



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: "Light Up The Night" Holiday Parade

Event location address: See online map: www.hillsboroughchamber.com/light-up-the-night-holiday-

Date(s) of event: Dec 8, 2024

Event setup time: 1:00 pm    Event hours: 4:00-6:00 pm    Event breakdown: 6:00-7:00 pm

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

Event setup time: \_\_\_\_\_    Event hours: \_\_\_\_\_    Event breakdown: \_\_\_\_\_

### EVENT ORGANIZER AND CONTACT INFORMATION

Name of organization/company: Hillsborough/Orange County Chamber of Commerce

Organization/company mailing address: 200 North Churton Street

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

Event organizer name: Scott Czechlewski

Event organizer phone: 919-732-8156    Event organizer email: scott@hillsboroughchamber.com

On-site contact(s) during the event:

Name: Scott Czechlewski    Cell phone: 910-338-8203

Name: Erika Isley    Cell phone: 336-567-5153

### GENERAL EVENT INFORMATION

Type of event:

- Private event on private property
- Private event on public property
- Street or greenway event (includes parades, marches, rallies, and foot and bike races)
- Public event on public property
- Public event on private property

General event description:

*Please outline the event purpose and elements, including items such as food trucks, car shows, races and vendors.*  
Holiday parade lineup starting at Hwy 70/N. Churton St. Parade begins at Corbin St/Churton St. and ends at East Margaret/Cameron. Running of Elves road race before the parade, begins at Mitchell Street to Corbin St., then joins parade route. Parade returns via N. Cameron St.

Estimated number of people who will attend the event: 5,000

Estimated peak time(s) of attendance: 4:00-7:00 pm

Maximum capacity of event location (number of persons, if applicable): n/a

For annual events, the estimated attendance of the last event of this kind: 5,000

**GENERAL EVENT QUESTIONNAIRE**

Will tickets be sold or admission or fees charged as part of the event?  Yes  No

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:

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**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:

**Drizzle D Donuts**

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

If yes, for what cause or organization? \_\_\_\_\_

Will you bring additional equipment, such as stages, microphones and amplification?  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

**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? \_\_\_\_\_

**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
- Traffic control

- Police coverage
  - Trash and recycling rollouts
- Number of rollouts \_\_\_\_\_

**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:

**West Bend Mutual Insurance Company**

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Contact information for broker/agent providing coverage:

**Adam Fryer / 608-410-3002 (coverage not finalized until 60 days before event)**

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**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:

\_\_\_\_\_  
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 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.*

12b8a5d0-9747-4949-  
be0c-4708942d57b9

 Digitally signed by 12b8a5d0-9747-4949-  
be0c-4708942d57b9  
Date: 2024.09.12 11:51:11 -04'00'

**9/10/2024**

Applicant signature

Date

**SUBMITTAL DIRECTIONS:**

The following methods may be used:

- Submit electronically to Planning Technician Kelsey Carson at [kelsey.carson@hillsboroughnc.gov](mailto:kelsey.carson@hillsboroughnc.gov).
- Submit paper copy to:  
Hillsborough Planning Department  
ATTN: Planning Technician Kelsey Carson  
PO Box 429  
101 E. Orange St.  
Hillsborough, NC 27278

**FOR OFFICE USE ONLY**

Application received by: Seth Brown

Date: 09/10/24 Fee paid: \$65

Date information emailed out: 09/12/24

**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