



# EVENT MANUAL, PERMIT GUIDE & APPLICATION



# Permit Guide Overview

## How it Works

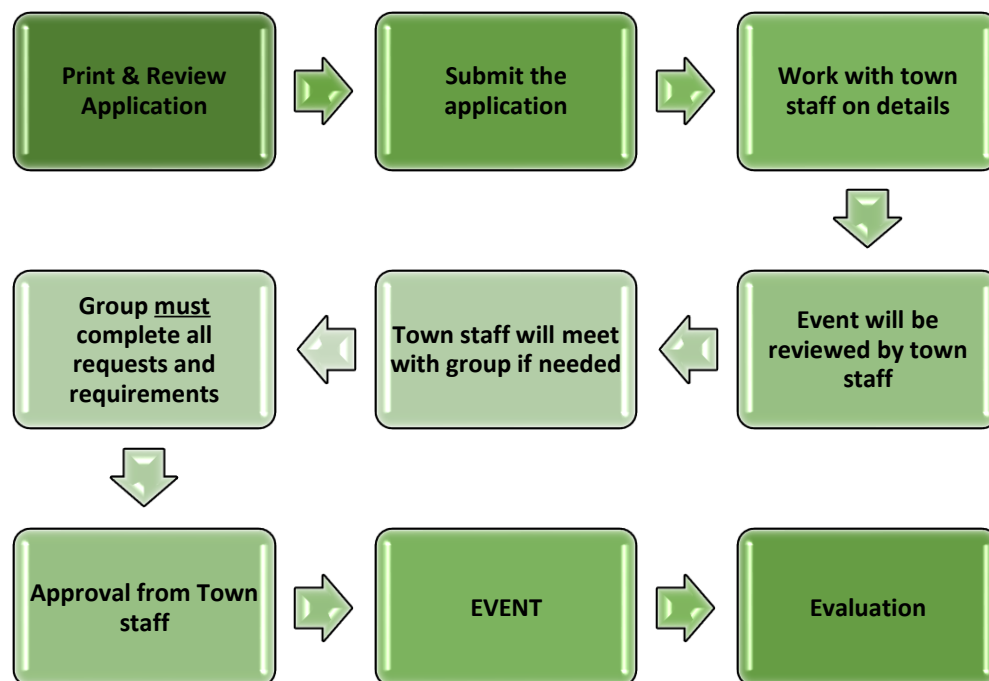
The special event application must be submitted sixty (60) days prior to the actual date of your event or one hundred and twenty (120) days if requesting NCDOT road closures. Depending on the type of event you or your organization are hosting, the process may vary. As we begin reviewing and processing your materials, we will be in contact with you to provide updates, recommendations, and/or requests for additional information. This process is a collaboration among many other Town Departments as well as your organization.

## Date Requests

Event date and facility location requests will be handled on a first-come-first serve basis. The requested date will be held **ONLY** after the special event application has been submitted and approved from all departments.

## How long will it take?

Depending on the request, the process can take anywhere from two weeks to a few months to complete. This is critical in order for your group to meet the corresponding application deadline for your event. We must receive all items before final application approval. Delays may occur if your event requires a special meeting or additional clarification. Please do not begin advertising your event until your application is approved.



Note: Not all of the steps above apply to every event. Some events are much more complex than others. Town staff will manage and review each event application individually and strive to ensure that every last detail is addressed.

## Section I

---

### Street Closing Guidelines

- ❑ The Huntersville Police Department MUST approve all town owned street events including neighborhood street events.
- ❑ Requesting organization will be responsible for securing the Huntersville Police Department for public safety & officers for road closures. Requesting organization must go to <https://www.huntersville.org/formcenter> under "Police Department" and fill out "Employ An Off-Duty Officer." Rates are listed on the form and are subject to change.
- ❑ Requesting organization must apply for the Application for Parade and/or Assembly as noted in the event manual & permit guide. Number of officers needed will be determined by the Huntersville Police Department.
- ❑ **All events categorized as a Class III rental will require police & fire/EMS/Medic attendance. Number will be determined by each department. All fees will be assumed by the event organizer.**
- ❑ All proposals will be reviewed by the Police Department to ensure that public safety will not be compromised and traffic control, detours, and closures are appropriate.
- ❑ Requesting organization will be responsible for renting appropriate barricades and detour signs required for their event.
- ❑ Requesting organization will be responsible for clean-up after the event.
- ❑ All NCDOT road closures must be submitted to the Town of Huntersville Board for approval. The approved ordinances must then be submitted to the local NCDOT Division Office. Please contact staff to coordinate a date that you can present your request at a regularly scheduled Town Board Meeting.
- ❑ Please forward Application for Parade and/or Assembly to Lt. Brian Vaughan / [bvaughan@huntersville.org](mailto:bvaughan@huntersville.org) for approval.

## Section II

---

### Alcohol Guidelines

If you propose to sell or furnish alcoholic beverages at your event, you will be required to obtain a permit from the North Carolina Department of Alcoholic Beverage Control (ABC) and provide a copy to the Town of Huntersville. In addition, the requesting organization must meet the insurance requirements set forth by the Town on the following pages. Laws in regards to the sale, service, purchase, possession and consumption of alcohol are subject to enforcement action up to and including arrest.

The Town of Huntersville Police Department and State ABC representatives will independently review your event plans and alcohol management strategies. Both the Police Department and managing town department may place restrictions on the way in which alcohol is managed at your proposed event.

More information is available at <http://abc.nc.gov/> or 919-779-0700. The local Mecklenburg County ABC board can be contacted at 704-731-5900.

### Town of Huntersville Alcoholic Beverage Policy

**Overview:** No sale of alcoholic beverages, other than beer and/or wine, is allowed on Town property. Beer and/or wine sale and consumption is allowed only for designated indoor and outdoor facilities. Any sale or consumption of beer and/or wine on Town premises without written authorization is unlawful. Authorization for the sale of beer and/or wine will be given only in conjunction with a Town sponsored event, program or facility. Authorization will only be given by the Huntersville Parks and Recreation Director or his designee.

The consumption of beer and/or wine may be allowed at special events in Huntersville. However, efforts should be made so that the sale and consumption of beer and/or wine should not detract from the programs and the use of facilities of the Town. Revenue derived from the sale of beer and/or wine may be used to defray the operating costs of the sale of beer and/or wine.

**Beer/Wine Sales:** Beer and/or wine sale authorization will allow the sale or consumption of beer and/or wine in designated indoor and outdoor facilities owned and/or operated by the Town of Huntersville. Authorization may be issued for outdoor sales at approved Town facilities.

Outdoor beer sales must be from a temporary tent, trailer, and beer garden or from a permanent concession building. Bring Your Own Beer/Wine will not be allowed on any town property during any event or rental.

The following conditions apply to all written authorizations for the sale of beer and/or wine:

- A.) Seller must have written authorization from the Town of Huntersville
- B.) Seller must have all appropriate City and State licenses.
- C.) Area in which sales may take place must be designated and shown on a map.
- D.) At least one or more police officers are required to be present, as well as have an ID check station. Wristbands or hand stamps will be required by any individual wishing to purchase beer and/or wine at a designated event. This requirement may be waived for indoor facility rentals for such events as wedding receptions and other similar private events that are strictly taken place inside a confined facility and is not open to the general public.
- E.) Liquor liability and general liability insurance requirements must be met.
- F.) Seller must follow all local and state guidelines regarding the sale of alcohol.
- G.) Seller must serve alcohol in either unbreakable plastic cups or aluminum cans.
- H.) Seller is responsible for clean-up.
- I.) In the case of "beer gardens", no one under the age of 21 will be permitted in the designated area.
- J.) The sale and consumption of alcoholic beverages at Town-sponsored events or on Town property is restricted and limited to the area that is approved as part of the authorization process. No person shall bring, carry or transport any alcoholic beverage into or onto any site in which a special event is taking place or where alcohol is being sold or served.
- K.) Seller is responsible for all damage to persons or property caused by or related to Seller's activities.

### **§ 93.02 POSSESSION OR CONSUMPTION OF ALCOHOLIC BEVERAGES.**

It shall be unlawful to possess or consume any alcoholic beverages, malt beverages or unfortified wine while in a park or recreation center unless a special consumption permit has been issued by the Director. The words "alcoholic beverage", "malt beverage", "unfortified wine" and "open container" shall have the same definition as given said terms in G.S. Chapter

18B. Possession of an open container of an alcoholic beverage shall be prima facie evidence of consumption.

(A) A special consumption permit for malt beverages and unfortified wine may be issued, subject to town rules and regulations, as follows.

(1) By the Director to the sponsor of town approved events to be held at a town park or recreation center.

(2) By the Director to the sponsor of any athletic contest or similar sporting event held in a park or recreation center, if such sponsor is a manufacturer or distributor of malt beverages or unfortified wine and if such permit is to allow only the participants in the athletic contest or similar sporting event to consume during or after the contest or other sporting event the malt beverages or unfortified wine manufactured or distributed by the sponsor having the permit.

(3) By the Director to any promoter, sponsor or beneficiary of any special event having a town special event permit that utilizes town parks or recreation centers.

(B) The Director shall be authorized to establish and promulgate regulations for the issuance of special consumption permits authorized by this subchapter. These rules and regulations shall include, but not be limited to, the following requirements.

(1) The permittee shall be required in the discretion of the Director to either procure or reimburse the town for procuring such insurance coverage with such limits and with such other terms as may be required by the town.

(2) The permittee may be required in the discretion of the Director to make arrangements for and to bear the costs of additional law enforcement presence at the event where consumption occurs.

(3) The permittee shall be required to obey all federal, state, county and town laws and regulations, including but not limited to noise, safety, public health, and laws relating to the consumption of alcohol, including but not limited to I.D. carding.

(4) The permittee shall be required to sign an agreement which fully indemnifies the town, its officers, agents and employees from any liability arising from consumption of alcohol pursuant to the permit.

(5) The permittee shall be required to serve non-alcoholic beverages as an alternative beverage for all attending.

(6) The permittee shall not allow self-service of alcohol, nor shall the permittee allow participants to bring their own alcohol to the event. The permittee may be required in the discretion of the Director to obtain the services of a professional bartender for dispensing alcohol.

(7) The permittee shall not allow consumption of alcohol to take place beyond the boundary area designated by the permit.

(8) The permittee shall post a sufficient number of signs as determined by the Director which clearly state the prohibition on underage drinking of alcohol.

(C) No consumption permit shall be issued to an individual or organization which violated the provisions of a previously issued consumption permit. Further, no consumption permit shall be issued for events at which a majority of those attending will be twenty years old or younger.

## Section III

### Special Events Liability Requirements

**\*COI Policy: Any organization that is a formal organization such as non-profits or private businesses must provide have a Certificate of Insurance this includes athletic associations, churches, private companies (would include an individual doing private or group lessons), non-profit charity organizations, and tournament groups. Renter must also provide a Certificate of Insurance if using any third party vendor at the event (bounce house, DJ, etc.).**

<b>Liability Required</b>	<b>Each Occurrence</b>
<b><u>General Liability</u></b>  Bodily Injury & Property Damage Combined Single Limit	\$1,000,000
<b><u>Liquor Liability</u></b>  (If alcohol is being served)  Bodily Injury & Property Damage Combined Single Limit	\$1,000,000
<b><u>Umbrella Coverage</u></b>  One time event (covers general liability & liquor liability)  <b>*This option is for rentals who do not have their own coverage</b>	TULIP – Courtesy Vendor  *may use any outside insurance as long as coverage meets minimum above & additional insured rule below *photo copy of current homeowners policy can be used for rentals applying for Class II

**THE TOWN OF HUNTERSVILLE MUST BE NAMED AS AN ADDITIONAL INSURED ON THE GENERAL LIABILITY POLICY.**

The address should be as follows:

Town of Huntersville  
101 Huntersville-Concord Rd.  
Huntersville, NC 28078

\*Certificate of Insurance (COI) should be handed in with your application and must cover the event date and/or any dates of which setup/takedown on the grounds occur.



## Section IV

---

### Tent & Canopy Permit Conditions

#### Tents/Canopies

Tents, canopies, and other membrane structures are regulated by the North Carolina Fire Code and enforced by Mecklenburg County Fire Marshal's Office. The following information related to tents, canopies, and other membrane structures is not all-inclusive, but is to be utilized as a quick reference guide. Mecklenburg County Fire Marshal will conduct an on-site inspection of any tent, canopy, or other membrane structure requiring a permit. Questions related to these structures should be directed to the Mecklenburg County Fire Marshal's Office / Chief Fire Marshal – Ted Panagiotopoulos (980-314-3071). More information can be found at:

<https://www.mecknc.gov/LUESA/CodeEnforcement/Fire-Marshal/>

#### Permit Requirement & Fee

Fee: \$50.00

A permit shall be obtained from the Mecklenburg County Fire Marshal's Office prior to erecting, operating or maintaining any tent, canopy, or membrane structure meeting the following specifications:

- All tents and membrane structures having an area in excess of 400 square feet with sides.
- Canopies or tents open on all sides in excess of 700 square feet.
- Canopies or tents open on all sides placed side by side exceeding 700 square feet aggregate area.
- Any canopy or tent open on all sides located within twelve (12') of a structure or an enclosed tent.
- A detailed site and floor plan for tents or membrane structures with an occupant load of 50 or more shall be provided with each application for approval.
- Permanently affixed fire propagation label bearing the identification of size and fabric or material type.
- Adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing.
- Exit shall be clearly marked at required exit doorways and where otherwise necessary to indicate clearly the direction of egress.
- Approved "No Smoking" signs conspicuously posted.
- Portable fire extinguishers meeting all North Carolina Fire Code requirements.
- Failure to meet the requirements in the North Carolina Fire Code will result in the prohibited use of the tent until all requirements are met and approved by the Mecklenburg County Fire Marshal's Office.
- Failure to obtain the required permit prior to erecting/occupying will result in the doubling of the permit fee.
- A representative from the tent installation company shall be present during the time of inspection by the fire code official.
- Tents used for cooking:** Please contact Mecklenburg County Fire Marshal's Office for regulations.

## Section V

---

### Other Event Conditions

#### Prohibited Practices

- Bicycling, skateboarding, roller skating, roller blading.
- ATV's.
- Games of chance and gambling.
- Fireworks.
- Alcohol (without prior approval and appropriate permits).
- Any activity which violates Federal, State or County law, code or policy.

#### Attendance

- Applicants must make best efforts to make mechanical counts of attendance of the event by session or by day, and to provide such information to the town within five (5) days following the conclusion of the event. The information will be used internally to document attendance levels for future planning and administrative purposes.

#### Event Advertisement

- Do not announce, advertise or promote your event until you have completed and submitted this application and you have received preliminary approval.
- All event advertisements must be provided to town staff.
- All event signs must meet requirements of the Town of Huntersville sign ordinance as administered by the planning department. The temporary sign permit application must be filled out and sent in with the application. For all questions related to event signs: 704-766-2254.

#### Event Notification

- Applicants are required to notify property owners affected by the event between 15-30 days prior to the event. Town staff will provide a suggested radius of owners to notify. A draft of the residential or business notification forms should be given to every resident or business affected by your event. The host organization is responsible for resolving any problems associated with the event and/or issues of concern raised by neighbors.

#### Alterations to Parks & Facilities

- Alterations to park facilities, including attaching decorations and displays are prohibited unless written permission has been given from Huntersville Parks and Recreation during the application process. Construction and installation of special service facilities must be approved in writing prior to the event. Damage to any structure or plant material will be billed to the

organization at replacement cost plus labor. The town reserves the right to regulate placement and method of placement of items or structures in any town/county park facility.

## **Tables, Chairs, Tents & Outside Items for Setup**

- Tables, chairs, tents and other setup items are permitted in the park on the grassed surfaces. A layout of the event, including the tables, chairs, tents and other item locations, must be submitted with the application. Approval will be given prior to the event. Tables, chairs, tents and other items for setup **will not** be provided by the Town of Huntersville.

## **Sound System**

- No sound system or related equipment is provided by the town.
- Permitted hours for music/entertainment: 8am – 10:30pm.
- Complaints of loud, disturbing or unnecessary noise can result in the immediate revocation of the permit by the Town of Huntersville Police Department.

## **Electricity**

- Any and all electrical requirements beyond those that already exist at the proposed event location must be submitted with the application.
- The town withholds the right to require an additional charge for electricity based on proposed usages.
- Power provided by extension cords shall be grounded and shall not be placed over walking surfaces. Cords must be covered and protected by a cable ramp/protector to prevent tripping hazards.
- Generators must be shown on the event layout map and must be cautioned and coned at the event organizers expense.

## **Food Sales**

- Any and all food sales must be included in the application. All vending and cooking equipment must remain in the asphalt areas of the facility in use. No cooking will be permitted on the grass. If food setup is not part of a food truck, all equipment being used must be submitted such as fryers, grills, etc.
- All host organizations that have food vendors are responsible for submitting the appropriate application and fees to Mecklenburg County Health Department at least fifteen (15) business days prior to the event to obtain a temporary food service permit for Mecklenburg County. It is the event organizer's responsibility to make sure that all vendors associated with his/her event comply with this section and pay all required fees.  
<https://www.mecknc.gov/HealthDepartment/EnvironmentalHealth/>

## Sanitation

- ❑ It is the event organizer's responsibility to make arrangements for additional trash & recycling receptacles. Plastic trash can liners will be placed in all existing trash cans prior to the event.
- ❑ It is the event organizer's responsibility to deposit trash into appropriate trash receptacles following the event to warrant returning the security deposit. If the size of the event warrants additional dumpsters, the event organizer is responsible for making all arrangements and pay any fees applicable for any additional equipment or services. It is the event organizers responsibility to arrange for the proper disposal of grease and other similar waster in advance of the event.

<https://www.wasteconnections.com/>

## Restroom Facilities

- ❑ Minimal restroom facilities are available at each park and/or facility. In cooperation with the Americans with disabilities Act, at least one portable toilet is to be handicap accessible.
- ❑ Hand wash stations must meet Mecklenburg County Health Department rules and regulations. It is the event organizer's responsibility to make all arrangements (drop off and pick up) and pay any fees. Placement of portable toilets must be shown on the layout map for the event.

<http://asanican.com/>

## EMS/Medical

- ❑ The event organizer is responsible for securing EMS/Medical staff for the event. The number needed will be determined by the company you choose and based on the anticipated size of your event.
- ❑ The applicant is required to make arrangements for such service and pay the cost of the services. Reach out to the Huntersville Fire Department at [events@huntersvillefd.com](mailto:events@huntersvillefd.com) if needed for EMS or on site assistance.
- ❑ EMS/Medical required for any event with 1,000+ in attendance.

## Parking

- ❑ Vehicle parking must be in the designated, paved parking spaces. Participants must adhere to all parking regulations.
- ❑ Parking must be utilized at the following locations: Town Center (105 Gilead Rd.), Town Hall (101 Huntersville-Concord Rd.), Robert B. Blythe Building (102 Gilead Rd.) & south parking lot of Veterans Park (107 Main St.).

# Veterans Park Pricing & Rental

All rentals regardless of group size must complete the General Facility Usage Application and Facility Rental, Usage & Refund Policy. In addition, all rentals must review and determine their Certificate of Insurance Status. \*COI Policy: Any organization that is a formal organization such as non-profits or private businesses must provide have a Certificate of Insurance this includes athletic associations, churches, private companies (would include an individual doing private or group lessons), non-profit charity organizations, and tournament groups. Renter must also provide a Certificate of Insurance if using any third-party vendor at the event (bounce house, DJ, etc.).

## Class 1

**(No admissions charged or other type of compensation is received.)**

- Groups under 150 persons
- \$200 security deposit

Per Hour Rate Only Allowed for Class 1 Reservations	<b>\$100</b>
½ Day = 4 hours *includes setup and teardown time	<b>\$400.00</b>
Full Day = 4+ hours *includes setup and teardown time	<b>\$800.00</b>

## Class II

**(No admissions charged or other type of compensation is realized. All class II rentals must receive approval including completion of the Town's Event Manual & Event Guide.)**

- Groups of 150 to 300 persons
- \$300 security deposit

½ Day = 4 hours *includes setup and teardown time	<b>\$400.00</b>
Full Day = 4+ hours *includes setup and teardown time	<b>\$800.00</b>

## Class III

**(Any event for which admission is charged or any other type of compensation is realized, including donations. All class III rentals must receive approval including completion of the Town's Event Manual & Event Guide.)**

- Groups exceeding 300 persons
- \$500 security deposit

½ Day = 4 hours *includes setup and teardown time	<b>\$800.00</b>
Full Day = 4+ hours *includes setup and teardown time	<b>\$1,200.00</b>

### Rentals include:

Rental of main stage (does not include sound)	Use of onsite Sani-Can restrooms
Reserved festival lawn	Usage of power & lights

## Veterans Park Image

---

\*Use image for site plan layout





Huntersville Parks & Recreation Dept.
PO Box 2879. Huntersville, NC 28070
(704) 766-2220 / Fax (704) 992-5528

Special Event Permit Application

To applicant: The Town of Huntersville requires this application to be completed and presented to the Parks and Recreation Department no less than sixty (60) days prior to the event. The Town reserves the right to require fire assistance with EMS / medical and police assistance with traffic/crowd control. Police, security and/or fire and for the use of any other Town resources, may require a fee from the applicant to cover those services/resources. The event is NOT considered approved until written confirmation is provided to the applicant.

\*\*A separate application must be completed for each event date. Please type or print legibly! Please use additional attachments as necessary to adequately explain the event.

1. Name/Description of event:

Three horizontal lines for writing the name and description of the event.

2. Event Date(s): Start Time: AM/PM End Time: AM/PM Set Up Time: AM/PM Tear Down Time: AM/PM

3. Inclement weather date: Requested location:

4. Estimated daily attendance: Estimated number of volunteers/staff

5. Is this a private event (invite only) or open to the public?

Will admission fees be charged to attend this event? If yes, provide the cost(s) of all tickets:

Horizontal line for writing admission fee information.

Will fees be charged to vendors to participate in this event? If yes, provide the schedule of fees:

Horizontal line for writing vendor fee information.

Who will the proceeds benefit?

Horizontal line for writing beneficiary information.

6. Event Website:

7. Individual making the request:

Complete mailing address:

E-Mail: Phone Number:

8. Sponsoring organization / business name (if applicable):

Contact:

Complete Mailing address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

9. Day of Contact (person on site for the day of the event): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

10. Does your event involve the use of alcoholic beverages? \_\_\_\_\_

If yes, which kind? Beer \_\_\_\_\_ Wine \_\_\_\_\_ Beer & Wine \_\_\_\_\_

Has the ABC permit been obtained? \_\_\_\_\_ \*copy of ABC permit required before day of event

What methods will be used to prevent underage drinking? (Example: wristbands)

\_\_\_\_\_

11. Please describe your security plan to ensure the safe sale or distribution of alcohol at your event.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Alcohol consumption must be in a designated area and a map of that area must be included with this application. The area of consumption cannot deviate from the mapped area as indicated in the application. A brief narrative describing the consumption area shall accompany the map. The request to serve alcohol must meet all guidelines set forth on pages 4-7. When serving alcohol, state laws apply to all dispensing and sale of beverages. If alcohol will be part of your event, you will be required to fill out, apply for the ABC permit and attach the proper information.*

12. Insurance Requirements from page 8 must be submitted with application before event approval is given.

The certificate of liability listing the Town of Huntersville as the "additional insured" must be submitted.

Are you submitting your COI requirements with this application? \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, when will you submit requirements \_\_\_\_\_

13. Will any amusements (inflatables, dunk tanks, rides or similar devices) be used at your event? \_\_\_\_\_

If yes, please explain:

\_\_\_\_\_

\_\_\_\_\_

*Insurance requirements must be met to offer these activities.*

14. Will food be served? \_\_\_\_\_ If yes, has the permit from Health Dept. been obtained? \_\_\_\_\_

Please provide the contact names, businesses names and type of food vendors (mobile, caterer, etc.) who will be attending your event.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe types of containers, cooking equipment, etc., to be used:

\_\_\_\_\_

*If any outside food vendors (sales, samples, etc.) will be participating in your event, a copy of their COI must accompany this application listing Town of Huntersville as an additional insured.*



15. How many out-of-town visitors do you expect to attend/participate? \_\_\_\_\_; How many do you anticipate will stay in Huntersville hotels? \_\_\_\_\_; for how many nights? \_\_\_\_\_
16. Are you requesting that any public streets be closed for this event? \_\_\_\_\_  
 \*Applicant will be responsible for renting barricades & road detour/closure signs if closing roads  
 If yes, identify the streets/blocks and indicate the times the closure is requested:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Have you contacted HPD? \_\_\_\_\_; Has the parade permit process been started? \_\_\_\_\_
17. Is police assistance necessary? \_\_\_\_\_ If so, how many officers and/or cruisers are you requesting? \_\_\_\_\_
18. Will there be onsite EMS/Medical Services? \_\_\_\_\_ If yes, who and where will they be located?  
 \_\_\_\_\_
19. Will there be onsite Fire Services? \_\_\_\_\_ If yes, who and where will they be located?  
 \_\_\_\_\_
20. Will there be any music, PA or loud activities (if any, briefly describe):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 If yes, please list or provide an attachment listing all bands/performers, type of music, sound check and performance schedule. Please include number of stages.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- \*live / loud music must end by 10:30pm*
21. Will any banners, tents, stages, chairs, nets, special lighting, and decorations etc. be used at this event?  
 \_\_\_\_\_  
 If banners/signs are to be used, has the Sign Permit Application to the Planning Department been started?  
 \_\_\_\_\_  
 Will you be marketing your event? \_\_\_\_\_ If yes, you must provide samples of communications that will be distributed to impacted residents, businesses, schools, place of worships and any other entities.  
 If tents are being used, have you submitted your permit fee and application to the Mecklenburg County Fire Marshal's Office? \_\_\_\_\_ What size of tents are you utilizing for the event grounds? \_\_\_\_\_  
 Will you require electrical hookups for the event? \_\_\_\_\_ If yes, where? \_\_\_\_\_  
 Will you be using generators for this event? \_\_\_\_\_
22. Portable Restrooms must be provided for your event and in compliance with the ADA Disability Act. The Town has the right to require additional portable restrooms be added to the event at the expense of the event organizer.  
 Do you plan on providing portable restroom facilities at your event? \_\_\_\_\_ If yes, how many \_\_\_\_\_  
 If no, explain \_\_\_\_\_  
 Restroom Company \_\_\_\_\_ Contact Name/Number \_\_\_\_\_

23. How will overall patron parking be accommodated for this event?

---

---

24. The Town of Huntersville does not provide trash services for private events. All approved applicants are responsible for providing proper disposal of all trash and recyclables. It is the applicant's responsibility to properly dispose of all contents. No garbage will be permitted to be left on any streets and/or sidewalks.

Please share your plan for cleanup and removal of recyclable goods, waste and garbage during and after the event including number of trashcans, recyclables, and dumpsters being provided.

---

---

Please name the contractor or organization responsible:

Cleanup: \_\_\_\_\_ Phone #: \_\_\_\_\_

Trash Removal: \_\_\_\_\_ Phone #: \_\_\_\_\_

25. Attach a Site Plan / Route Map which must include the following:

- Provide a narrative and timeline of your event. You may provide this information as an attachment if necessary.
- An outline of the entire venue including names of streets and surrounding areas. If this includes moving routes of any kind, indicate the direction of travel and all street/lane closures.
- The location of all stages, platforms, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, other temporary structures, etc.
- Location of fencing, barricades and/or barriers. Indicate any removable fencing for emergency access.
- The location of first aid facilities and emergency management vehicles.
- Detailed and/or close-up of food booth and cooking area configuration including booth identification of all food vendors including cooking with flammable gases or barbecue grills.
- Generator locations and/or sources of electricity – generators are recommended as power is limited in the downtown area.
- Vendor locations including stage, entertainment, and attraction locations.
- Placement of vehicles for parking and/or trailers.
- Identification of all event components that meet accessibility standards.
- Other related event components not listed above.

26. Please attach your emergency risk management plan. This plan should take into consideration but is not limited to: evacuation plans, crowd management/security, responsible alcohol services, weather conditions, fire hazards, venue hazards, electrical and gas safety, slip/trip/fall/burn hazards, etc.

27. Attach your COVID-19 preparedness plan along with our COVID 19 rental waiver. Review the following websites to ensure you are following the NCDHHS and CDC recommended guidelines <https://covid19.ncdhhs.gov/guidance> and <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/mass-gatherings-ready-for-covid-19.html>

*I hereby certify that I am the authorized and responsible representative of the applying group and that I am at least 18 years of age. I understand that if any information is found not accurate, additional fees and/or fines may be assessed and/or permit may be revoked.*

*I agree and comply with all Town ordinances, rules, regulations and other applicable laws.*

*I agree to save and keep the Town free and harmless from any and all loss or damages or claims for damages, including attorney's fees and litigation costs, arising from or out of the special event.*

*I understand that I may be required to pay for labor, vehicle costs and other costs arising from use of Town staff/resources for this event.*

I agree to, upon request of the program Town, to provide proof of general liability insurance listing the Town as an additionally insured with limits no less than 1 (one) million dollars.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This application is hereby approved, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Town Manager (designee), Town of Huntersville, NC \_\_\_\_\_

Fire Department, Town of Huntersville, NC \_\_\_\_\_

Parks & Recreation Department, Town of Huntersville, NC \_\_\_\_\_

Planning Department, Town of Huntersville, NC \_\_\_\_\_

Police Department, Town of Huntersville, NC \_\_\_\_\_

Engineering & Public Works Department, Town of Huntersville, NC \_\_\_\_\_

Reviewed by Parks & Recreation Staff:

Downtown Events Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Department Director \_\_\_\_\_ Date \_\_\_\_\_

## FOR OFFICE USE ONLY

Date Application Received: \_\_\_\_\_

Number of days until event: \_\_\_\_\_

Location Requested: \_\_\_\_\_

Alcoholic Beverages: \_\_\_\_\_ ABC Permit: \_\_\_\_\_

Health Department permit obtained: Yes No Not Required

Parade permit obtained: Yes No Not Required

Sign permit obtained: Yes No Not Required

Tent permit obtained: Yes No Not Required

Marketing included: Yes No Not Required

Site plan included: Yes No Not Required

Security plan included: Yes No Not Required

Risk management Plan included: Yes No Not Required

Certificate of insurance: Yes No Not Required

Certificate of insurance for rides, bounce houses, alcohol, etc.: Yes No Not Required

Tax Exempt ID: \_\_\_\_\_

Town Board agenda date, if required \_\_\_\_\_

Fire Approved: Yes No Not Required

Planning Approved: Yes No Not Required

Police Approved: Yes No Not Required

Public Works Approved: Yes No Not Required

**Class I, Class II or Class III:** \_\_\_\_\_

**Security Deposit:** \_\_\_\_\_

**Payment:** \_\_\_\_\_



# HUNTERSVILLE POLICE DEPARTMENT

9630 Julian Clark Avenue • Huntersville, N.C. 28078 • (704) 464-5400 • Fax (704) 947-9200

Emergency DIAL 911

Cleveland Spruill  
Chief of Police

## Application for Parade and/or Assembly

The Huntersville Police Department requires this application to be completed and submitted at least two weeks and not earlier than two months prior to the event. The Town of Huntersville reserves the right to require police assistance for traffic/crowd control. Police assistance may require the applicant to pay for off duty officers in certain circumstances. **The event is NOT considered approved until signed by the Chief of Police.**

A separate application must be completed for each event date. Please type or print legibly!  
Please use additional attachments as necessary to adequately explain event.

1. Description of event:
  
2. Event Date(s): \_\_\_\_\_ Time: \_\_\_\_\_ am/pm to \_\_\_\_\_  
am/pm
  
3. Estimated number of participants: \_\_\_\_\_ Will minors participate: \_\_\_ Yes  
\_\_\_ No
  
4. Assembly Area:
  
5. Route of Parade:
  
6. Individual making the request:  
Mailing address:  
  
Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_
  
7. Individual who will be on site and in charge of activity:
  
8. Sponsoring organization/ corporation (if applicable):  
  
Phone Number: \_\_\_\_\_ Contact: \_\_\_\_\_
  
9. Are you requesting the closing of any streets? If so, list

10. Event will occupy:  All the Street  
 Part of the Street  
 Sidewalks  
 Parks  
 Alleys  
 Other

11. Is police assistance necessary?  Yes  No. If so, how many officers are you requesting?

12. How will the Public be made aware of the event:

13. Will there be any music, PA or loud activities (if any, briefly describe):

14. Will any banners, tents, stages, chairs, nets, and decorations etc. be used at this activity?   
 Yes  No  
 If so, describe in detail and provide a sketched plan:

15. Do you plan sales of any type of souvenirs, food, drinks or other products on public property?  
 Yes  No

If so, please describe:

Waiver and Hold Harmless

The undersigned applicant or duly authorized agent, do hereby waive any claim or action they have or may have against the Town of Huntersville, its officers and employees, and do hereby indemnify and hold harmless the Town of Huntersville, its officers and employees, for any loss or claim they may suffer, arriving out of, or as a result of, the parade/assembly for which this permit is sought, or the conduct of such event.

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date

This application is hereby  **approved**  **not approved**, this the \_\_\_\_\_ day \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
 Cleveland Spruill, Chief of Police

If not approved, why:



## Temporary Off-Premise Sign Permit Application

The undersigned is (are) applying for permission to erect a temporary off-premise sign subject to the following section of the Huntersville Zoning Ordinance:

### *10.9 Temporary Off-Premise Signs Requiring Approval*

The following temporary off-premise signs are permitted subject to the standards below.

- .1 Temporary off-premise signs or banners for special community events, open to the general public and sponsored by non-commercial civic, charitable, community, or similar organizations, provided:
  - a) At least five business days before signs are to be posted, the designated representative of the sponsoring group shall provide a sign installation and removal plan for review by the Planning Director, who shall grant written permission for signs to be posted if the standards below are met.
  - b) Signs or banners shall be located outside of the public right-of-way or farther than 11 feet from the edge of any public street, whichever distance from edge of pavement is greater; signs shall respect the sight distance triangle.
  - c) Signs or banners may be posted up to 14 days before the event and must be removed within 7 days following the event.
  - d) Every temporary off-premise sign or banner shall be separated by a distance of 400 feet from any other such temporary off-premise sign on the same side of a street, and by a distance of 200 feet from any other sign on the opposite side of a street.
  - e) Nothing in this provision shall be construed to authorize the posting of such signs or banners upon trees, utility poles, traffic control signs, lights or devices in any place or manner prohibited by the provisions herein, nor on private property without written consent of the owner.

---

**Proposed Sign Location:** \_\_\_\_\_

*(on the back of this sheet provide sign dimensions, a map of the sign location, and other pertinent details)*

**Day of Installation:** \_\_\_\_\_

**Day and Time of Removal:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Applicant Address:** \_\_\_\_\_

**Applicant Phone:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_

*(by signing, the applicant agrees to comply with all regulations and promptly remove the sign as indicated above)*

**Planning Department Signature:** \_\_\_\_\_

## RELEASE OF LIABILITY, WAIVER AND ASSUMPTION OF RISK

As consideration for being permitted to rent/use the Huntersville Parks & Recreation facilities managed by The Town of Huntersville, I hereby agree as follows

1. I represent that, as of the date of my signature below and the date & times of my reservation at the facility rented, neither I nor any other guest in my reservation party (together, the "Guests") have been diagnosed with the 2019 novel coronavirus disease ("COVID-19") or, in the last 14 days, experienced any symptoms of COVID-19, including fever, cough, or shortness of breath, or come in contact with any person who has been confirmed or suspected of having COVID-19. If at any time before or during my reservation on the premises any of the foregoing statements are not true, I will immediately notify the Manager and I or the Guest, as applicable, will not enter the Premises.
2. I am aware of the highly contagious nature of COVID-19 and the risk that I may be exposed to or contract COVID-19 by being on the Premises or using its equipment, furnishings or facilities, including any restroom, table, or chair (together, the "Facilities"). I understand that such exposure or infection may result in serious illness, personal injury, permanent disability, death, emotional distress or property damage to myself or to third parties. NOTWITHSTANDING THE RISKS ASSOCIATED WITH COVID-19, I ACKNOWLEDGE THAT I AM VOLUNTARILY ENTERING THE PREMISES AND ENGAGING IN THE USE OF ITS FACILITIES WITH KNOWLEDGE OF THE DANGER INVOLVED. I HEREBY AGREE TO ACCEPT AND ASSUME ALL RISKS, KNOWN AND UNKNOWN, OF PERSONAL INJURY, ILLNESS, PERMANENT DISABILITY, DEATH, EMOTIONAL DISTRESS OR PROPERTY DAMAGE, TO MYSELF OR TO THIRD PARTIES, ARISING FROM MY BEING ON THE PREMISES OR USE OF ITS FACILITIES, WHETHER CAUSED BY THE NEGLIGENCE OF THE MANAGER OR OTHERWISE.
3. I hereby EXPRESSLY waive, release, and forever discharge any and all liability, claims, damages, actions, demands, lawsuits or CAUSES of action, known or unknown (collectively, "Claims") against the Town of Huntersville, their affiliates or any of their respective agents, owners, affiliates, employees, managers, members, directors, officers, representatives, attorneys, successors and assigns (collectively, "Releasees") which are related to OR arise out of my being on the Premises OR MY use of any of its Facilities and being exposed to, contracting or spreading COVID-19, WHETHER attributable to the negligent act or omission of the Town of Huntersville staff OR OTHERWISE. I covenant not to make or bring any Claim against Town of Huntersville or any Releasee and forever release and discharge the Town of Huntersville and all other Releasees from liability under or with respect to any such Claim.
4. I, ON BEHALF OF EACH GUEST, HEREBY EXPRESSLY WAIVE, RELEASE AND FOREVER DISCHARGE ANY CLAIM AGAINST THE TOWN OF HUNTERSVILLE OR ANY OTHER RELEASEE THAT SUCH GUEST MAY NOW OR IN THE FUTURE HAVE RELATED TO OR ARISING OUT OF SUCH GUEST'S BEING ON THE PREMISES OR USE OF ANY OF ITS FACILITIES AND BEING EXPOSED TO, CONTRACTING OR SPREADING COVID-19, WHETHER ATTRIBUTABLE TO THE NEGLIGENT ACT OR OMISSION OF THE TOWN OF HUNTERSVILLE OR OTHERWISE. I represent that I have the authority to give the foregoing waiver and release of Claims on behalf of each Guest and the Town of Huntersville is entitled to rely on this representation.
5. If the Town of Huntersville prevails in any action or proceeding related to this Release of Liability, Waiver and Assumption of Risk (this "Release") or the Town of Huntersville enforcement of its rights hereunder, then the Town of Huntersville shall be entitled to its reasonable attorneys' fees in such action or proceeding.
6. This Release and the rental agreement for the Premises (the "Rental Agreement") constitute the sole and entire agreement of the Town of Huntersville and I with respect to the subject matter contained herein and therein. The terms and conditions of this Release shall apply in addition to, and not in lieu of, the terms and conditions of the Rental Agreement. If any term or provision of this Release is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other term or provision of this Release or invalidate or render unenforceable such term or provision in any other jurisdiction. This Release is binding on me and my heirs, successors, assigns, personal representatives, and estate, and shall inure to the benefit of me, the Town of Huntersville, each of the Releasees and our respective successors and assigns. Each of the Releasees shall be third party beneficiaries of this Release and entitled to enforce this Release in accordance with its terms. All matters arising out of or relating to this Release shall be governed by and construed in accordance with the internal laws of the State of North Carolina without giving effect to any choice or conflict of law provision or rule (whether of the State of North Carolina or any other jurisdiction).

BY SIGNING, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD ALL OF THE TERMS OF THIS RELEASE AND THAT I AM VOLUNTARILY GIVING UP SUBSTANTIAL LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE THE TOWN OF HUNTERSVILLE OR THEIR STAFF.

---

Signature of Authorized Applicant

---

Date



Thank you for completing your Special Event Permit Application. Before you submit your application to the Town of Huntersville, please make sure that the following steps have been completed.

- Create a User Account on our registration system  
<https://apm.activecommunities.com/hsvlpandr>
- Signed and dated your application?
- Attached your event site plan and map (including tents, tables, chairs, electricity, parking, restrooms, food area)?
- Attached your event security plan (EMS & police)?
- Attached a copy of your accessibility plan?
- Attached your Certificate of Insurance?
- Attach your COVID-19 Preparedness Plan
- Attach the signed COVID 19 Rental Waiver
- Include any County, State, Federal or Town of Huntersville permits that may be required to hold your event in the selected venue? (Alcohol permits, fire permits, etc.)

Please submit your COMPLETED application via mail to:

Huntersville Parks and Recreation

ATTN: Lindsay Small

PO Box 2879

Huntersville, NC 28070

Or in person:

Lindsay Small

105 Gilead Rd. Fl. 3

Huntersville, NC 28078

For additional questions, comments or concerns, please call 704-766-2253 /  
LSmall@huntersville.org.