



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, Downtown Division
125 5th Ave, Ste 200, Hendersonville, NC 28792 Phone #: (828) 233-3205

Name of Special Event: Untitled Hallmark Christmas Movie

Event Sponsor: Biltmore Christmas, LLC Phone #: 213-200-0083

Sponsor Address: 2257 Silas Deane Hwy, Rocky Hill, CT 06067

Authorized Event Coordinator: Jason Sallee

Cell Phone #: 213-200-0083 Email: jasonsallee00@gmail.com

Requested Event Date(s): January 27, 2023 Requested Event Hours: 8a to 6p

Estimated Past Attendance: N/A Predicted Attendance: 100

Past Vendor Participation: N/A Predicated Vendor Participation: N/A

"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: 12/10/2022

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 description for each section below. 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: Untitled Hallmark Christmas Movie

Event Description: Biltmore Christmas, LLC would like to film two scenes for a movie at the exterior of the Historic Railroad Depot located at 650 Maple St, Hendersonville. The scenes take place in 1940s era, which will require us to make sure there are no modern vehicles etc. We would like to film these streets on the sidewalk in front of the railroad depot, as well as the parking lot to the north of the depot. Our crew size is approximately 70 people, with 30 background actors. For the preservation of continuity and for the safety of our crew, we would like to request a road closure in the area where we're filming on Maple St. We would allow access to local businesses to get to their businesses.

Statement of Public Benefit:

Our film company is hiring as many crew local to North Carolina as possible. We are also hiring hotel rooms and renting equipment locally. In Hendersonville specifically, we are hiring local actors as possible, spending money locally on the day of filming for food and other services and will be hiring police officers for the day of filming. When we're finished filming, we'll clean up the site and make sure it looks the same as when we arrived or even better.

Event Marketing Strategy and Budget:

We will not be marketing to the public. We will make every effort to notify the businesses and those local to the area to let them know of our plans and ways to mitigate and disturbance our activities and the road closure may cause.



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



Name of Special Event: Untitled Hallmark Christmas Movie

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?):

- We are requesting the closure of Maple St from 7th Ave E to approximately 50' South of the Railroad Depot building on 1/27/23 from 8a to 6p. This closure is for clearing vehicles and traffic for picture, but most importantly for the safety of our cast and crew.
- We are also requesting intermittent traffic control on 7th Ave E for 2-3 minutes at a time during filming, from approximately 9a to 6p.
- We believe this will require 4 police officers from 8a to 6p.
- We will allow pedestrians to walk through set. We would like to hold pedestrian traffic during filming (2-3 minutes at a time), but will allow pedestrians to walk through during other times.

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 is event will be pet-friendly.

No, this event will not allow pets.

- No. We will not have any animals on set. Pedestrians with pets will be allowed to walk through set when we're not filming.



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: Untitled Hallmark Christmas Movie

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.



- WORK TRUCKS PARKING -
- NO PARKING FOR PICTURE -
- SET -
- POLICE - Intermittent Traffic Control (2-3 minutes) in area between officers





**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: Untitled Hallmark Christmas Movie

Authorized Vendor Coordinator: Jason Sallee Phone #: 213-200-0083

Cell Phone #: 213-200-0083 Email: jasonsallee00@gmail.com

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

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

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

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

Total Vendor Fee Due: 0

Note: We will have food/drinks on site for our cast and crew. This is not food/drinks (non-alcoholic) for sale. This is food and drink for the benefit of those working on the film.

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

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

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

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

Total Electrical Usage Fee: 0

Note: We will supply our own power

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

160 Sixth Avenue East
Hendersonville, NC 28792

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