

APPLICATION FOR SPECIAL EVENT PERMIT

- *Please allow 45 days for processing (60 days with Temporary Road Closure Addendum).*
- *Fees must be paid prior to processing.*
- *Incomplete applications may delay or prevent processing.*

APPLICATION DATE: _____

EVENT INFORMATION

Name of Event: _____

Event Date: _____ Event Start Time: _____ Event End Time: _____

Event Set Up Time: _____ Event Break Down Time: _____

Rain Date (If Any): _____

Event Location: _____

Event Description: _____

- Event Type:**
- | | | |
|---|---|--|
| <input type="checkbox"/> Outdoor Market | <input type="checkbox"/> Fair/Festival | <input type="checkbox"/> Sports/Recreation |
| <input type="checkbox"/> Race/Walk | <input type="checkbox"/> Private Function | <input type="checkbox"/> Concert/Performance |
| <input type="checkbox"/> Parade/March | <input type="checkbox"/> Food Truck Rodeo | <input type="checkbox"/> Other: _____ |

- If event requires temporary road closures, please fill out the **Application for Special Event Temporary Road Closure Addendum**.
- If event is a parade, demonstration or march, applicants must complete a FV Police Department **PERMIT FOR PARADE, PICKET LINES AND / OR GROUP DEMONSTRATIONS** form.
- Race/Parade events require pre-submittal meeting with events personnel.

Open to the Public? Yes No

Number of Expected Attendees: _____ Number of Event Staff: _____

Will there be a fee charged for the event? Yes No

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EVENT INFORMATION CONTINUED

Requested Location Type: Downtown Fuquay District Downtown Varina District Both
 Residential / Neighborhood Office / Commercial
 Street Town Park: _____
 Other: _____

Is this an Annual Event? Yes No

Will **Amplified Sound** be used during the event? Yes No

Will **Tents** be used during the event? Yes No

If yes, how many tents and what size? _____
Tents larger than 1800 square feet (enclosed tents 800 square feet) require a Town permit.

Will **Animals** be part of the event? Yes No

If yes, what type of animals and how many? _____

Will the event use **Outside Security**? Yes No

If yes, what agency or company? _____

Will there be sales or consumption of **Alcohol**? Yes No (If yes, attach a copy of **ABC Temporary Extension of Premises**)

Who will be serving the alcohol? Event Organization Vendor Other (Please Specify): _____

Will **Food** be part of the event? Yes No
Event Organizer will be responsible for ensuring additional Wake County Health Services permits are obtained, if required.

Will **Food Trucks** be part of the event? Yes No

If yes, how may? _____

Will this event be advertised, promoted and / or have media coverage? Yes No

If yes, please explain: _____

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EVENT INFORMATION CONTINUED

TEMPORARY SIGNAGE

Will a banner be used? Yes No

Banner size (max 32 square feet) _____ Duration of display (max 14 days) _____

Banner location & setback (min 10 feet from road) _____

Will off-premise signs be used? Yes No

How many signs (max of 4): _____ Sign height (max 42 inches): _____

Event Sponsor will be responsible for ensuring that the signs and sign locations meet the Town's sign requirements.

EVENT APPLICANT INFORMATION

Event Applicant: _____

Phone: _____ Email: _____

EVENT SPONSOR INFORMATION

Sponsoring Organization: _____

Address: _____

Phone: _____ Email: _____

EVENT CONTACT INFORMATION

Event Contact Person's Name: _____

Phone: _____ Email: _____

EVENT EMERGENCY CONTACT INFORMATION (Person available during event)

Emergency Contact Person's Name: _____

Cell Phone: _____ Email: _____

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PROPERTY OWNER AUTHORIZATION

The following information shall be provided and approved by the Town prior to the event. Town approval of this application shall not be construed to grant the event sponsor (applicant) herein referenced permission to utilize any location other than the location listed below.

Property Owner: _____

Property Address: _____

City: _____ State: _____ Zip: _____

Wake County PIN: _____ Zoning District: _____

Email: _____ Phone: _____

I/We, _____ am/are the owner(s) of the property where the Special Event named above will take place.

Property Owner's Signature: _____ Date: _____

TOWN SERVICES REQUIRED

Please check all that apply: Trash Removal Trash & recycling rollouts requested: _____

Fire Fire personnel requested: _____

Police Police personnel requested: _____

The Town of Fuquay-Varina reserves the right to require the presence of police officer(s) at any event. Should the event call for police presence, the organization sponsoring the event will be required to pay the Town a fee equivalent to the compensation expense (at time and a half) for making the officer available during the event.

- If Police personnel are needed, applicants are required to complete a **Fuquay-Varina Police Department Personnel Agreement** for the payment of off-duty officers.

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SITE PLAN

Provide a detailed site plan sketch of the event layout. Include maps, outline or diagram of the entire event venue, including the names of all streets or areas that are part of the venue and the surrounding area. Include the following info (as applicable):

- Location of the event / activities on the property showing adjacent streets / roads and boundaries
- Location of temporary structures that will be used during the event. Must indicate size of temporary structures, distances between temporary structures and roads / parking
- Identify how each temporary structure will be used (type of vendor, food preparations, alcohol sales, amplified sound / stage, tents, portable toilets, etc.)
- Location of all food trucks. Show distances between food trucks and between food trucks and adjacent buildings (minimum of 10 feet)
- Identify location of cooking devices and open flames. Identify type of cooking fuel used (propane, electric, charcoal, catered, etc.)
- Location of all fencing, barricades, or other restrictions that will impair access to and from the event or property
- Location of all Police and Emergency Responders (if applicable)
- Identify all parking areas (include all handicap accessible areas)
- Identify alternate parking areas if event space includes use of any available parking (public parking areas may not be used as alternate parking)
- Identify the proposed locations for emergency access lanes (minimum 20 feet wide) throughout the event site
- Describe planned arrangements to resolve conflicts with people trying to reach businesses, their residences, places of worship and public facilities including public transportation
- Location of fire hydrants
- Location of first aid facilities
- Location of power sources / generators and fuel storage
- Location of any signage used for event
- Location of garbage receptacles, town trash bins, and recycle rollouts
- Event parking restrictions must be noted on site plan / route map

INSURANCE REQUIREMENTS

Events using Town property require evidence of insurance and completion of the **Hold Harmless Agreement** before final permit approval. Please provide a certificate of insurance, which shows a minimum of \$2,000,000 in commercial general liability insurance and a policy endorsement which indemnifies and holds harmless the Town of Fuquay-Varina and all its agencies and departments. Some events may require a higher limit of insurance. Event sponsor (applicant) must list the aforementioned parties as additional insured on their certificate of insurance.

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DISCLOSURES

- **Permits:** Please note that all components of the event are subject to approval by the Town Manager's Office and may also require approval by and/or permit(s) from other Town agencies and departments. It is the responsibility of the applicant to secure all necessary Town of Fuquay-Varina permits and to submit the required payment for permits prior to said event.
- **Event Notification and Communication:** Event sponsor (applicant) will be responsible for contacting all individuals, residents and businesses who will be impacted by the event.
- **Vendor Compliance:** The Town of Fuquay-Varina requires the event sponsor (applicant) to disclose if there are plans to have food vendors, the selling of products/concessions, the use of fireworks, large outside public assemblage, and the closing of public parking lots. All vendors must comply with all applicable regulatory permitting agencies' requirements.

AFFIDAVIT OF APPLICANT

My signature below indicates that everything I have stated in this application is correct to the best of my knowledge. I have read, understand and agree to abide by the policies, rules and regulations of the Town of Fuquay-Varina as they pertain to my request. The permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the Town of Fuquay-Varina's Town Manager's Office (or designee). My signature below indicates consent to any inspection by any Town staff member. All programs and facilities of the Town of Fuquay-Varina are open to all citizens regardless of race, sex, age, color, religion, national origin or disability.

Signature of Applicant

Date

Printed Name