

TOWN OF PINETOPS

PUBLIC PROPERTY

SPECIAL EVENT APPLICATION

Application **MUST** be submitted at least 30 days prior to your event to have best possibility for approval.

Application for an event occurring on a State/Federal Holiday **MUST** be submitted at least 45 days prior to event.

I. General Information

Type of Event: _____

Event Name: _____

Event Location: _____

Event Date (s): _____ Inclement Weather Date(s): _____

Start Time: _____ End Time: _____

Set-Up: Date & Time: _____ Dismantle Date & Time: _____

Description of Event (Please briefly describe the event.)

Estimated Daily Attendance: _____

II. Applicant and/or Sponsoring Organization Information

Name: _____

Sponsor Status: If non-profit, are you: 501c (3) 501c (6) Place of worship Other

Applicant Name: _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Mobile Phone: _____ Email: _____

Day of Event Contact: (Please provide information for a contact person who will be on-site the day of your event.)

Contact Name: _____

Mobile Phone: _____ Email: _____

III. Event Details:

Yes No Is this an annual event?

What years have the event taken place? _____

Yes No Does the event involve the **sale or use of alcoholic beverages?**

➤ Provide copy of the ABC permit obtained.

- Yes No Will there be **musical entertainment** at your event?
➤ Note: Live music shall not exceed 10:00pm and shall not exceed 9:00pm if located within 200 feet of a residential district.

Signs:

- Yes No Will any signs be used for this event?
Number of signs: _____ Sizes of each sign: _____
Where sign(s) will be placed: _____

Tents

- Yes No Will there be any **tents, canopies, or temporary structures** in the proposed event site?
➤ Provider of tents: _____ # of tents: _____
➤ Will any tent exceed 400 sq feet in area? Yes No
Note: Tent permits will be required from Fire Department if exceed 400 Sq ft in area.

Liability Insurance

Name of liability insurance carrier and policy limits _____

*A copy of the policy showing the Town as an Additional Insured must be provided.

TOWN SERVICES REQUESTED/NEEDED:

Crowd/Traffic Control: Detailed Crowd/Traffic Control Plan Required

MUST DISCUSS PLANS WITH POLICE CHIEF AND/OR TOWN ADMINISTRATOR TO DETERMINE NEED.

At least TWO Officers required when alcohol is involved.

- Yes No Pinetops Police Officers # Officers needed/requested: _____

Trash & Recycling:

- Yes No #Trash barrels needed: _____ #Recyclable barrels needed: _____

Cones/Barrels

- Yes No # Cones needed: _____ # Barrels needed: _____

Water

- Yes No Will you require **access to Town of Pinetops water** for the event?

Electrical needs

- Yes No Will you require **electrical hookups** for this event?

- Note: If service is required during the event it is the APPLICANT'S responsibility to the Town of Pinetops @252-827-4435. The APPLICANT will be billed directly if called for service during the event.

IV. Run/Walk/Parade Route Closure Requests

- Fill out **Appendix A** if you are applying for a Run/Walk/Parade Permit. Must include written turn-by-turn directions.

V. Street Closure Requests

- Fill out **Appendix B** if you are requesting a street closure as part of your special event.

VI. Sidewalk Closure Requests

- Fill out **Appendix C** if you are ONLY requesting for a sidewalk closure as part of your special event.

Information and Conditions of conducting a Special Event Permit:

Vulgar Language and Lewd Conduct:

Applicant agrees to restrict the use of vulgar language or lewd behavior by event participants, vendors, or talent that may offend patrons at the event. Specific consideration should be given to occasions with free admission and openly accessible event spaces.

Event Advertisement

Do not announce, advertise or promote your event until you have completed and submitted this application and have received approval from the Town Administrator.

Street/Event Area Conditions

No permanent alterations to the street or permitted area will be permitted. Any and all festival/event equipment, trash or remnants must be removed within 4 hours of the end of the event.

Public Safety:

Police: If in the opinion of the Police Chief or his designee a sworn officer is essential for a special event the applicant will be instructed on the number of officers needed and if security can be provided with on-duty staff. If a special event serves alcohol, the *special event will be* required to have at a minimum two police officers at the event.

Release and Liability Waiver:

IN CONSIDERATION for being permitted and approved to host the Event at the Event Space, Applicant hereby agrees to the following terms and conditions:

- A. The Applicant assumes full responsibility and liability for the Event Space and the Event's invitees during the time of its use for the Event, and Applicant hereby agrees that it shall waive, release, and forever discharge, for itself and for its personal representatives, spouse, assigns, heirs, next of kin, agents, and/or employees, the Town and its elected officials, employees and agents from any and all claims, causes of action, or liability which may hereafter accrue against them in any form as a result of the Event or any condition existing in the Event Space.
- B. The Applicant further agrees and covenants to hold harmless, defend, reimburse and indemnify the Town for any and all damages, losses, costs, or expenses (including legal fees) incurred by the Town or paid by it to any person (including its insurers) in response to any accident, injury (including death), loss, or property damage, however caused, resulting from, arising out of, or otherwise in connection with the Event. Applicant shall indemnify the Town should any individual or entity make a claim against the Town in connection with the Event, including, without limitation, any accident Applicant may be involved in or any injury, loss, or damage to Applicant, third parties, or property however caused.
- C. This Event Release and Liability Waiver shall be binding upon and enforceable against Applicant, its personal representatives, spouse, assigns, heirs, and next of kin, agents, and/or employees without limitation. It is Applicant's intent that the words, terms, provisions, covenants, and remedies contained in this Release shall be enforceable to the fullest extent permitted by the Laws of the State of North Carolina. If any portion of this Release and Waiver is held invalid, the remainder shall not be affected and shall continue in full legal force and effect.

Insurance Requirement

A full-spectrum of liability insurance to cover all operations naming the Town of Pinetops as an "Additional Insured" on the policy. If you have sub-operators/contractors or other entities within your event, Please note that it is your responsibility to make certain of third-party coverage if your policy is not covering such.

BY SIGNING, THE APPLICANT ACKNOWLEDGES THAT THEY HAVE READ AND UNDERSTOOD ALL OF THE TERMS OF THIS EVENT RELEASE AND LIABILITY WAIVER AND THAT THEY ARE VOLUNTARILY GIVING UP SUBSTANTIAL LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE THE TOWN OF PINETOPS.

TERMS AND CONDITIONS OF EXTRA-DUTY EMPLOYMENT
FOR TOWN OF PINETOPS POLICE OFFICERS FOR SPECIAL EVENTS

This information is provided for persons or organizations wishing to employ extra-duty Pinetops Police Officers for security and traffic control needs during special events.

The secondary employment of extra-duty Pinetops Police Officers is limited to those jobs that, by nature, will not detract from the image of the Town of Pinetops or the Pinetops Police Department.

The employing agency must complete and submit a Special Events Application Package for approval. The application will be approved or denied based on the type of business and needs of those requesting employment of extra-duty police officers. This application must be approved before procuring the employment of Pinetops Police Officers.

The employing agent is paying for the services of a law enforcement officer but shall not dictate to the Pinetops Police Officer(s) orders concerning the enforcement of laws. All Federal and North Carolina state laws, town, and county ordinances will be enforced. Pinetops Police Officers are prohibited from enforcing business policies, procedures, or regulations and will not do so.

An employing agent will be required to compensate the assigned officer for a minimum of three (3) hours despite the duration of the assignment, unless exception is approved by the Chief of Police or his designee.

Cancelation of an Off-Duty event 24 hours prior to the start of the event will require the minimum three (3) hour payment.

When an employing agent decides there is a need to extend the time for a police officer to remain at the assignment beyond that which was scheduled, and the officer already assigned at the site is able to work, the officer(s) shall be compensated at the minimum established rate for each hour worked per officer. A full hour's pay shall be given for any portion of an hour worked beyond the regular scheduled time.

Current off-duty rate for police officers is \$35 per hour minimum. Off-Duty that occurs during Thanksgiving Day or Christmas Day are \$37.50 per hour (1 ½ x rate). In the event an Extra Duty application is submitted 48 hours prior to the start of the event, the Off-Duty rate for police officers will increase to \$37.50 per hour minimum.

Off-Duty requests submitted 48 hours prior to the start of the event during Thanksgiving Day or Christmas Day are \$50.00 per hour (1 ½ x rate). The employing agent is to make individual checks payable to the officer. Payment shall be made within five (5) days of the date of the assignment.

For further information, please contact the Chief of Police at 252-827-4435.

Both the "Application" and this signed page of the "Terms and Conditions" must be submitted to the Police Chief prior to the employment of any extra-duty officers.

As the event organizer, owner/manager or managing agent for this business, organization, or firm, I do hereby agree to the above terms and conditions of the employment of extra-duty Pinetops Police Officer(s) as indicated by my signature below.

Name of Business/Entity

Date

Printed Name of Organizer/Owner/Manager

Signature of Organizer/Owner/Manager

Binding Agreement

I have read and understand this application and the requirements placed upon this applicant and organization. I agree to abide by the Town of Pinetop's rules, regulations, and ordinances should my permit application be approved.

Authorized Signature: _____ Date: _____

Organization: _____

APPROVAL:

Yes No

Town Administrator or Authorized Designee _____ Date: _____

The following documents MUST be attached with submitted application:

- Insurance: Please attach proof of insurance or applicable rider - liability insurance for the business/organizer naming the TOWN OF PINETOPS as the additional insured entity for no less than \$ 1,000,000**
- Appendixes: A, B and/or C (as required)**

Map of Event: Provide a scaled site plan showing the driveway cuts, parking areas, planned activity areas, proposed structures, bathrooms, concessions, tents, and any other related activities that will occur or be placed on site

RETURN COMPLETED APPLICATION TO:
TOWN OF PINETOPS
ATTN: TOWN ADMINISTRATOR
101 East Hamlet Street, Pinetops, NC 27864
Telephone: (252) 827-4435

Appendix B STREET CLOSURE REQUEST FORM

EVENT NAME: _____

EVENT DATE/S: _____

EVENT TIME: _____

a. Name of street to be closed: _____

Is this a total closure or partial lane closure? _____

Beginning Intersection Point: _____

Ending Intersection Point: _____

Beginning Time: _____ Ending Time: _____

b. Name of street to be closed: _____

Is this a total closure or partial lane closure? _____

Beginning Intersection Point: _____

Ending Intersection Point: _____

Beginning Time: _____ Ending Time: _____

c. Name of street to be closed: _____

Is this a total closure or partial lane closure? _____

Beginning Intersection Point: _____

Ending Intersection Point: _____

Beginning Time: _____ Ending Time: _____

Street Closure Guidelines:

- Closure Times: Streets are only permitted to close and open according to times listed on the Special Event Permit.
- Fire Lane: 20' Wide Fire-Lane must be maintained throughout all street closures
- Vendors: All festival vendors should be contained within street closure, not on sidewalks.
- Handicap Sidewalk Ramps: Handicap Sidewalk Ramps should remain unblocked throughout closure.

Appendix C SIDEWALK CLOSURE REQUEST FORM

EVENT NAME: _____

EVENT DATE/S: _____ **EVENT TIME:** _____

a. Specific Street on which the Sidewalk is to be closed: _____

Numbered Block of Street: _____

Beginning Intersection Point: _____

Ending Intersection Point: _____

Beginning Time: _____ Ending Time: _____

Sidewalk Closure Guidelines:

- Businesses on Sidewalk: There CANNOT be any businesses along the sidewalk closure that disapprove of the sidewalk closure.
- Notification: Applicant MUST notify all businesses and residencies affected by the sidewalk closure. Applicant should utilize the Notification Form.
- Closure Times: Sidewalks are only permitted to close and open according to times listed on the Special Event Permit.
- Closure Equipment: Sidewalk closure must be executed with Town of Pinetops barricades and equipment.
- Closure Set-Up: Sidewalk closure should be physically executed by the event permit holder.
- Opposite Sidewalk: Access to the sidewalk on the opposite side of the street must be maintained at all times during the event.
- Vendors: All festival vendors should be contained within street closure, not on sidewalks.
- Event Perimeter: Event perimeter must NOT exceed the sidewalk area. No event equipment or event vendors should encroach into the street along the sidewalk closure.