



City of Hendersonville  
SPECIAL EVENT APPLICATION



An application for a permit to conduct a special event pursuant to Section 28-39, Hendersonville City Code.

Please reference the City's Special Event Policy for additional information about the application process.

Note: The person responsible for the special event, or his/her designee, must be present for the duration of the event.

**Submit This Completed Application & All Supporting Material Outlined Below To:**

Community Development Department City of Hendersonville

100 N. King Street Hendersonville, NC 28792 Phone #: (828) 233-3219

Name of Special Event: July 4th Festival & Fireworks

Event Sponsor: HC TDA & HC Parks & Recreation Phone #: 828-693-9708

Sponsor Address: 201 South Main Street, Hendersonville, NC 28792

Authorized Event Coordinator: Amy Boswell & Bridgette Thompson

Cell Phone #: 864-293-8993 Email: events@visithendersonvillenc.org

Requested Event Date(s): 07/04/2022 Requested Event Hours: 5:00pm-10:00pm

Estimated Past Attendance: 10,000 Predicted Attendance: 8,000-10,000

Past Vendor Participation: 0 Predicated Vendor Participation: 0

"Hold Harmless Agreement"

By signing this agreement, the sponsor will hold harmless the City of Hendersonville, its officers, employees and agents, the Public Works Department and staff free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges professional and attorney's fee or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind and character in connection with or arising directly or indirectly out of this event and/or the performance hereof and caused by the negligence of the Sponsor. The Sponsor will take full responsibility. The City of Hendersonville will not be responsible for personal items or property used as part of event.

Signature of Authorized Event Representative:  Date: 4/1/2022

**APPLICANT CHECKLIST**

Please reference the City of Hendersonville's Special Event Policy for additional information about the requirements listed in the checklist below.

- ☒ Event Description, Statement of Public Benefit & Public Services Required (REQUIRED) - Page #2 in application
- ☒ Event Marketing Strategy & Budget (REQUIRED) - Page #3 in application
- ☒ Event Site Plan (REQUIRED) - Page #4 in application
- ☒ Event Impact Notification (REQUIRED) - Page #5 in application
- ☒ Formal Event Notice (REQUIRED)
- ☒ Vendor Application & Electrical Needs (AS NEEDED) Page #6 in application
- ☒ Event Insurance (REQUIRED)



**City of Hendersonville**  
**SPECIAL EVENT APPLICATION**  
**EVENT DESCRIPTION, STATEMENT OF**  
**PUBLIC BENEFIT AND MARKETING STRATEGY**



Please provide a detailed “Event Description” along with your “Statement of Public Benefit” and “Public Services Required” for review. Please reference the City’s Special Event Policy for additional information about this application requirement. Feel free to attach your response to this sheet.

Name of Special Event: **July 4th Festival & Fireworks**

---

**Event Description:**

Henderson County Tourism Development Authority (HCTDA) and Henderson County Parks and Recreation Department will be providing a mini July 4th festival with bounce houses, games, food trucks, blue grass band at the Historic Courthouse and rock band at Visitor Center stage. At 9:00pm we will have the public viewing of the annual fireworks display.

HCTDA and HCPRD is requesting the closure of the five blocks of Main Street between 3rd Ave. and Caswell St. the evening of the event from 3:00pm-10:00pm for the festival and extra seating area. HCTDA is requesting closure of South Grove Street lot for fireworks show conducted by Dustin Gosnell from 8:00am-11:00pm.

**Statement of Public Benefit:**

The event is designed to provide a family friendly July 4th festivities and fireworks visitors and locals. The ultimate goal is to increase the number of overnight stays and visitor spending in Henderson County. Financial benefit will accrue to downtown merchants, restaurants, accommodations, attractions and other local businesses.

This closure is intended as a safety measure. Closing the two blocks between Allen St. and Caswell St. allows the overflow crowd to set up chairs in the street, and also separate the crowd from vehicular traffic. Closing the three blocks between Allen St. and 3rd Ave. allows us to setup a safe zone for families enjoy the bounce houses, games and food trucks. Closure of the South Grove Street lot allows for safe operation for the fireworks operator.

**Event Marketing Strategy and Budget:** Please provide an “Event Marketing Strategy” along with your “Marketing Budget” for review. Feel free to attach your response to this sheet.

The July 4th event will be marketed by HCTDA through its concert season schedule rack card, website, social media and other outlets, as is done for all of the summer music shows. HCPRD will also market through their website, social media and other outlets.



**City of Hendersonville**  
**SPECIAL EVENT APPLICATION**  
**CITY SERVICES REQUIRED**



Name of Special Event: July 4th Festival & Fireworks

What City services are you requesting for this event? Check all that apply.

- ☒ Road, sidewalk or parking space closure
- ☐ City park reservation
- ☒ "No Parking" signs (can specify time frame on sign)
- ☒ Barricades and/or cones
- ☐ Trash/recycling receptacles
- ☒ Off-duty police
- ☐ Off-duty fire/EMS
- ☐ Electricity access
- ☒ Water access
- ☐ Other

Please provide further explanation (i.e. if road closure is requested, what roads and during what time frame? If trash/recycling receptacles are requested, how many and where, etc.)

3:00pm-10:00pm Caswell to 3rd avenue road closure; see attached maps. Water access needed in front of the courthouse from the planter close to 2nd Avenue. HC Sheriffs Department will be on site to assist Hendersonville PD with crowd monitoring. Hendersonville FD needed at fireworks site to ensure safe operation of the fireworks show and for pre-event check of bounce houses located between 2nd and 3rd Avenue.

Will this event be pet-friendly? Please note that per City Ordinance, leashed pets are allowed within city limits. If event organizers wish to disallow pets at an event, it is up to the organizers to advertise and enforce this rule.

- ☒ Yes, this event will be pet-friendly.
- ☐ No, this event will not allow pets.



**City of Hendersonville**  
**SPECIAL EVENT APPLICATION**  
**EVENT SITE PLAN**



Please provide a detailed "Event Site Plan" and your notification guarantee. Please reference the City's Special Event Policy - page 5 for additional information about this application requirement. Feel free to attach your site plan to this sheet.

Name of Special Event: **July 4th Festival & Fireworks**

Event Site Plan: Please draw or attach a visualization of your proposed use of public space(s) including important aspects such as road closures, port-o-johns, inflatables, stages, etc.

see next page



3rd Avenue

Parking

Legend	
Electricity & Water	In Planters unless otherwise indicated
★	Garbage Cans
■	Planters
⊙ Or ●	Tree
⬢	Outdoor Dining
●	Pole
—	Bench
≡	Bike Rack

Portable  
Toilets

X 3-110

X 4-110

Children's Activities  
(Inflatables, Crafts, Facepainting, etc)

X 1-220  
X 4-110

X 4-110  
X 1-220

Children's Activities  
(Inflatables, Crafts, Facepainting, etc)

X 3-110

X 3-110

2nd Avenue



2nd Avenue

200 Block

Legend	
Electricity & Water	In Planters unless otherwise indicated
★	Garbage Cans
■	Planters
○ or □	Tree
●	Outdoor Dining
●	Pole
—	Bench
##	Bike Rack

Restroom Trailer  
(Water Access  
Needed From Planter

Vendor  
Vendor  
Vendor  
Vendor

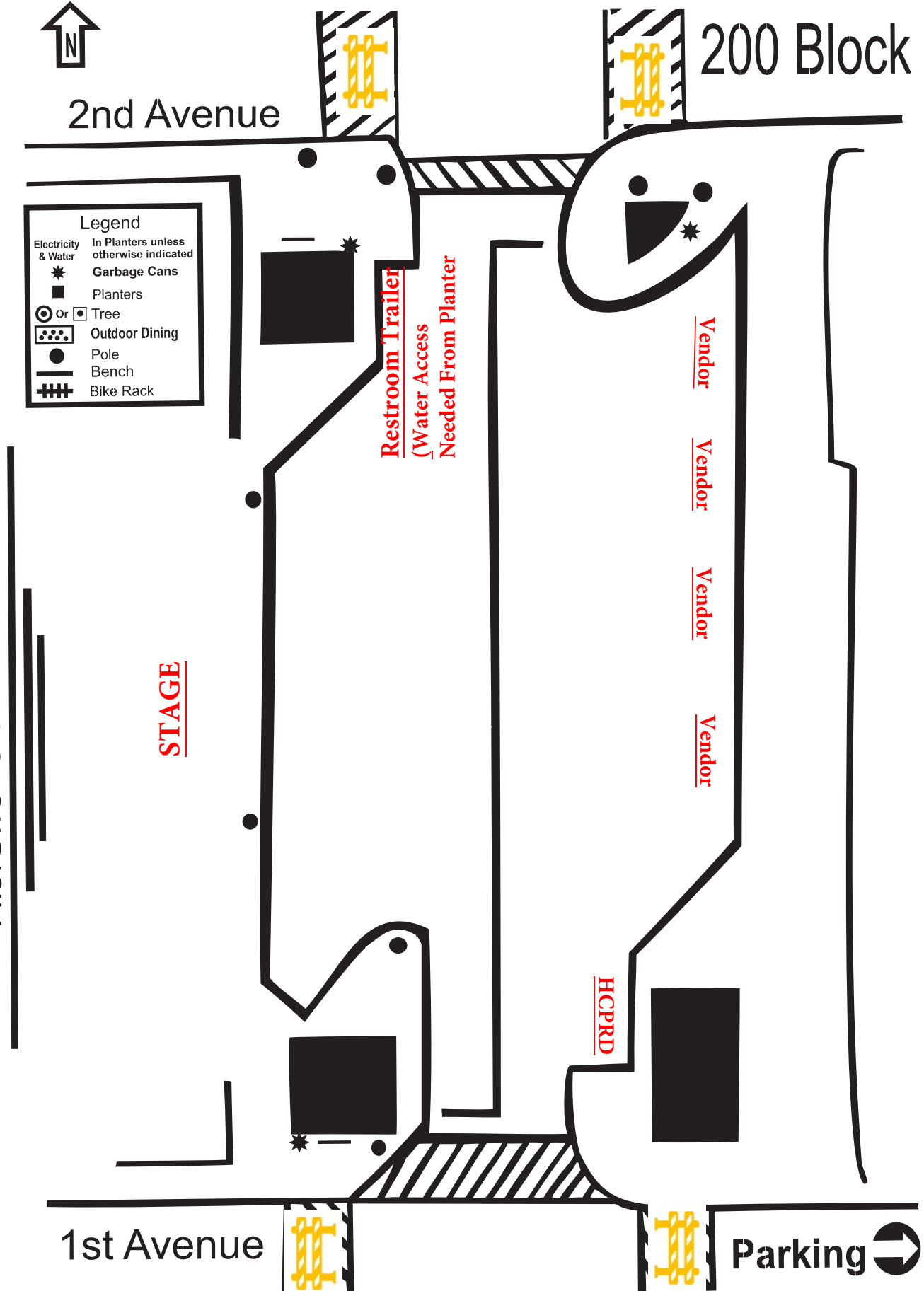
HCPRD

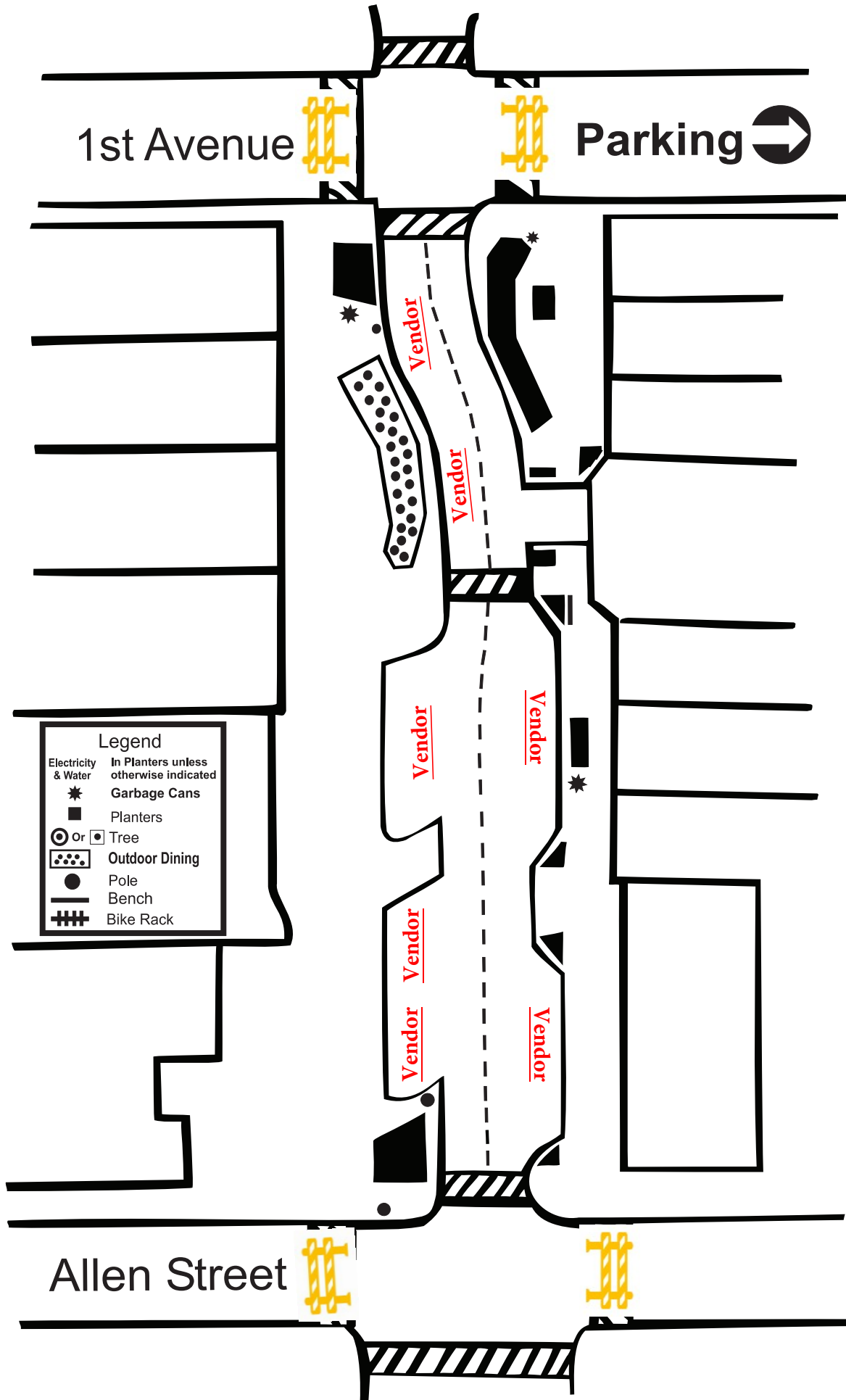
STAGE

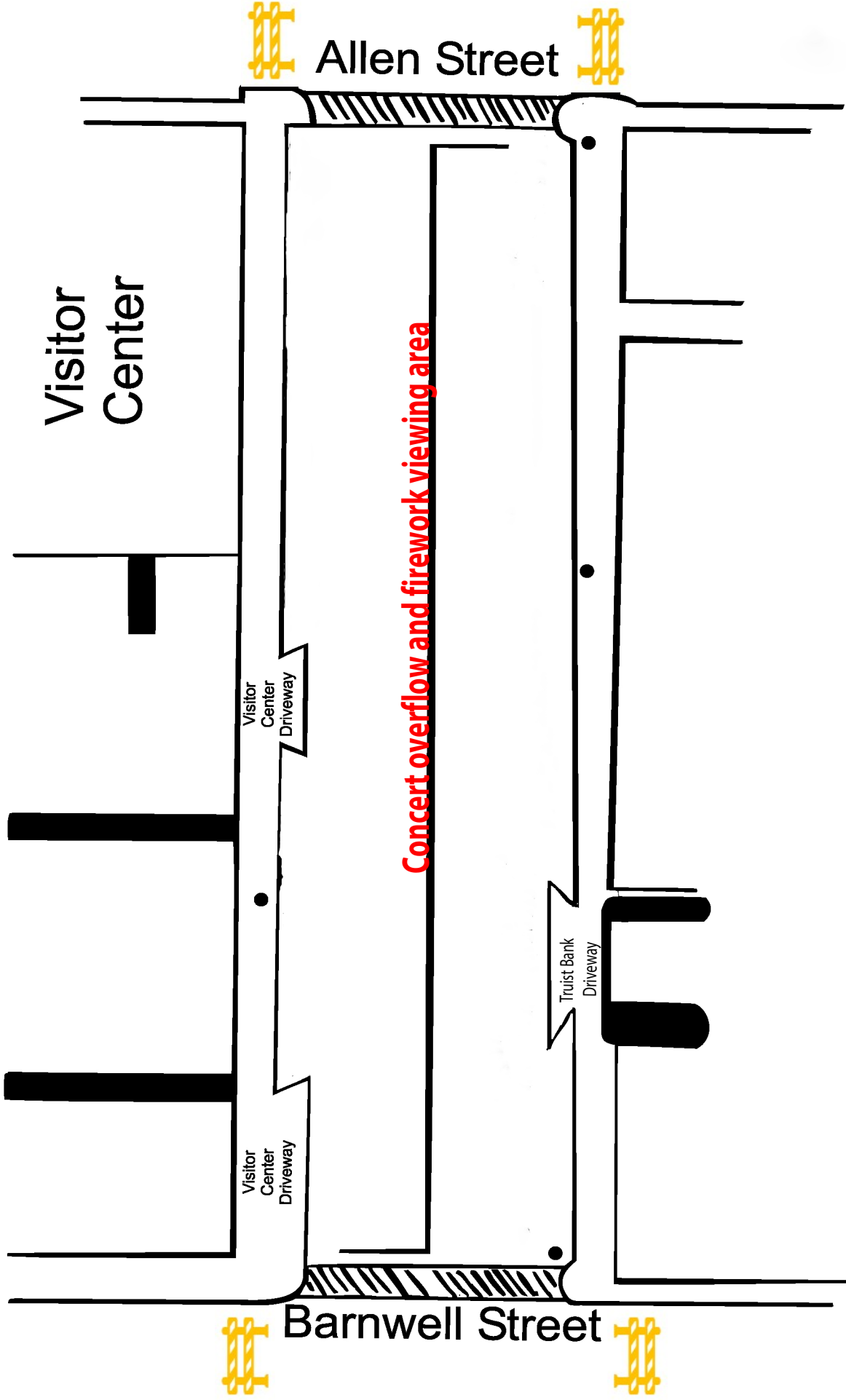
Historic Courthouse

1st Avenue

Parking →







Visitor  
Center

Allen Street

Barnwell Street

Concert overflow and firework viewing area

Visitor  
Center  
Driveway

Visitor  
Center  
Driveway

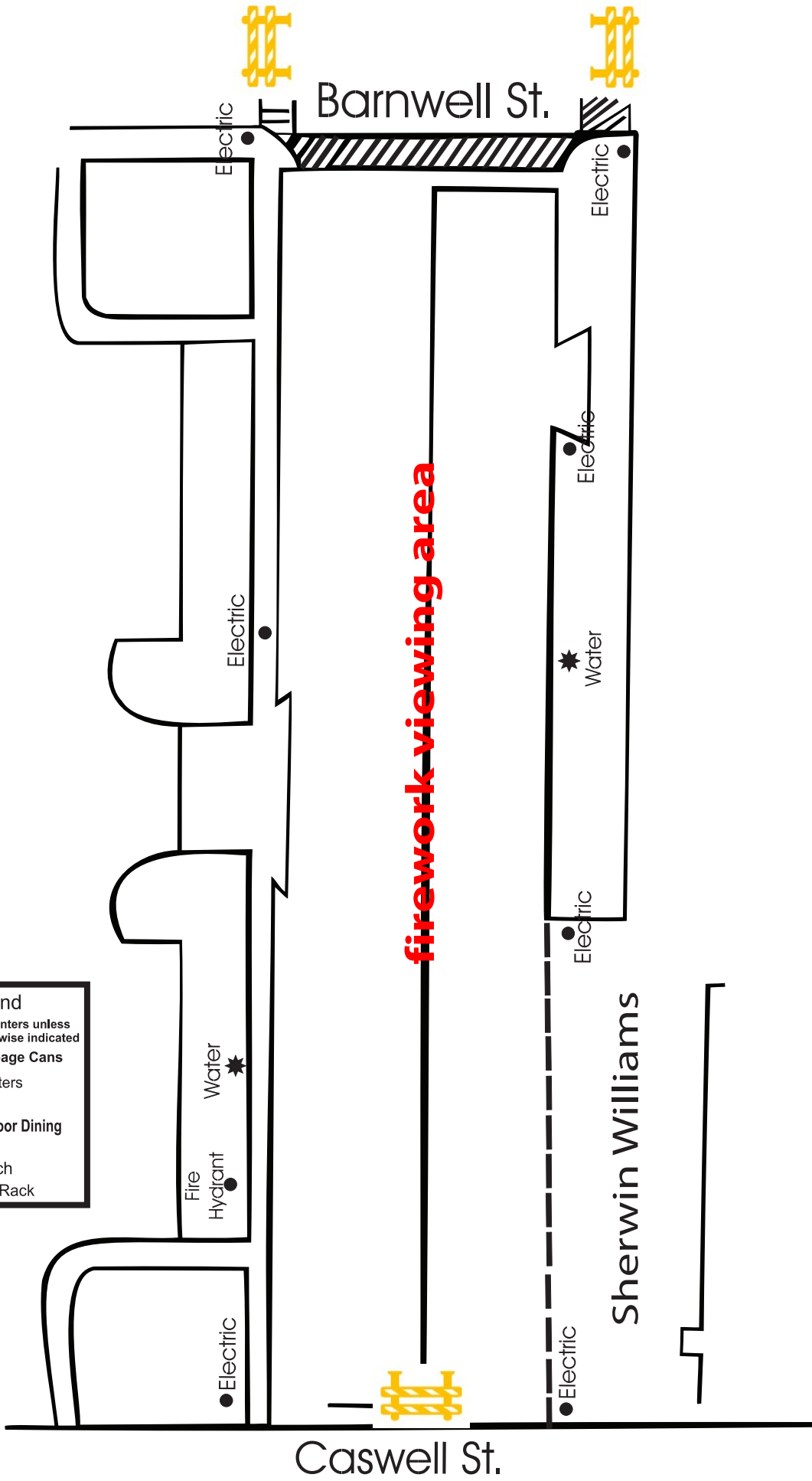
Truist Bank  
Driveway





Wells Fargo

Legend	
Electricity & Water	In Planters unless otherwise indicated
★	Garbage Cans
■	Planters
○ or □	Tree
⬢	Outdoor Dining
●	Pole
—	Bench
≡	Bike Rack

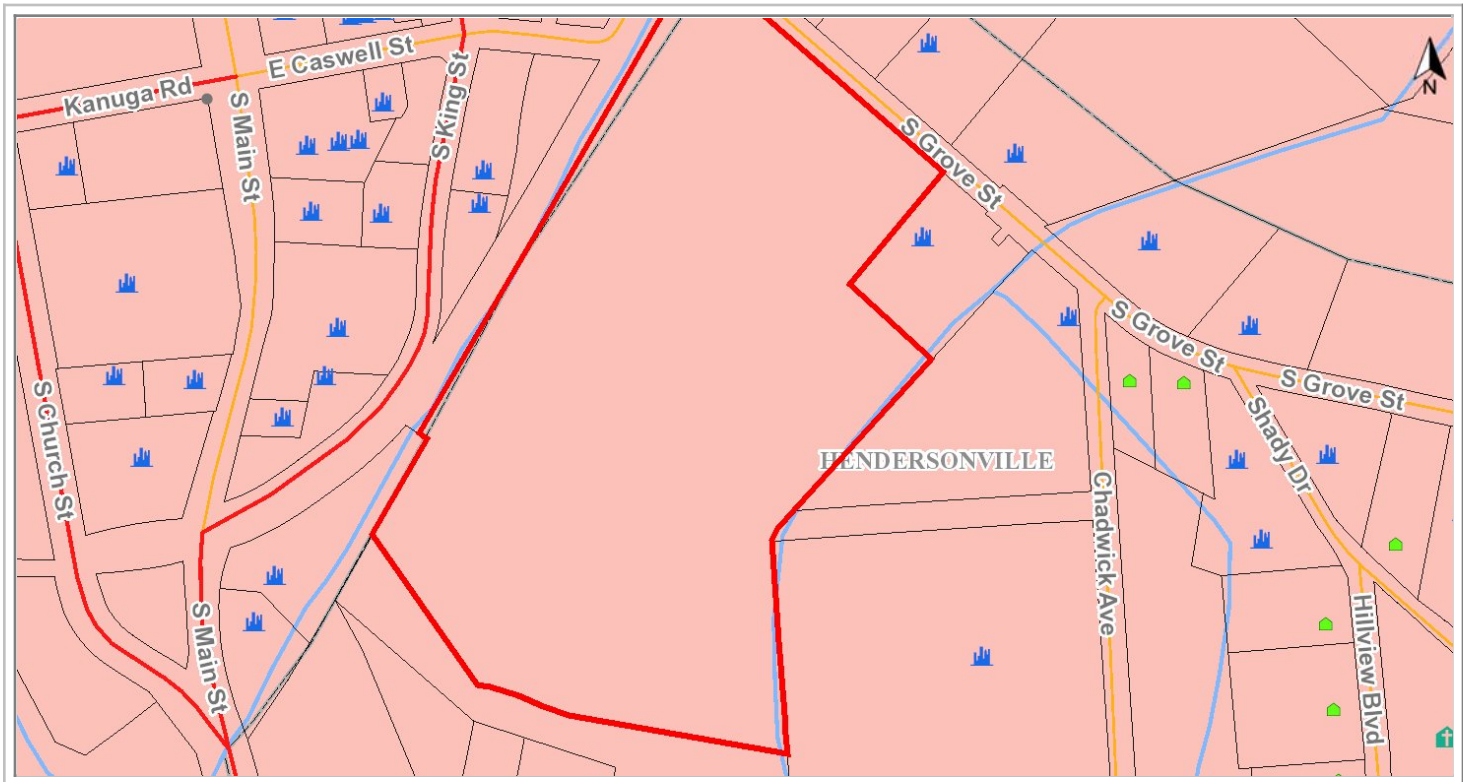


firework viewing area

Barnwell St.

Caswell St.

Sherwin Williams



WARNING: THIS IS NOT A SURVEY

## Parcel Information

<b>REID:</b>	9969442	<b>Pin:</b>	9568858793
<b>Listed to:</b>	CITY OF HENDERSONVILLE	<b>Neighborhood:</b>	SOUTH GROVE TO 176
<b>Mailing Address:</b>	145 5TH AVE E	<b>Township:</b>	Hendersonville
<b>Mailing City, State, Zip:</b>	HENDERSONVILLE, NC 28792	<b>Municipality:</b>	HENDERSONVILLE
<b>Physical Address:</b>	0 NO ADDRESS ASSIGNED	<b>Tax District:</b>	HENDERSONVILLE CITY
<b>Deed:</b>	001099/00522	<b>Plat:</b>	Not Available
<b>Date Recorded:</b>	2002-05-15 00:02:00.0	<b>Elementary School District:</b>	BRUCE DRYSDALE
<b>Revenue Stamps:</b>	300	<b>Middle School District:</b>	HENDERSONVILLE MIDDLE
<b>County Zoning:</b>	Cities	<b>High School District:</b>	HENDERSONVILLE HIGH
<b>Property Description:</b>	SR1764 ON OLD SPARTANBURG HWY	<b>Soil:</b>	Hatboro loam
<b>Map Sheet:</b>	9568.12	<b>Voting Precinct:</b>	Hendersonville 2
<b>Assessed Acreage:</b>	14.00000000	<b>Commissioner District</b>	2
<b>Building Value:</b>	\$0.00	<b>Agricultural District</b>	None Found
<b>Land Value:</b>	\$105,000.00	<b>North Carolina House District</b>	117
<b>Value To Be Billed:</b>	\$105,000.00	<b>U.S. House District</b>	11
<b>North Carolina Senate District</b>	48	<b>Flood Zone:</b>	Floodway Areas in Zone AE



Henderson County  
Geographic Information Systems (GIS)  
200 North Grove Street  
Hendersonville, NC 28792  
P: (828) 698-5124  
F: (828) 698-5122

**THIS IS NOT A SURVEY.**

All information or data provided, whether subscribed, purchased or otherwise distributed, whether in hard copy or digital media, shall be at the user's own risk. Henderson County makes no warranties or guarantees, including the warranties of merchantability or of fitness for a particular purpose. Map data is not appropriate for, and is not to be used as, a geodetic, legal, or engineering base system. The data is not intended as a substitute for surveyed locations such as can be determined by a registered Public Land Surveyor, and does not meet the minimum accuracy standards of a Land Information System/Geographic Information System Survey in North Carolina (21 NCAC 56.1608).



**City of Hendersonville  
SPECIAL EVENT APPLICATION  
EVENT IMPACT NOTIFICATION REQUIREMENT  
(FOR COMMERCIAL AREAS)**



Event applicants are required to notify, by a formal notice, all residents, businesses, places of worship and schools that are affected by street and sidewalk impacts related to your event. This notice must be submitted with the event application to the Special Events Committee for review prior to notification delivery, and example format for this notification is included in the City's Special Events Policy appendices.

Once approved by the Special Events Committee the notice must then be mailed or hand delivered to impacted areas at least twenty days prior to your event. Information on the notice should include, but not be limited to; the name of the event, event date(s), time(s) of event and overall impacts (including set-up and tear down), specific location of impacts, type of activity and telephone number where the public can contact your organization about the event.

Failure to comply with the notification requirement can result in the cancellation, postponement or other significant restrictions to your event or future events. The Special Event Committee requires that the Authorized Event Organizer verify that this notification will take place, please see below.

**NOTIFICATION GUARANTEE: I hereby certify that all residents, businesses, places of worship and schools affected by any street closures and sidewalk impacts related to this event and outlined in this application's "Event Site Plan" will be notified at least 20 days prior to the event with the attached notice by the Authorized Event Coordinator or designee.**

Authorized Event Coordinator's Signature



City of Hendersonville  
SPECIAL EVENT APPLICATION  
VENDOR PERMITS AND ELECTRICAL NEEDS



Complete the form below based on the number of vendors and types of electrical connections required for your event. If you have questions about the electrical requirements for your event please contact the City Public Works Department at (828) 697-3000.

Name of Special Event: July 4th Festival & Fireworks

Authorized Vendor Coordinator: Amy Boswell & Bridgette Thompson Phone #: 828-693-9708

Cell Phone #: 864-293-8993 Email: events@visithendersonvillenc.org

Please calculate your event vendor fees & electrical usage fees below.

Total # 0 of Retail Vendors X \$15 = 0

Total # 0 of Single-Day Food Vendors X \$30 = 0

Total # 0 of Multi-Day Food Vendors X \$55 X Total # 0 of days = 0

Total Vendor Fee Due: 0

Electrical Requirements: Location of electrical needs to be included on Event Site Plan.

((Total # of connections @ 20 Amps or less 0) x (# of days 0) ) x \$25 = 0

((Total # of connections @ 21 to 50 Amps 0) x (# of days 0) ) x \$50 = 0

((Total # of connections @ 50 Amps or more 0) x (# of days 0) ) X \$100 = 0

Total Electrical Usage Fee: 0

Total of All Event Fees: 0

All Event and Vendor Fees are to be submitted prior to the event. Checks can be made out to the "City of Hendersonville." Payment is accepted in person at

145 Fifth Avenue East  
Hendersonville, NC 28792

Please remit payment along with the final invoice you receive from the Community Development Department.