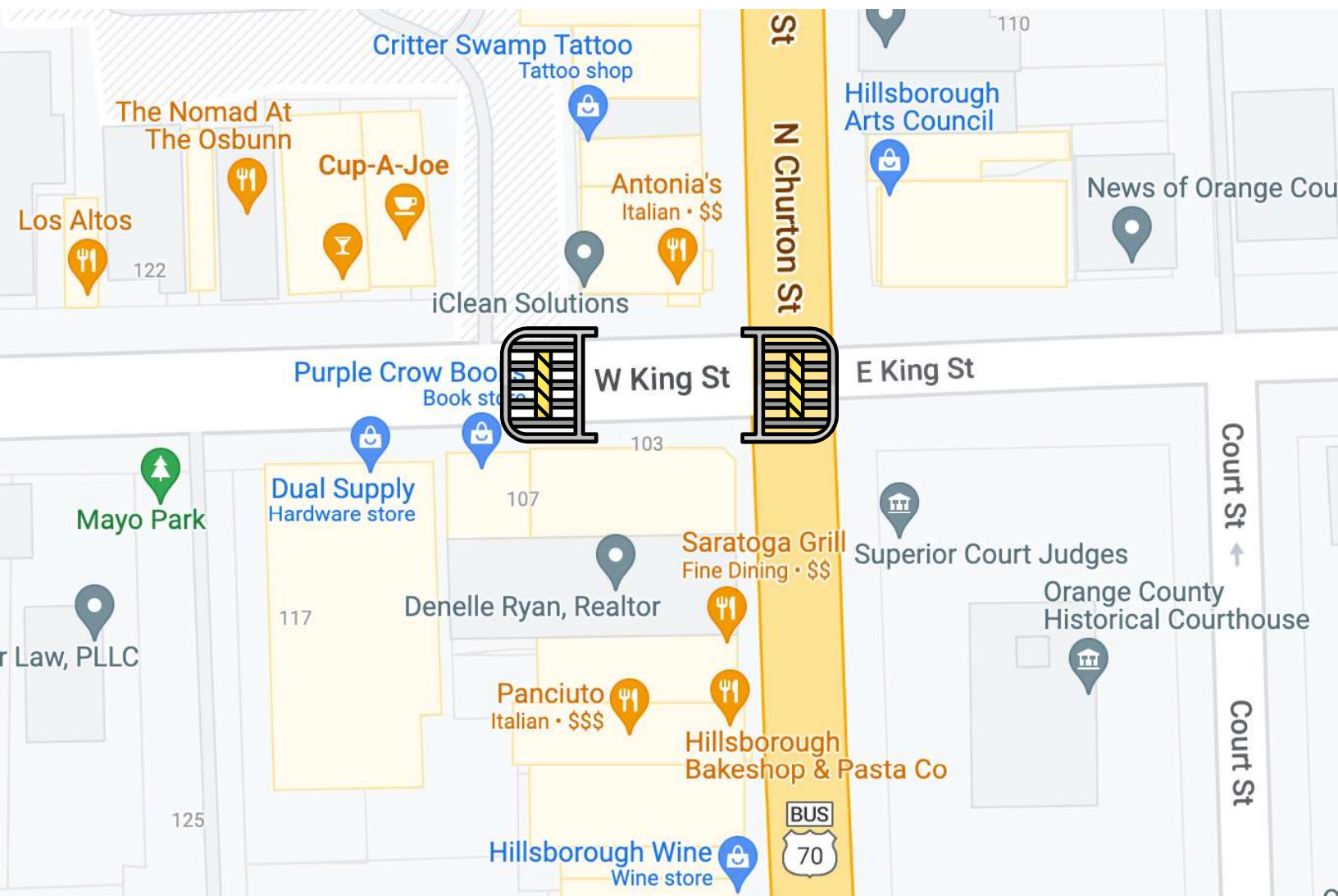
Approved with any conditions: _____

By: _____

Town Staff Member

Date: _____

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: _____



Road Closure Request
August 26, 2022 Last Fridays

6:15-7:15pm (closure time)
6:30-7:00pm (performance time)

Blockades indicate
road closure area



Home Office • 100 Erie Insurance Place • Erie, Pennsylvania 16530 • (814) 870.2000
Toll Free 1.800.458.0811 • Fax (814) 870.3126 • www.erieinsurance.com

12/14/21

Named Insured and Address:

Agency Name and Number:

HILLSBOROUGH ARTS COUNCIL *
102 N CHURTON ST
HILLSBOROUGH NC 27278-2534

THE BALLARD AGENCY

JJ1010

JJ1010

Dear Policyholder:

Proof of insurance coverage will be issued to each of the entities listed below. The applicable policy numbers are shown with each name and address. The code next to each policy number indicates the type of insurance coverage shown on the certificate. These codes mean the following:

G = General Liability
W = Workers Compensation and Employers Liability
E = Excess Liability
A = Automobile Liability

A 'Y' under the Additional Insured heading indicates additional insured status.

We would like to confirm the Certificate Holders as currently listed under your policy. Please take a few minutes to review the list below and contact your Agent with any changes.

ERIE appreciates your business and wants to continue to be Above All in Service.

Name and Address -----	Policy Number(s) & Type of Insurance Code -----	Additional Insured -----
TOWN OF HILLSBOROUGH PO BOX 429 101 E ORANGE ST HILLSBOROUGH NC 27278	Q851800607 W Q321000580 G	Y
ORANGE COUNTY DEPT PARKS & RECREATION PO BOX 8181 HILLSBOROUGH NC 27278	Q851800607 W Q321000580 G	

Name and Address -----	Policy Number(s) & Type of Insurance Code -----	Additional Insured -----
GREG J PACCHIANA AND CITY PACCHIANA 2812 NEW HOPE CHURCH RD CHAPEL HILL NC 27514	Q851800607 W Q321000580 G	Y
THE ALLIANCE FOR HISTORIC HILLSBOROUGH 150 E KING ST STE 1C HILLSBOROUGH NC 27278	Q851800607 W Q321000580 G	Y
ORANGE COUNTY PO BOX 8181 HILLSBOROUGH NC 27278	Q321000580 G Q851800607 W	Y
JOBS: RE: RIVER PARK CONCERT		
ENO RIVER DEVELOPMENT CO 437 DIMMOCKS MILL RD HILLSBOROUGH NC 27278	Q321000580 G Q851800607 W	Y

DECLARATIONS


**ERIE INSURANCE EXCHANGE
GENERAL LIABILITY POLICY**

AMENDED DECLARATIONS * * EFFECTIVE 12/01/21
ATTACH THIS TO YOUR POLICY.

REASON FOR AMENDMENT - ELIMINATED ADDITIONAL INSURED

Agent	ITEM 2. Policy Period	Policy Number
JJ1010 THE BALLARD AGENCY	08/10/21 TO 08/10/22	Q32 1000580 NC

ITEM 1. Named Insured and Address
HILLSBOROUGH ARTS COUNCIL
102 N CHURTON ST
HILLSBOROUGH NC 27278-2534

ITEM 3. Other Interest

POLICY PERIOD BEGINS AND ENDS AT 12.01 A.M. STANDARD TIME AT THE STATED ADDRESS OF THE NAMED INSURED.

TYPE OF POLICY - OCCURRENCE
COUNTY - ORANGE

BUSINESS TYPE - OTHER

THE ERIE'S LIMIT OF PROTECTION FOR EACH COVERAGE IS STATED BELOW.
THIS IS SUBJECT TO ALL APPLICABLE TERMS OF THE POLICY AND ATTACHED FORMS.

LIMITS OF INSURANCE

EACH OCCURRENCE LIMIT	\$1,000,000	
DAMAGE TO PREMISES		
RENTED TO YOU LIMIT	\$1,000,000	ANY ONE PREMISES
MEDICAL EXPENSE LIMIT	\$ 5,000	ANY ONE PERSON
PERSONAL & ADVERTISING INJURY LIMIT	\$1,000,000	ANY ONE PERSON OR ORGANIZATION
GENERAL AGGREGATE LIMIT		\$2,000,000
PRODUCTS/COMPLETED OPERATIONS AGGREGATE LIMIT		INCL IN GENERAL AGGREGATE LIMIT

COVERAGES & PREMIUMS

PREMISES/OPERATIONS		\$ 852.
PRODUCTS/COMPLETED OPERATIONS		INCLUDED
OPTIONAL COVERAGES -		
NON-OWNED AUTOMOBILE AND HIRED AUTOMOBILE LIABILITY		\$ 168.
BODILY INJURY \$1,000,000 PER PERSON		
\$1,000,000 PER ACCIDENT		
PROPERTY DAMAGE \$1,000,000 PER ACCIDENT		
ADDITIONAL INSUREDS		\$ 35.

TOTAL DEPOSIT PREMIUM - - - - - \$ 1,055.
NO DIFFERENCE IN PREMIUM DUE TO THE CHANGE - - - - - \$ 0.
APPLICABLE FORMS - SEE SCHEDULE OF FORMS

See Reverse Side

BMZ

12/08/21

AMENDED DECLARATIONS * * EFFECTIVE 12/01/21
ATTACH THIS TO YOUR POLICY.

REASON FOR AMENDMENT - ELIMINATED ADDITIONAL INSURED

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ITEM 1. Named Insured and Address
HILLSBOROUGH ARTS COUNCIL
102 N CHURTON ST
HILLSBOROUGH NC 27278-2534

ITEM 3. Other Interest

SCHEDULE OF INSURED'S OPERATIONS

PREMISES/OPERATIONS AND PRODUCTS/COMPLETED OPERATIONS HAZARDS
ARE INCLUDED OR EXCLUDED AS INDICATED BELOW.

LOCATION	INSURED OPERATIONS
1. 102 N CHURTON ST, HILLSBOROUGH, ORANGE CO, NC	UNFILE - RIVER PARK CONCERT - INCLUDING PRODUCTS - COMPLETED OPERATIONS
2. 437 DIMMOCKS MILL RD, HILLSBOROUGH, ORANGE CO, NC	068707A - WAREHOUSES - PRIVATE - NOT-FOR-PROFIT ONLY INCLUDING PRODUCTS - COMPLETED OPERATIONS
3. 437 DIMMOCKS MILL RD, HILLSBOROUGH, ORANGE CO, NC	061212A - ART STUDIO - RATED AS BUILDINGS OR PREMISES - BANK OR OFFICE - MERCANTILE OR MANUFACTURING (LESSOR'S RISK ONLY) - OTHER THAN NOT-FOR-PROFIT INCLUDING PRODUCTS - COMPLETED OPERATIONS

CLASS CODE	LOCATION 1	LOCATION 2	LOCATION 3
PREMIUM BASES	UNFILE	068707A	061212A
EXPOSURE	FLAT	AREA	AREA
PREMISES/OPERATIONS RATE	FLAT	600	2,970
PREMISES/OPERATIONS PREMIUM	FLAT	19.952	20.392
PRODUCTS/COMPLETED OPERATIONS RATE	300.	12.	61.
PRODUCTS/COMPLETED OPERATIONS PREMIUM	INCLUDED	INCLUDED	INCLUDED
	INCLUDED	INCLUDED	INCLUDED

DECLARATIONS


**ERIE INSURANCE EXCHANGE
GENERAL LIABILITY POLICY**

AMENDED DECLARATIONS * * EFFECTIVE 12/01/21
ATTACH THIS TO YOUR POLICY.

REASON FOR AMENDMENT - ELIMINATED ADDITIONAL INSURED

Agent	ITEM 2. Policy Period	Policy Number
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ITEM 1. Named Insured and Address
HILLSBOROUGH ARTS COUNCIL
102 N CHURTON ST
HILLSBOROUGH NC 27278-2534

ITEM 3. Other Interest

SCHEDULE OF FORMS (CONTINUED)

CG2013	04/13	ADDITIONAL INSURED - STATE OR GOVERNMENTAL AGENCY OR SUBDIVISION OR POLITICAL SUBDIVISION - PERMITS OR AUTHORIZATIONS RELATING TO PREMISES
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IMPORTANT - PLEASE READ

YOUR RATE FOR YOUR COMMERCIAL GENERAL LIABILITY POLICY IS DETERMINED BY USING ONE OF THE FOLLOWING BASES OF PREMIUM -

- A) AREA - RATES ARE PER 1000 SQUARE FEET OF AREA
- B) PAYROLL - RATES ARE PER \$1000 OF PAYROLL
- C) SALES - RATES ARE PER \$1000 OF SALES
- D) ADMISSIONS - RATES ARE PER 1000 ADMISSIONS
- E) COMMISSIONS - RATES ARE PER \$1000 COMMISSIONS
- F) COST - RATES ARE PER \$1000 COST
- G) EXPENDITURES - RATES ARE PER \$1000 EXPENDITURES
- H) OTHER - SEE PREMIUM BASES