TOWN OF BOONVILLE

EVENT PERMIT APPLICATION

Application must be received for any event off premises OR any event with an expected attendance of 500 or more people. Apply for this permit at least 45 days prior to your event.

Section I.	General Information

EVENT NAME: _____

EVENT DATE(S): _____

EVENT TYPE: ☐Parade ☐Festival ☐Walk/Run ☐Concert ☐Assembly ☐Other

LOCATION: _____

IF THIS EVENT IS A PARADE: Please provide a map of the proposed route on additional sheet(s).

SET-UP TIME
(START/END): _____

DISMANTLE HOURS
(START/END): _____

ESTIMATED ATTENDANCE: _____ Total Attendance _____ Parade Floats

BASIS ON WHICH THIS
ESTIMATE IS MADE: _____

COMPREHENSIVE GENERAL
LIABILITY INSURANCE REQUIRED: $1,000,000: Please attach proof of insurance (or applicable rider).

INSURANCE REQUIREMENTS

1. Before a Special Event Permit will be issued by the Town of Boonville, each Applicant shall provide the Town of Boonville with a Certificate of Insurance satisfactory to the Town of Boonville's requirements.
2. This Certificate of Insurance shall certify the following information, along with such other certifications as the Town of Boonville may require based on the information contained in Application for a Special Event Application and on the particular proposed Special Event:
   (a) That the Applicant has secured a policy or policies of insurance insuring the Applicant and insuring all its licensees, agents, vendors, exhibitors, representatives, employees, volunteers, patrons, customers, or other persons, firms, or organizations which are affiliated with Applicant in the proposed Special Event, and insuring the Town of Boonville and the Town of Boonville's Officials, Representatives, and Employees against all claims, demands, or actions arising out of or in connection with the use of or occupancy of any property of the Town of Boonville related in any way to the proposed Special Event.
   (b) The Town of Boonville shall be specifically named as an Additional Insured in the remarks section of the Certificate of Insurance.
3. The Town of Boonville recommends to the Applicant that the Applicant secure appropriate insurance coverage from all its representatives, employees, volunteers, patrons, licensees, agents, vendors, exhibitors, or other persons, firms, or organizations which are affiliated with Applicant in the proposed Special Event, naming the Applicant and the Town of Boonville as an Additional Insured, but failure to do so does not relieve the Applicant from any of its obligations or duties set out in this Application for a Special Event Permit.

SECTION II.	Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: _____

ARE YOU A NON-PROFIT CORPORATION: ☐ Yes ☐ No If yes, check one: ☐ 501c(3) ☐ 501c(6) ☐ Religious Org.

APPLICANT NAME: _____ TITLE: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ EMAIL: _____

ON-SITE CONTACT: _____ TITLE: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ CELL #: _____ EMAIL: _____

SECTION III.	Please provide a brief description of the event.

SECTION IV.	Street Closure Request

List any street(s) or lanes of streets requiring temporary street closure as a result of this event. Include street names, indicating beginning and endpoints of the closing. Also include the day, date and time of the closing and reopening. (Attach a map if necessary):

SECTION V.	Event Details

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

If "Yes", has the ABC Permit been obtained? ☐ Yes ☐ No

Does the event involve the sale of food? ☐ Yes ☐ No

If "Yes", has the health department been notified? ☐ Yes ☐ No

Does the event involve the sale of non-food items? ☐ Yes ☐ No

Will there be Musical Entertainment at the event? ☐ Yes ☐ No

If "Yes", provide the following information: Number of Stages: Number of Bands:

Amplification? ☐ Yes ☐ No

Note: If amplification is used, you will be required to comply with the noise ordinance.

Will you provide portable toilets for the public attending the event? ☐ Yes ☐ No If so, how many?

Will you require an electrical hookup for the event? ☐ Yes ☐ No Generators? ☐ Yes ☐ No

Will you require access to water for the event? ☐ Yes ☐ No

If "Yes", please explain:

Will admission fees be charged to attend this event? ☐ Yes ☐ No

If " Yes", provide amount(s) for all tickets: _____

Will fees be charged to vendors to participate in this event? ☐ Yes ☐ No

If "Yes", provide fee amount(s): _____

Have you notified the fire department of this event? ☐ Yes ☐ No

SECTION VI. Additional Questions

How will parking be accommodated for this event? _____

How will trash be contained and removed during and after the event? _____

Will local police and medical services be requested for this event? ☐ Yes ☐ No

SECTION VIII. Special Information for Applicants

* **Do not announce, advertise, or promote your event until you have a signed permit.** A pre-event assessment with public safety agencies may be required prior to issuance.

* Events with expected attendance of 5,000 or more must comply with the Department of Homeland Security Contingency Planning guidelines, as well as developing a Public Safety Plan as required by North Carolina Fire Code Chapter 4, Section 403.2.

* No permanent alterations to the street(s) will be permitted.

* The applicant may be responsible for hiring and paying off-duty law enforcement officers or reimbursing the Town of Boonville for the costs of providing on-duty law enforcement officers, to appropriately police street closures. For festivals, the applicant may be additionally responsible for hiring and paying off-duty law enforcement officers or reimbursing the Town of Boonville for the costs of providing city staff, including but not limited to, on-duty law enforcement officers and emergency medical technicians.

* The Police Department shall determine the number of officers needed to appropriately police street closures and for internal security, and the number of emergency medical technicians needed, and the time when such services shall commence and end.

* The applicant acknowledges and agrees to comply with ordinances and in addition agrees:

  (a) No speeches, posters, placards, literature, etc., shall contain any profanity, obscenity or material that is likely to be such as to cause a breach of the peace by either participants or spectators.

(b) Any item that is deposited so as to constitute "littering" either by a participant or spectator, will be removed from the streets, sidewalks or other public areas, and disposed of properly by the applicant. The applicant is responsible to keep the area they occupy and the immediate surrounding areas safe and free from any hazards, and to leave the area clean upon their departure. Any hazardous conditions are to be reported immediately to town police officers or other officials.

(c) Any violation of any ordinance of the Town of Boonville, or of the laws of the State of North Carolina, shall be cause for the Chief of Police or his designee, to revoke the permit, order the event cancelled, and the participants to disperse in an orderly manner.

(d) By executing this Special Event Permit Application and submitting said Application to the Town of Boonville, Applicant agrees to indemnify the Town of Boonville and save the Town of Boonville and its Officials, Representatives, and Employees harmless from any injuries, illnesses, claims, demands, actions, lawsuits, or any other damages of any kind whatsoever to any person or property, including any related expenses, fees, or costs, whether direct or indirect which are occasioned wholly or in part by any act or omission by the Applicant or occasioned wholly or in part by any of Applicant's representatives, employees, volunteers, patrons, licensees, agents, vendors, exhibitors, or other persons, firms, or organizations which are affiliated with Applicant in the proposed Special Event, and which are related to the use of or occupancy of any property of the Town of Boonville or which are related in any way to the proposed Special Event.

* **Permits may be denied, revoked, or cancelled at any time for the safety of the public, lack of available resources to safely manage the event, or any other reason, at the discretion of the Chief of Police or designee.**

Applicant Signature _____ Date _____

FOR INTERNAL USE ONLY:
Application received:
Application approved by Police Department and date:
Application approved by Town Board and date:
Application denied by and date: