

Special Event Permit Application



RECEIVED: _____
PAID: _____
APPROVED: _____
PERMIT NO: _____

Event Information

Type of Event: _____ Festival _____ Concert _____ Other (please specify) _____

Neighborhood events, group demonstrations, parades, picket lines and marches are NOT covered under a Special Event Permit. Please contact Staff for the appropriate permit form.

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 _____

Fee for special event permit is \$125.00,

please see attached for additional fees that may be applied

PERMIT MUST BE FILED 60 DAYS IN ADVANCE OF THE EVENT

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- 1- Will there be a street closure for this event? Yes No

If No, Proceed to 2

If Yes, please provide a map of the area that will be affected. City maintained public street closures require the permission of Dunn City Council and will require an application to be filed a minimum of 60 days before the closure for Council action. State Maintained road closures will require permission of the NCDOT.

- 2- Will alcohol be served or sold? Yes No

If No, proceed to 3

If yes, your event will require a Permit from the NC Alcoholic Beverage Control Commission (ABC Permit will need to be attached after approval from the ABC)

-you will need to hire private security officers to prevent alcohol from being removed from premises.

-you will also need to provide Proof of Comprehensive Insurance Liability Insurance, naming the City as an additional insured party

- 3- Will Tent(s) or inflatables be installed? Yes No

If No, Proceed to 4

If yes, Size _____ Number _____ of Tents and/or inflatables

-Tents, inflatables and stages over a certain size require a permit from Harnett County.

Planning staff can help coordinate this permitting and inspections with Harnett County on the applicant's behalf. This takes approximately 2 weeks.

Inflatables are not allowed on City property due to insurance codes

- 4- Will this event require signs/banners? Yes No

If No, Proceed to 5

If yes, please include on your map a sketch showing the location for each sign and a drawing showing the dimension and height of each sign or banner.

Additional Fees \$150 for temporary sign permit

- 5- Will the activity use loudspeakers, begin before 7 am or extend past 9pm?

If No, Proceed to 6

If Yes, you will need permit to exceed the City noise limits. City Staff will coordinate with you to obtain this permit.

Additional Fees \$15.00

- 6- Will Food Truck operate at the event?

If No, Proceed to 7

If Yes, you will need to provide on the location drawing, the locations of all food trucks and other related food truck accessories (generators, for example).

- 7- Do you need access to city electrical outlets? Yes No

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

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

CHECKLIST

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
- Map(s) or Drawing(s) showing location of event, activities, requested street closures, parking and traffic patterns.

Notes:

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

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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 Unified Development Ordinance, Signs Section 6.11, N Temporary Signs.

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

Fireworks: Fireworks are NOT permitted

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 \$49.00 per hour, per officer with exceptions only for City affiliated events.

Tents/Temporary Membranes (Inflatables): Tents having an area in excess of 800 sf., canopies (tents without sides) in excess of 1800 sf., and inflatables over 400 sf require an inspection and permit by the Harnett County Fire Marshal's Office. 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. There may be additional requirements from the county. 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].

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 not need to complete the required application and will not need to proceed with the Special Event Permit Application form.

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Permit Approval

Office Use:

Planning Department Director: _____ Date _____

Inspections Department _____ Date _____

Police Department _____ Date _____

City Clerks' Office _____ Date _____

City Manager _____ Date _____

Date received _____

Date Approved or Denied _____

Date of notification to the applicant _____

Staff Name _____

Staff Signature _____ Date _____