



PUBLIC PROPERTY SPECIAL EVENT APPLICATION

Application **MUST** be submitted at least 30 days prior to your special event.
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

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 11:00pm and shall not exceed 9:00pm if located within 200 feet of a residential district.

Signs: List all temporary signs and their locations to be displayed **during** the event

- 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.

TOWN PROVIDED SERVICES:

Crowd/Traffic Control: Detailed Crowd/Traffic Control Plan Required – At least TWO Officers required when alcohol is being served:

- Yes No Carolina Beach Police Officers # Officers required: _____

Trash & Recycling:

- Yes No #Trash barrels needed: _____ #Recyclable barrels needed: _____
 Yes No Town employee maintain trash receptacles – Hours employee needed _____
 Yes No Trash Trailer: _____

Fencing

- Yes No Fencing: _____ft

Cones/Barrels

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

Parking

- Yes No Do you need parking meters bagged or parking spaces blocked off?
Note: There is a fee per space, per day for bagging meters or closing parking spaces

Water

- Yes No Will you require **access to Town of Carolina Beach 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 APPLICANTS responsibility to contact EWE @ 443-0700. 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.

Special Information and Conditions of receiving a Special Event Permit:

Vulgar Language and Lewd Conduct:

Applicant agrees to restrict the use 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 a completed and submitted this application and you have received approval from your Municipal Event Coordinator.

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 12 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 of one police officer at the event.

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 Carolina Beach rules, regulations and ordinances should my permit application be approved. And I will fulfill the requirements placed upon this permit application.

Authorized Signature: _____ Date: _____

Organization: _____

The following documents MUST be attached with submitted application:

- Insurance: Please attach proof of insurance or applicable rider - liability insurance for the business naming the TOWN OF CAROLINA BEACH 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 Carolina Beach Assistant Parks and Recreation Director
1121 N. Lake Park Blvd, Carolina Beach NC 28428
Telephone: (910) 458-7416, Fax: (910) 458-2997
Email: tim.murphy@carolinabeach.org

Appendix A RUN/WALK/PARADE ROUTE DESCRIPTION

EVENT NAME: _____

EVENT DATE: _____ **EVENT TIME:** _____

FORMATION AREA LOCATION: _____

STARTING POINT: _____

ENDING POINT: _____

ROUTE: (Please provide a turn-by-turn description of the proposed parade/run/walk route. A map of the route shall also be required.)

Route Begins:

Route Ends:

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 Carolina Beach 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.

There is a process to have a Special Event on Carolina Beach.

- (1) We do not do any new special events from Memorial Day to Labor Day.
- (2) You will need to fill out the attached Special Event application
- (3) I will go over the application then call you to make an appointment to go over the application to make sure we are on the same page with what you need for your event. (If you cannot come to Town Hall, we can do this over the phone)
- (4) We have an Event Committee that is made up of all the Department Heads, we meet the **3rd Tuesday of every month**, your event will have to go through this committee for recommendations to the Council. Depending on how detailed the event is, you or your representative may be asked to attend this meeting.
- (5) Then you or your representative will go to Town Council for final approval, the Council meets the **2nd Tuesday of every month at 6:30pm**. You will need to do a briefing about your event to ask Council for approval.
- (6) Remember: you cannot advertise your event until Council's approval. The processes takes at least 45-60 days.

For more information please contact Tim Murphy; Tim.murphy@carolinabeach.org