



## 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: Earth Day

Event Sponsor: Hendersonville ESB Phone #: 919-621-7340

Sponsor Address: n/a

Authorized Event Coordinator: Ann Twiggs

Cell Phone #: 614-570-7933 Email: hville3twiggs@gmail.com

Requested Event Date(s): 4/22/2023 Requested Event Hours: 9am - 2pm

Estimated Past Attendance: n/a Predicted Attendance: 1,000 - TBD

Past Vendor Participation: n/a Predicated Vendor Participation: 16 - TBD

*"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: Kelly Pahle Digitally signed by Kelly Pahle  
DN: C=US, O=ESB, CN=Kelly Pahle, E=kpahleesb@gmail.com  
Reason: I am the author of this document  
Location: your signing location here  
Date: 2022-10-12 13:41:46  
Foxit Reader Version: 10.0.0 Date: 10/27/22

### 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: **Earth Day**

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**Event Description:**

Each year on April 22, people from across the globe join together to raise awareness about environmental issues. The City of Hendersonville's Environmental and Sustainability Board would like to host an event on this day to unite our community to help make Hendersonville a better place to live. Our event's goal is to celebrate and promote environmental education, inspire action, and renew and expand commitments to protect our planet. The details of this event are still in the works, but so far we have planned to exhibit an array of electric vehicles, invite local environmental focused non-profits to set up booths to help educate on their causes and invite specialists and activists within the community to perform lectures/demonstrations on varying environmental topics (ie Bee City USA to discuss and demonstrate pollinator friendly gardening, the downtown Aquarium

**Statement of Public Benefit:**

We hope to bring awareness to environmental issues, educate on sustainable practices and to inspire action.

**Event Marketing Strategy and Budget:**

Social Media - budget is TBD



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



Name of Special Event: **Earth Day**

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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?):

Request to close the north side of mainstreet between 6th avenue and 3rd avenue and 5th avenue between King St and the Alley west of main street from 9am - 2pm.

The parking lot across from City Hall will be the location of the EV exhibit. The raised platform between 4th and 5th ave will be used for lectures and demos.

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.



**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: Earth Day

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.



**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: Earth Day

Authorized Vendor Coordinator: Ann Twiggs Phone #: \_\_\_\_\_

Cell Phone #: 614-570-7933 Email: hville3twiggs@gmail.com

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

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

Total # n/a of Single-Day Food Vendors X \$30 = \_\_\_\_\_

Total # n/a of Multi-Day Food Vendors X \$55 X Total # \_\_\_\_\_ of days = \_\_\_\_\_

Total Vendor Fee Due: \_\_\_\_\_

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

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

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

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

Total Electrical Usage Fee: \_\_\_\_\_

**Total of All Event Fees:** \_\_\_\_\_

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.