



Special Event Permit Application
Town of Spring Lake
300 Ruth Street
Spring Lake, NC 2830
(910) 605-1634

Please complete and submit the checklist, application, and all necessary supporting documentation to obtain a permit. Submitting complete and accurate information at the beginning will result in more efficient processing of your request.

Submittal Requirements

Staff Use	✓ or N/A	All Request Shall Include:
		Enter ✓ or NA in the column to the left ✓=Provided NA=Not Applicable
	☐	One original of the Special Event Permit Application completed and signed with ink. Please complete the application fully. If you have any questions regarding the required information, please contact the Town Manager or Stephanie Hutchins at (910) 985-7265. Note: Permit requests must be submitted at least 30 calendar days prior to the event.
	☐	Fees (Includes fees with Fayetteville Cumberland Parks and Recreation and the Town of Spring Lake)
	✓ or N/A	This Request May Also Require:
	☐	Event Layout Map- A map must be provided indicating the location of requested street closures, vendors, port-a-johns, stage and entertainment areas, picket travel routes, and any other significant details. If you have chosen a predetermined Town-approved race route, select this option on the application.
	☐	Proof of Insurance or applicable rider-This insurance shall include the Town of Spring Lake and the City of Fayetteville as additional insured parties with regard to any liability that may arise as a result of the employment of any off-duty Spring Lake police officers. Commercial General Liability – Combined Single Limits of no less than one million dollars (\$1,000,000.00) for each occurrence and two million dollars (\$2,000,000.00) for aggregate claims.
	☐	Certified Crowd Manager Training is required for any event with more than 1,000 people in attendance, with one crowd manager for every 250 people. The CCM Training is conducted for free online through the NC Office of the State Fire Marshal at the following link: https://www.ncosfm.gov/licensing-cert/pyrotechnics/classes-pyrotechnic-license-fusing-crowd-manager . Each participant will be granted a certification upon completion.
	☐	ABC Permit is required for all events that involve the sale or use of alcoholic beverages.
	☐	Police Staffing Costs are assessed at the current per-officer rate. Payment is required prior to the event.

Contact Information: If you have questions regarding this application, please contact Patricia Hickmon or the Town Manager at the following:

Patricia Hickmon, Planning/Zoning Manager
Direct (910) 985-7265
Email: pmoore@townofspringlake.com

Town Manager
(910) 985-1813
Email: townmanager@townofspringlake.com

GENERAL INFORMATION - PART 1	
EVENT INFORMATION (All fields in this section are required)	
Event Name:	
Type of Event: ☐ Bicycle/Footrace ☐ Outdoor market/festival ☐ Parade/March ☐ Other _____	
Event Location & Address:	
Event Website:	
Event Start Date & Time:	Event End Date & Time:
Load-in Date & Time:	Load-out Date & Time:
Inclement Weather Start Date & Time:	Inclement Weather Event End Date & Time:
Event Description (detailed description of the event and its purpose)	
Estimated Attendance:	Last Year's Attendance Numbers (if applicable):
APPLICANT & ORGANIZATION INFORMATION (All fields in this section are required)	
Applicant's Name & Title:	
Applicant's Address:	
Applicant's Phone:	Applicant's Email:
Business/Sponsoring Organization's Name:	
Organization's Address:	
Is this event co-sponsored by the Town of Spring Lake? ☐ Yes ☐ No	
Town Department or Committee:	
Town Contact Person Name:	
Phone:	Email:
DAY-OF-EVENT CONTACT (If different from the applicant, provide information for a contact person who will be on-site the day of your event)	
Name & Title:	
Address:	
Phone:	Email:
Organization's Name (If different):	

EVENT OPERATIONS - PART 2 (All fields are required)
STREET CLOSURES
Are you requesting any street closures for your event? ☐ Yes ☐ No
FOOD SERVICE
Does the event involve the sale of food? ☐ Yes ☐ No
ALCOHOL SERVICE
Does the event involve the sale or use of alcoholic beverages? ☐ Yes ☐ No
TRASH & RECYCLING
Please describe your waste management staffing plan for the event. (i.e. who is responsible for collecting trash and litter during your event?)
PARKING
Please describe your overall parking plan for the event.
<i>Note: Parking plans may be examined for ADA compliance and you may be required to provide a transportation shuttle if the event places undue demands on surrounding parking areas.</i>
TENTS AND STRUCTURES
Will there be any tents, canopies, or temporary structures at the proposed event site? ☐ Yes ☐ No
If so, list the size of the tents, canopies, and temporary structures:

<i>Note: Tents that are greater than 120 square feet require permits from the Inspections and Fire Department.</i>

MISCELLANEOUS EVENT DETAILS - PART 3 (All fields are required)		
ADMISSION/VENDOR FEES		
Will admission fees be charged to attend this event? ☐ Yes ☐ No Will fees be charged to vendors to participate in this event? ☐ Yes ☐ No		
MUSIC/SOUND/PYROTECHNICS		
<i>Note: In accordance with the Town of Spring Lake Ordinance Sec. 16-211., loud noises must end by 10:00 p.m.</i> Will there be musical entertainment at your event? ☐ Yes ☐ No Will there be sound amplification for this event? ☐ Yes ☐ No Does the event involve the use of pyrotechnics (fireworks, lasers, fire-dancing, etc.)? ☐ Yes ☐ No		
TOILETS/HANDWASHING STATIONS		
Will you provide portable toilets for the general public? ☐ Yes ☐ No Will you provide portable handwashing stations for the general public? ☐ Yes ☐ No		
INFLATABLES/AMUSEMENTS		
Will inflatable parade balloons be used for this event? ☐ Yes ☐ No Will any amusements (bounce houses, dunk tanks, etc.) be used for this event? ☐ Yes ☐ No		
MARKETING/PROMOTIONS		
Please describe how the event will be marketed, promoted, or advertised, including links to any social media outlets being used.		

Required	AUTHORITY TO FILE APPLICATION		
	County and State of North Carolina (as may be applicable to my request) and certify that the above information and accompanying documents are complete, true, and accurate to the best of my knowledge. In addition, I acknowledge that by filing this application, representatives from the Town of Spring Lake may enter the subject property for investigation and analysis of this request.		
	<u>APPLICATIONS WILL NOT BE ACCEPTED WITHOUT SIGNATURE(S).</u>		
	Print Applicant Name	Applicant Signature	Date