

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: Light Up the Night Houday Parade: Tree Lighting
Event Location Address: <u>parade route attached</u>
Date(s) of event: 12-4-22
Event Set Up Time: 1pm Event Hours: 4:00-6:00 Event Break Down: n/a
Date(s) of event: 12-4-22
Event Set Up Time: 3:00pm Event Hours: 4:00-7:15 Event Break Down: 7:30pm Food truch PM
EVENT ORGANIZER & CONTACT INFORMATION
Name of Organization/Company: Hillsborough/oc Chamber of Commerce
Organization/Company mailing address: 200 N. Churton St.
Organization Status: Formal Informal For-profit Not-for-profit
Event Organizer Name: Kim Tesoro/Whitney Corn
Event Organizer Phone: 919-732-8156 Event Organizer Email: office admin@hillsboroug Chamber. com
On-Site Contact(s) During the Day-of Event
Name: Whitney Corn Cell Phone: 919-602-4444
Name: Kim Tesoro Cell Phone: 919-817-3902
GENERAL EVENT INFORMATION Type of Event: Private Event on Private Property Private Event on Public Property Private Event on Public 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): Holiday parade lineup starting at Hwy 70/N. Churton. Parade
begins at corbin St/churton St, ending at E Margaret/cameron.
Tree lighting at old Courthouse; food trucks, music, tree
lighting & singing. Running of Elves begins at Mitchell St.
to Corbin 4 joins parade route. Parade returns via N cameron St.

Estimated total number of people that will attend the event: 5,	000
Estimated peak time(s) of attendance:	1
Maximum capacity of event location (number of persons, if application)	able): <u>n/a</u>
If the event is annual, the estimated attendance of the last event	of this kind: <u>1,000</u>
GENERAL EVENT QUESTIONNAIRE Will tickets be sold or admission/fees be charged as part of the e Will there be alcohol sold or provided as a part of this event? If yes, please indicate the vendor(s) and/or ABC permit holder(s) re sales/distribution and attach a copy of the ABC permit(s) for each	☐ YES ☑ NO esponsible for the alcohol
Please note: Alcohol may only be sold by vendors with an off-pren a special one-time ABC sales permit. Alcohol sales may be subject to	
Will vendors be on-site selling goods/crafts/wares during the even	ent? YES NO
Will vendors be on-site selling food/beverages during the event? Please note: All vendors without a physical location in town and/or that do not have Town of Hillsborough Food Truck Permits that are food/beverage will need to prepay the Food & Beverage Tax with the Finance Department. Please list the name(s) of TBD	r food trucks e selling prepared
Will you be soliciting donations as part of the event? If yes, for what cause or organization?	☐YES ☑NO
Will you bring additional equipment, stages, microphones, ampli	ification, etc? YES NO
Please Explain: PA System	
Will any items be left at the event site overnight? Please Explain:	YES NO
Will signs or banners be displayed on site or around Town? Please note: Special event signage must be applied for and permitted separately BEFORE signage is placed around town.	YES NO
Will tents be erected for the event?	✓YES □NO
If yes, how many and what size? 3 tents 10 x 10	

Please note: Tents may require a permit and inspection by the Orang depending on size and number. Tents should be shown with local map/layout.	tion and dimensions on event
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 become a substitute for, providing adequate restrooms for the event.	t not
Please note: Handwashing facilities are required for events that include on site food preparation and/or sales without direct or immediate sink access.	VES □NO
Will the event require any street closures or change in traffic flow?	☑YES □ NO
Will the event require any street closures or change in traffic flow? 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, Traf Control, Trash and Recycling Rollouts)? Please note: Events requesting Town Sponsorship of events must apply at least 90 days in advance of the event to be considered. Eve should make every necessary attempt to provide and pay for services at t limited staff and resources to cover the costs of event services.	fic YES NO POLICE FOR YOAD CLOSUYE nt organizers who are able

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 even	t:
Ashby Insurance-State Farm	
Contact information for broker/agent providing coverage: Rick Asbby 919-732-1052	
EVENT PROPERTY USE PERMISSION If the event will be located on property that is not owned/manage property owner must indicate consent for the use of their property be	
Orange County AMS	
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

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:	
bute information emailed out.	
Permit Status Approved YES NO Explanation:	
Date Permit Issued:	
Approved with any conditions:	
By:	Date:
Town Staff Member	
Forwarded to others for review/information:	
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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:	



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 08/4/2022

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.

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Town of Hillsborough Po Box 429 THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE This form was system-generated on August 4, 2022 .	CEF	RTIFICATE	HOLDER				CANC	ELLATION				
The Expiration date thereof, notice will be delivered in accordance with the Policy Provisions. Authorized Representative This form was system-generated on August 4, 2022 .												
Town of Hillsborough Po Box 429 AUTHORIZED REPRESENTATIVE This form was system-generated on August 4, 2022 .							V-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1					
Po Box 429 Authorized representative This form was system-generated on August 4, 2022 .			Town of Hillshorough								טב טב	TIATIVED IM
Authorized Representative This form was system-generated on August 4, 2022 .												
Hillohorough NC 27279		'	U DUA 423				FO NOT ALPROVED DESCRIPTION SECTION SERVICE STATES AND SECTION OF SECTION SECT					
To obtain a signed form, please contact your Agent.			Hillshorough			NC 27279)22	
		Tillispotough NC 21218					To obtain a signed form, please contact your Agent.					

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 08/2/2022

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.

th	is certifica	ATION IS WAIVED, subject ate does not confer rights t				ıch end	dorsement(s)).	require all effor	,, 561116111	A SI	atement on
PRODUCER Charles Forms						CONTACT Rick Ashby NAME: PHONE 919,732,1052 FAX						
StateFarm Rick Ashby					(A/C, No	o, Ext): 919-73	32-1052		FAX (A/C, No):			
1000 Corporate Drive Se			uite 1	01		E-MAIL ADDRESS:						
®			Ī								NAIC #	
Hillsborough				NC 27278			INSURER A : State Farm Fire and Casualty Company					25143
INSU	IRED					INSURER B:						
	ı	HILLSBOROUGH/ORANGE	COUNTY CHAMBER OF COMMER									
200 N CHURTON ST						INSURER D:						
						INSURER E :						
	ı	HILLSBOROUGH			NC 27278-2536	INSURER F:						
CO	VERAGES	CER	TIFICATE NUMBER:			INCORE			REVISION NUM	RFR.		
		CERTIFY THAT THE POLICIES				VE BEE	N ISSUED TO				HE POL	ICY PERIOD
		NOTWITHSTANDING ANY RI										
		MAY BE ISSUED OR MAY								BJECT TO	O ALL	THE TERMS,
NSR	T	AND CONDITIONS OF SUCH	ADD	SUB		BEEN	POLICY EFF	POLICY EXP				
LTR		TYPE OF INSURANCE	INSD	WVD	POLICY NUMBER		(MM/DD/YYYY)	(MM/DD/YYYY)		LIMITS		
		ERCIAL GENERAL LIABILITY							EACH OCCURRENCE DAMAGE TO RENTE	<u> </u>	\$ 1,00	
	CI	AIMS-MADE X OCCUR							PREMISES (Ea occur	rence)	\$ 300,	
									MED EXP (Any one pe		\$ 5,00	U
Α			Υ		93-CS-N047-1		01/26/2022	01/26/2023	PERSONAL & ADV IN	-	\$	
	GEN'L AGGF	REGATE LIMIT APPLIES PER:							GENERAL AGGREGA	ATE	\$ 2,00	0,000
	POLICY	PRO- JECT X LOC							PRODUCTS - COMP/	OP AGG	\$ 2,00	0,000
	OTHER										\$	
	AUTOMOBIL	E LIABILITY							COMBINED SINGLE (Ea accident)	LIMIT	\$	
	ANY AL								BODILY INJURY (Per	person)	\$	
	OWNEL	ONLY SCHEDULED AUTOS							BODILY INJURY (Per	accident)	\$	
	HIRED AUTOS	NON-OWNED							PROPERTY DAMAGE (Per accident)	E	\$	
	7.0700	THE							(r or doordon)		\$	
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	WORKERS C	OMPENSATION							PER	OTH-	\$	
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	OFFICER/ME	MBER EXCLUDED?	N/A						E.L. DISEASE - EA EI			
	(Mandatory i	oe under										
	DESCRIPTIO	ON OF OPERATIONS below							E.L. DISEASE - POLIC	CT LIMIT	\$	
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	,	ORANGE COUNTY							Y PROVISIONS.	WILL D	,_ DE	FIAFUED III
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	LIII SPOROLICH NO 07070						This form was system-generated onAugust 2, 2022					
	HILLSBOROUGH NC 27278						To obtain a signed form, please contact your Agent.					
3												

2021 Hillsborough Holiday Parade Information Map

Holiday Parade Route

- O Holiday Parade Start Point
- O Holiday Parade End Point
- 4 Holiday Parade Route
- Parade Entries on Foot



Parade Entries on Foot go to Eno Market Pavilion



Parade Floats/Vehicles Continue

- M Float Passengers Disembark
- Float Passengers Disembark

Parade Float Dispersal Route

Holiday Parade Line-Up Information

- Parade Float Line-Up Area
- 👢 VIP Parade Line-Up Area
- 4 HRC- Elves 1 miler Line Up



HRC- Running of the Elves Line Up

- Parade Entries on Foot
- Parade Floats/Vehicles



NO THRU TRAFFIC- DEAD END

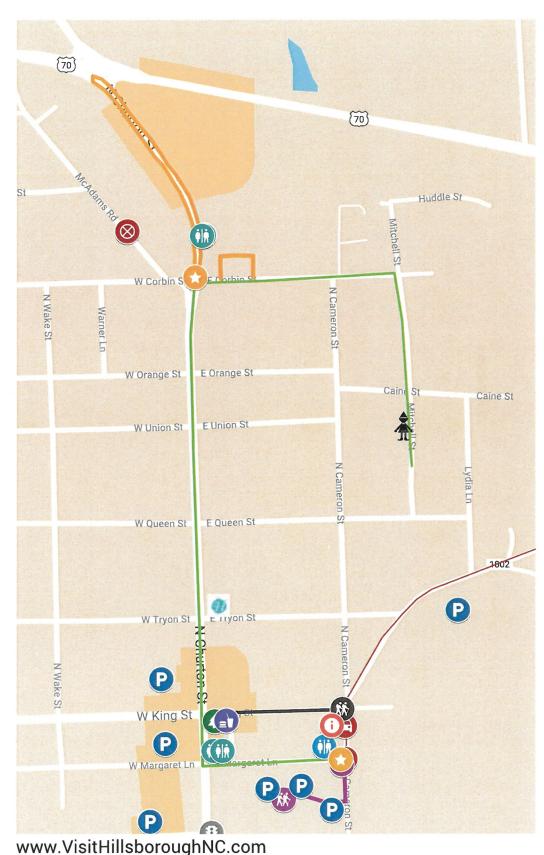
Holiday Tree Lighting



Holiday Tree Lighting Location

Tood Trucks





2021 Hillsborough Holiday Parade Information Map

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- 4 Holiday Parade Route
- Parade Entries on Foot



Parade Entries on Foot go to Eno Market Pavilion



Parade Floats/Vehicles Continue

- **®** Float Passengers Disembark
- 💪 Float Passengers Disembark



Parade Float Dispersal Route

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HRC- Running of the Elves Line Up

- Parade Entries on Foot
- Parade Floats/Vehicles



NO THRU TRAFFIC- DEAD END

Holiday Tree Lighting



Holiday Tree Lighting Location

Trucks

