



Special Event Permit Application

Guidelines for Special Events

A special event is any activity that occurs upon public or private property that affects the ordinary use of parks, public streets, rights-of-way or sidewalks. Special events may include but are not limited to such activities as festivals, fairs, tours, concerts, holiday celebrations, grand opening celebrations, certain outdoor business promotional events, bicycle races, runs, parades, marches and processions and motorcades.

Individuals or groups wishing to hold events on public property, or on private property but with an impact on public property such as streets, within the City limits, including City parks, must obtain a Special Event Permit from the City of Dunn. Event sponsors should submit applications at least 60 days prior to the proposed event.

Some Key Points

Permit posting: Special event permits should be posted at greeting areas or main entrances at events. Event producers should keep in mind they may be asked by City staff, to show proof of permit during event.

Hours/Noise: Event activities are prohibited after 9:00 p.m. and before 7:00 a.m. in any area without a Noise Permit issued by the Police Department. Loudspeakers, amplified music, bullhorns, public address systems, any loud disruptive noises are regulated by the City's noise ordinance. (Section 13-36 through 13-41) and issue of permit is required no matter the time of day.

Alcohol: If alcohol is to be served or sold, event organizers must take those measures required for compliance with the Alcoholic Beverage Ordinance (Section 13-4), including the hire of private security officers to prevent alcohol from being removed from the premises. Alcohol is prohibited in Dunn public parks. The only City property that alcohol can be allowed is within the City of Dunn "Municipal Service District". Required ABC Permit from the NC ABC Commission must be attached.

Restrooms/Trash/Cleanup: The City may require portable restrooms at its discretion. Trash must be disposed of in approved containers. Daily cleanup is required. The applicant must clean the right-of-way or public property of all rubbish and debris, returning it to its pre-event condition within 24 hours of the conclusion of the event. If the applicant fails to clean up such refuse, cleanup will be arranged by the City and the costs charged to the applicant.

Traffic and Parking: Traffic Patterns and Parking must be shown on a map prepared by applicant. The Fire Inspector requires that all entries, exits and fire lanes be maintained.

Signs: Must complete a Temporary Sign Permit Application and comply with the City of Dunn's Sign Ordinance [Section 22-296(3) and Section 22-296(6)].

Smoking: Tobacco use and smoking is prohibited in all City of Dunn buildings, grounds, and parks.

Fireworks: Fireworks are NOT permitted without a Fireworks Permit from the Harnett County Fire Marshall, which requires approval of the Harnett County Board of Commissioners, so it is important that the permit is applied for well in advance (60+ days).

Security/Traffic Control: Events may require the hiring of police officers to provide for security and/or traffic control. The number required will be determined by the City during its permit review at the cost of \$35.00 per hour, per officer with exceptions only for City affiliated events.

Tents/Temporary Membranes (Inflatables): Tents having an area in excess of 200 sq. ft. or canopies (tents without sides) in excess of 400 sq. ft. and/or inflatables require an inspection and permit by the City Inspector. Such structures require a flame resistant certificate issued by an acceptable testing laboratory, and a site plan indicating a fire lane accessing the tent, a 2A-10BC fire extinguisher on-site, and acknowledgement that no smoking, fireworks, or open flames will be permitted in the tent. Please contact the City of Dunn Inspections Department to ensure compliance. Carnival Rides must go through the NC Dept. of Labor.

Insurance: In addition to the nonrefundable application fee, producers of each event are responsible for any additional cost incurred by the City as determined by representatives of each department prior to issuance of the Special Event Permit. Attach Proof of Comprehensive Liability Insurance naming the City as an additional insured, when the event requires staffing by city employees or includes the consumption of alcoholic beverages as required by Ordinance [Section 13-4(6)a].

Food Trucks: Food Trucks, participating in any event within the City of Dunn limits, must have a valid Food Truck Permit from the City of Dunn Planning Department.

Street Closures: Any closures of any public right-of-way must be approved by City Council.

You will need a **Neighborhood Event Permit Application**, if neighborhood or block events in residential districts require closing a public street or right of way and for Demonstrations, Pickets and Parades that do not require street closures, you need to complete an **Application for Group Demonstration, Parade, Picket Line, or March**. If either of these applications work for your event, you will need to complete the required application and will not need to proceed with the Special Event Permit Application form.

Contact Information

City of Dunn

Manager's Office – 910-230-3500

Police Department – 910-892-2399

Planning & Inspections – 910-230-3505

Information on ABC permits – <https://abc.nc.gov/Permit/SpecialPermits>

Harnett County Fire Marshall—<https://www.harnett.org/fire/fire-marshal-information.asp>

Event Information

Type of Event: ___ Festival ___ Concert ___ Run/Walk ___ Parade
___ Other—Type _____

Name of Event and Sponsoring Organization: _____

Point of Contact for this Event:

Name _____ Telephone _____

Email _____

Purpose of Event _____

Event Location: _____

Event Date(s) _____

Setup Date(s) _____

Actual Event Hours _____

Setup/Assembly

Hours _____

Dismantle Date and Time _____

Projected Attendance _____

Will there be the use of fireworks at this event? ___ Yes ___ No

Will alcohol be served or sold? ___ Yes ___ No

If yes, please provide required documentation.

Will Tent(s) be installed? ___ Yes ___ No

If yes, Size _____ Number of Tents _____

If, applicable, please attach Tents/Temporary Membranes Permit Application.

Will Inflatables be used? ___ Yes ___ No

If yes, please attach Tents/Temporary Membranes Permit.

Will this event require signs/banners? ___ Yes ___ No

If yes, please attach Temporary Sign Permit Application.

Do you need access to city electrical outlets? ___ Yes ___ No

Do you need access to water for your event? ___ Yes ___ No

Additional Fees may apply for water and electricity. You will be contacted to discuss.

Applicant should include a detailed Traffic and Parking Plan.

Will your event require the closing of any City streets or parking lots? ____ Yes ____ No
If yes, the application must be received 60 days in advance of the event.

*Request to close any state-maintained roads must be handled through the
NC Department of Transportation*

List any street(s) and parking lots to be closed. Include street name with date and time to be closed and reopened. Also include a detailed Map showing streets to be closed.

Please attach map/drawing accurately depicting proposed locations, activities, and traffic flow, with proposed parking plan.

As a condition to the issuance of a temporary Special Event Permit, the permittee shall indemnify and hold the City harmless from claims, demand or cause of action which may arise from activities associated with the special event.

By signing this permit, I acknowledge that I have read completely including all necessary ordinances and answered all questions truthfully and understand that the event should NOT be promoted until a Special Event Permit has been issued.

Submittal of an application does NOT guarantee approval and the \$25 Fee is Non-Refundable. Violations could result in forfeiting the right to apply for future Special Events for a minimum of two (2) years.

Signature _____ Date _____

Please Return Completed Application with Fees to:

City of Dunn Planning Department
102 N Powell Ave
PO Box 1065
Dunn NC 28335
Telephone (910) 230-3505

Checklist for Attachments

Please make sure all required permits and information with necessary permit payments are included.
Check or mark n/a

___ ABC Permit (if alcohol is to be served or sold)

___ Tents/Temporary Membranes Permit Application

___ Noise Permit

___ Temporary Sign Permit

___ Proof of Insurance or Signed Waiver

___ Please be sure to include Map(s) or Drawing(s) showing location of event, activities, requested street closures, parking and traffic patterns.

FOR OFFICE USE:

Planning Department:

Inspections Department:

Police Department:

City Clerk, if required:

City Manager, if required:

Date Received: _____

Date Approved/Denied: _____

Date of Notification to Applicant: _____

Staff Name _____

Staff Signature _____



Dunn Police Department

Permit to Exceed Noise Limits

Name of Applicant: _____

Address: _____

Contact number: _____

Type of activity/description: _____

Are you serving: (Beer/Wine/Alcohol) _____

Date of Event: _____

Proposed Start time: _____ Proposed End time: _____

Proposed place: _____

Number of People: _____

Name of person in charge of the event: _____

Address: _____

Contact number: _____

Date application submitted: _____

Signature of Applicant: _____

E-Mail Address _____

*******Department Use Only*******

Application Received: Date: _____ Time: _____



Approved Approved (with stipulations) Disapproved

Signature (City Manager): _____

Signature (Chief of Police): _____

LIST ANY STIPULATIONS BELOW



APPLICATION FOR TENT/TEMPORARY MEMBRANE PERMIT

Inside City Limits Outside City Limits

Application must be completely filled out. Incomplete applications will be returned.

Site Address: _____

Owner Name: _____ Telephone: _____

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

Applicant Information

Name: _____ Telephone: _____

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

E-mail: _____

Contractor Information

Name: _____ Telephone: _____

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

E-mail: _____

Cost of Construction: \$ _____

Dimensions of Tent/Structure: _____ **Wide** _____ **Long** _____ **Total sq. ft.**

Set up Date: _____

Requested Inspection Date: _____

Removal Date: _____

Description of Proposed Use:

- Please submit a site plan showing location of tent/structure on property with distance from other structures. Exits and Fire Extinguishers will also need to be noted on plans.
- Flame Resistant Certificate will need to be submitted before or at the time of inspection.
- All fees must be paid at time of permit issuance.
- **Permit Fees: \$200.00**
 - \$100.00 – Construction Permit
 - \$100.00 – Operational Permit

Applicant Signature: _____ Date: _____

Inspector Signature: _____ Date: _____



TEMPORARY SIGN PERMIT APPLICATION

The following conditions are listed for the convenience of the temporary sign permit applicant. Refer to the current fiscal year adopted fee schedule for permit costs.

Sec 22-296 (3) . Portable signs.

- a. *Size:* Portable signs shall not exceed thirty-two (32) square feet in surface area, a maximum height of six (6) feet, and the total aggregate for all signs for a single project shall not exceed sixty-four (64) square feet in surface area. All signs not attached to building structures shall be self-supporting.
- b. *Time limit:* Permits for portable signs may be approved for one (1) to thirty (30) days. No sign or other form of advertisement shall be exhibited for more than seven (7) days prior to the day of a sale or activity is to commence.
- c. *Removal of signs:* Signs shall be removed at the close of the special event or activity and shall not be displayed after the expiration of the permit or the close of the special event or activity.
- d. *Additional regulations:* No more than one (1) portable sign, with or without wheels, shall be permitted on a parcel of land for a grand opening, special sale, special event or similar activity.

A permit for a portable sign may not be issued again for the same business or occupancy for a period of twelve (12) calendar months.

Section 22-296 (6) . Banners and windblown signs. Initial business opening, sale, or special event:

- a. *Size:* Each sign shall not exceed thirty-two (32) square feet in total aggregate. Each parcel shall be allowed a maximum of 3 signs with a total square footage not to exceed forty-eight (48) square feet.
- b. *Time limit:* Permits for banners or windblown signs may be approved for one (1) to thirty (30) days. No sign or other form of advertisement shall be exhibited for more than seven (7) days prior to the day of opening a store or activity is to commence.
- c. *Removal of signs:* Signs shall be removed at the close of the special event or activity and shall not be displayed after the expiration of the permit or the close of the special event or activity.
- d. *Additional regulations:* Such signs may be freestanding or attached to any part of the building wall. Banners and windblown signs shall be issued once a quarter each calendar year.

I hereby certify that I understand the listed conditions and will comply with all requirements and conditions.

Signature of applicant Date

Name of Business: _____

Business Address: _____

Owner/Manager Name: _____ Contact Phone Number: _____

Type, Number, & Square Footage of Sign(s): _____

Dates for Sign Placement: _____

Approved by: _____ Date: _____ Receipt #: _____