



STANDARD SPECIAL EVENT PERMIT APPLICATION

RETURN TO: CITY OF DURHAM POLICE DEPARTMENT
SPECIAL EVENT PERMIT COORDINATOR
505 W. CHAPEL HILL STREET, DURHAM, NC 27701
(919) 560-4935 OR ROSEMARY.KEARNEY@DURHAMNC.GOV



Date Application Submitted: _____

Street Closure Notification Form submitted

The City of Durham and other agencies, government or private, may require other permits, security services or equipment for the event. Acquisition of these permits, services and equipment is the Event Coordinator's responsibility and may require additional forms. **Please consult the City of Durham Special Event Guidelines for more information.**

CONTACT INFORMATION AND EVENT DESCRIPTION

Organization Name: _____

Telephone: _____ Website: _____

Address: _____

Event Coordinator Name: _____

Title: _____

Telephone: _____ Fax: _____

Cell Phone Number (onsite during event hours): _____

Email Address: _____

Address: _____

Non-profit must attach copy of 501(c)3 status

Event Name: _____

Date: _____ Rain Date: _____

Location: _____

Please describe your event: _____

GENERAL EVENT INFORMATION

Type of event (check all appropriate):

- Assembly Concert Festival Race (Bike)* Car Show
- Race (Foot)* Rally Parade* Walk-a-thon*

** A copy of your proposed route and/or map including assembly and disbanding areas must be attached to this application.*

Please check any special activities that apply to your event:

- Amusement Rides Dunk Tanks Inflatables Mobile Stages
- Petting Zoos Pony Rides Other: _____

Please fill in below with all requested date(s) and time(s):

	Starting Date	Starting Time	Ending Date	Ending Time
Setup				
Event				
Breakdown				

Is your event open to the general public? Yes No

Is this a fund raising project? Yes No

Is this the first time you are holding this event? Yes No

If this is not a new event, how does it differ from previous years? _____

Total number of expected participants (volunteers, walkers, etc.) and spectators anticipated:

Daily: _____ Overall Total: _____

If applicable, attendance totals for last event:

Daily: _____ Overall Total: _____

POLICE DEPARTMENT

Will any public streets need to be fully or partially closed or blocked off? Yes No

Please describe requested street closures OR attach a detailed map and turn-by-turn directions:

_____ between _____ and _____
 (Street) (Street) (Street)

Will security services be needed (required when alcohol is served)? Yes*** No

Will other police services be requested (traffic/parking direction, route layout, etc.)? Yes*** No

FIRE DEPARTMENT

Tent Inspections

Will you have tents? Yes No

Will any of the tents be over 400 sq. ft.? Yes*** No N/A

EMS Personnel

What are your plans for providing emergency medical services? (choose one)

- We are requesting the City to provide EMT services.***
- This is a small event and we will call 911 if needed.
- We plan to use a private EMS company or other Health Services.

If private EMS or other Health Services are to be provided, please fill out the information below.

Description of Service: _____

Company: _____

Contact Information: _____

PARKS & RECREATION

Is your event location at a City park or on a trail? Yes*** No

If at a park or trail, which one(s)? _____

If using a trail, what section(s) do you plan to use (attach map if needed)?

Between _____ and _____
(Street) (Street)

RESTROOMS & SITE CLEANUP

How do you plan to handle restroom services? Portable Toilets Other

If portable toilets will be provided, please list the name/contact of the company:

If no portable toilets will be provided, how will these requirements be handled?

How do you plan to remove garbage and/or recycling? (City receptacles must be requested separately.)***

What is your plan for site cleanup? _____

PARKING

What is your plan to provide parking for event attendees? (list locations) _____

What is your plan to provide parking for volunteers, staff, and VIP's during the event? (list locations)

What is your plan to provide handicap-accessible parking? _____

UTILITIES

If you plan to use City water for your event, you must tap into it through a fire hydrant onsite. A temporary water meter must be installed for this usage.

Will you need a temporary water meter installed? Yes*** No

The City of Durham does not provide electricity for events. Please do a site assessment and make plans for these needs.

FINANCIAL TRANSACTIONS

Will an admission, registration, or membership fee be charged? Yes No

Will tickets, admission, donations, and/or contributions be accepted onsite? Yes No

List all parties who will receive the proceeds from the donations or contributions:

FOOD AND DRINK SALES

Do you plan to sell, distribute or give away food or refreshments?

Yes (Sell)*** Yes (Distribute/Giveaway) *** No

If yes, please describe: _____

Will gas grills, propane stoves, or similar devices be used? Yes No

Do you plan to serve or sell alcohol? Yes*** No

Type of alcohol (check all that apply):

Beer Unfortified Wine Fortified Wine/Liquor

Manner in which alcohol will be served:

Tasting Caterer Bartender Other: _____

ADVERTISING

What media will you use to advertise your event (please list)? _____

If using the Internet, please provide a website and/or page where up-to-date information can be viewed by the public: _____

CONDITIONS OF YOUR APPLICATION

Submitting this Special Event Permit Application does not provide permission to conduct your planned event. **Please do not send out publicity, flyers, or other media prior to receiving confirmation of approval.** Your confirmation will be in the form of a PERMIT, issued to the organization and/or person responsible for conducting the event.

Applicants agree to remove all props and items brought into the public areas and clean up all litter and debris that result from the event the same day as the event (unless explicit arrangements are made otherwise). Issuance of a permit does NOT grant applicants permission to tow vehicles from reserved or closed areas.

Return this application and all supporting documentation (including the Street Closure Notification Form) to:

By Email: Rosemary.Kearney@durhamnc.gov

By Mail:

Police Department
Attn: Rosemary Kearney
505 W. Chapel Hill Street
Durham, NC 27701

In Person:

Police Department
Attn: Rosemary Kearney
516 Rigsbee Avenue
Durham, NC 27701

Final approval of the permit will be authorized by the City Manager's designee, the Lieutenant of the Police Department's Central District.

CANCELLATION POLICY: Written notification of intent to cancel your event must be received in writing a minimum of 21 days prior to the scheduled event date. It should be received by the Special Event Coordinator at the address above or emailed to Rosemary.Kearney@durhamnc.gov.

PLEASE SIGN AND DATE

1. I certify that all the information included in this application and in all supporting documentation is true and accurate to the best of my knowledge.
2. I have read, understood, and agree to the City of Durham Special Event Guidelines and any rules, regulations, and fees outlined in it.
3. By signing and submitting this application, I and/or the sponsoring organization(s) agree to abide by the laws, rules, regulations, and deadlines of the City of Durham.

Applicant's Signature

Date

(OPTIONAL) ADDITIONAL PERMITS/ARRANGEMENTS CHECKLIST

This checklist is designed to help the Event Coordinator check that he or she has obtained all needed City services and required permits. **Acquisition of these and any other permits and services is the Event Coordinator's responsibility.** Please consult the City of Durham Special Event Guidelines for more detailed information about each of these items.

CITY SERVICES

1. If you will be using a City park or trail, have you reserved the space with Parks & Recreation?
 Yes No N/A
2. If you will require City receptacles for trash collection, have you requested carts through the Solid Waste Department?
 Yes No N/A
3. If you will need to use City water for your event, have you arranged with the Water Management Department to have a temporary water meter installed?
 Yes No N/A
4. If you will need to use City EMT services, plan to have fireworks, or plan to use a tent 400 sq. ft. or larger, have you made arrangements with the Fire Marshal?
 Yes No N/A
5. If you will sell or serve alcohol of any type, have you made arrangements for security services with the Police Department or another law enforcement agency?
 Yes No N/A

OTHER PERMITS

6. If you will sell alcohol or serve fortified wine or liquor, have you obtained a permit from the NC Alcoholic Beverage Control Commission?
 Yes No N/A
7. If you will be cooking food under a tent or selling food, have you made arrangements for inspections with the Durham County Health Department?
 Yes No N/A

INSURANCE

8. If your event meets the criteria for liability insurance requirements, have you secured the insurance and listed the City under Additional Insured?
 Yes No N/A