



TOWN OF STANLEY

SPECIAL EVENTS PERMIT APPLICATION

Event Name: _____
Event Date: _____ Time(s): _____
Event Location: _____
Event Contact (Name / Phone Number): _____

DEPARTMENT REVIEW

FINANCE DEPARTMENT

Name of Official: _____ Date: _____
Conditions: _____

APPROVED: ☐ Yes ☐ No

FIRE DEPARTMENT

Name of Official: _____ Date: _____
Conditions: _____

APPROVED: ☐ Yes ☐ No

PARKS & RECREATION DEPARTMENT

Name of Official: _____ Date: _____
Conditions: _____

APPROVED: ☐ Yes ☐ No

PLANNING DEPARTMENT

Name of Official: _____ Date: _____
Conditions: _____

APPROVED: ☐ Yes ☐ No

POLICE DEPARTMENT

Name of Official: _____ Date: _____
Conditions: _____

APPROVED: ☐ Yes ☐ No

PUBLIC WORKS

Name of Official: _____ Date: _____
Conditions: _____

APPROVED: ☐ Yes ☐ No

MANAGER'S OFFICE

APPROVED: ☐ Yes ☐ No Signature: _____

AGREEMENT TO RELEASE AND INDEMNIFY THE TOWN OF STANLEY, NORTH CAROLINA FOR SPECIAL EVENT:

OF: _____
Organization Name

SPECIAL EVENT PERMIT APPLICATION

The organizer of a special event must fill out the application and return it to the Planning Department following the timeline listed below:

- Events expecting attendance of **less than thirty (30) persons** – **NOT LESS THAN FORTY FIVE (45) BUSINESS DAYS PRIOR TO THE START DATE OF THE EVENT** (STOP – Special Event Permit does not apply to birthday parties, family gatherings, reunions, and like activities, that do not incorporate the use of vendors, inflatables, amplifying equipment, tents, and signage, or similar. Please complete the Parks & Recreation Rental Agreement Form).
- Events expecting attendance **greater than thirty (30) persons** – **NOT LESS THAN FORTY FIVE (45) BUSINESS DAYS PRIOR TO THE START DATE OF THE EVENT**

A non-refundable application fee will be charged based on the attached fee schedule to cover the cost of processing the application. Other charges may apply dependent upon Town services, if needed.

Individuals, organizations and agencies wishing to conduct public gatherings are required to obtain a permit in advance. Special Events Permits must be obtained for the following events and any like activities:

Block Parties	Carnivals	Ceremonies	Concerts
Festivals	Performances	Filming	Road Closings
Park Events (without shelter)	Parades	Auto Shows	Vendor Showcases

Any misrepresentation on this application or deviation from the final agreed route and/or method of operation described on the application may result in immediate revocation of the permit. All questions must be fully answered since most events result in several different activities. If a question does not apply, please write “does not apply” within that space. Please type or print the information clearly. You may attach additional sheets as necessary.

Official Town of Stanley events have priority in the use of any Town-owned property or right-of-way. Other application for Special Event Permits is processed in the order of receipt, and the use of particular areas are generally allocated in the order in which fully executed applications are received, and in accordance with considerations the Town of Stanley uses in deciding on the issuance of a permit as set forth below.

In order to insure the public safety and protection of the Town of Stanley, its property owners, businesses and citizens, and to avoid conflict between events, the Town of Stanley may refuse or require alterations to a permit application.

Times may be changed at the sole discretion of the Town due to weather, infrastructure requirements, and repair to utilities, participant behavior, and other considerations of safety for persons and property and good public order. For the same reasons, a permit may require additional conditions and time limitations.

The Town of Stanley Planning Director or designee shall have the authority to consider any application which is filed less than forty five (45) days before the date sought. An application for any permit required by this section shall be made to the Town official, accompanied by a nonrefundable processing fee in accordance with the schedule of permit fees as fixed from time to time by Town Council, and as set forth and contained in the Town Clerk’s official record of rates. The information requested by the Special Event application form will be used to determine the eligibility for the permit requested. Failure to complete the form will prevent processing and be returned to the applicant.

[illegible]

TENTS AND SIGNAGE

Will tents be used for this event? ☐ Yes ☐ No

If yes, please list the number of tents: _____

Please describe the size and type of tent(s): _____

A site plan showing the location of a tent(s) is required. The Town may require a fire rating on the tent(x) utilized during the event.

Drilling into the pavement (parking lots, streets, sidewalks, curbs, etc) is strictly prohibited. All signage and anchoring must be accomplished with weights such as sandbags, concrete or water filled barrels. No tents and/or canopies shall be staked.

Will signs be used for this event? ☐ Yes ☐ No

If yes, please list the number of signs: _____

Please describe the size, type and location of sign(s): _____

Fastening or attaching any rope, signs, banners, flyers or other objects to any tree, shrub, or park feature is strictly prohibited. Temporary signs must be approved by the Planning and Zoning Department in accordance with the Town of Stanley's Zoning Ordinance as it relates to signage. It is unlawful for any person to place, post, paint, erect, display, secure or maintain any sign or banner pertaining to the special event unless pre-approved by the Town, based upon the application and permitting process. Evidence of the event's sign permit may be required at any time during the event. For additional information regarding sign permits, please contact the Town of Stanley Planning & Zoning Department at (704)263-4779.

TEMPORARY WIRING & GENERATORS

Temporary wiring must be approved by the Town of Stanley and Gaston County Building Inspections prior to the special event. Additionally, the use and locations of generators must be approved in advance of the special event.

Describe an power needs and location of power source: _____

Will generators be used for this event? ☐ Yes ☐ No

If yes, please list the number of generators, size, and location: _____

TOWN SERVICES

The Town of Stanley does not provide amenities such as portable washrooms, sound systems, podiums, tables, chairs, tents, canopies, or other equipment.

Will barricades be needed for this event? ☐ Yes ☐ No

If yes, please list the number and location for barricades: _____

TOWN SERVICES (CONTINUED)

Applicants are responsible for cleaning and restoring the site after the event. Please pick up all trash including paper, plastic, bottles, cans, food, event marketing signs, and all other related materials. The cost of any employee incurred due to an applicant's failure to clean and/or restore the site following the event will be the sole cost and responsibility of the Event Organizer.

What is the clean-up / disassembly plan for the event? _____

SAFETY & SECURITY

Check types of security needed and the number of Officers requested:

☐ Beer / Alcohol Security _____ ☐ Stage Security _____ ☐ Event Area Security _____
☐ Road Closure Security _____ ☐ Traffic Control _____

Date/Time Security to be on site: _____

The applicant must provide adequate security for the event as directed by the Town of Stanley Police Department. Applicant may be required to hire sworn off-duty officers to provide security to insure public safety. Such officers should be graduates of North Carolina Law Enforcement Academy, have a working knowledge of the Town of Stanley Police Department and Town Ordinances, and be approved by the Chief of Police. Off-duty, Town of Stanley Police Officers are sometimes available. For additional information, contact the Town of Stanley Police Department at (704)263-4778.

What arrangements have been made for medical assistance if needed? _____

Site Location: _____
Times of Operation: _____

ALCOHOL

Will alcoholic beverages be served: ☐ Yes ☐ No

Will alcoholic beverages be sold: ☐ Yes ☐ No

What type of alcoholic will be served?

☐ Draft Beer ☐ Canned Beer (served in plastic or paper cup) ☐ Wine

Who will be serving alcohol?

How will the applicant prevent underage participants from possessing alcoholic beverages?

Times for alcohol to be served: _____ (All alcohol service must end 15 minutes prior to your event ending time)

Locations within the site where alcohol will be served:

Have you applied for a North Carolina temporary ABC permit: ☐ Yes ☐ No (Attach copy to application)

Name of insurance company providing the event, and naming the Town of Stanley as co-insure, with liquor liability insurance: _____
(Attach copy to application)

VOICE / MUSIC AMPLIFICATION

Permission to include music or simplified sound including megaphones, as part of a special event may be given. The Town reserves the right to limit the sound application equipment so as not be unreasonable.

Are there any musical entertainment features related to your event?

Yes ☐

No ☐

Will your event use amplified sound?

Yes ☐

No ☐

VENDORS

Does the event include mechanical rides, inflatables or other attractions? [] Yes [] No

If yes, additional insurance coverage will be required. Name of insurance company? _____

List details and description:

Applicants must receive approval for mechanical rides and if approved, compliance with electrical Codes must be addressed. Applicant assumes all risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind of nature, to person or property, directly or indirectly arising out of or in connection with the Town, its officers, agents, employees, and representatives and hold the Town harmless from any penalties for violation of law, ordinance, or connection with the permitted activity or conduct of its operation or resulting from the negligence or intentional acts or omissions of applicant or its officers, agents and employees. Liability insurance in the amount of one million (\$1,000,000.00) naming the Town of Stanley as an additional insured will be required for events held on property owned or controlled by the Town. The Town may require the sponsor and/or vendor to provide higher levels of insurance, coverage, and policies as deemed necessary based on specific event risk factor and review by the Town's insurer. The Town, at its discretion, may waive the insurance requirement for small events.

Event Information

Rain policy for event: _____

List locations(s) and dates or prior events held over the past five (5) years: _____

For coordinating purposes, police official can best contact the chairperson during the event at:

Location

Cell Phone

FOOD SERVICE	
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Does the event include food vendors?	☐ Yes	☐ No
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How will the food be prepared/served? (please check all that apply):

☐ Food Truck ☐ Sold (prepared off site) ☐ Prepared Outdoors

List food items that will be distributed or sold at this event: _____

Does the event include food concession and/or cooking areas? ☐ Yes ☐ No

Please provide a list of all mobile vendors and affix Certificate of Insurance (affix separate sheet if needed):

PORTABLE RESTROOMS & SINKS	
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The Town of Stanley recommend one (1) portable toilet for every two hundred fifty (250) people who attends your event. Ten percent (10%) of these facilities should be ADA accessible. This figure is based upon the maximum number of attendees at your event during peak time. The Town of Stanley may determine the total number of required restroom facilities on a case-by-case basis.

Do you plan to provide portable restrooms at your event? ☐ Yes ☐ No

Total number of portable toilets:	
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Number of ADA accessible portable toilets:
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If no, please explain:

Restroom Company:

Telephone: _____

Equipment Setup Date / Time:

Equipment Pickup Date / Time:

ROUTE & TRAFFIC PLAN FOR RUNS, RACES, WALKS AND PARADES

The applicant must submit the proposed route with the application. The Town of Stanley reserves the right to change the route if conditions do not support the route proposed. The organizer of the event is responsible for assuring that the street can be cleared at any time for emergency vehicles. Notification must be given to residents and businesses of street closures.

☐ Road Race (Run) ☐ Bike Race ☐ Walk ☐ Parade ☐ Other: _____

Start Location:

Finish Location: _____

Will the event require road closures? ☐ Yes ☐ No

STREET	FROM	TO	DATES/TIMES
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STREET	FROM	TO	DATES/TIMES
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STREET	FROM	TO	DATES/TIMES
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STREET	FROM	TO	DATES/TIMES
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HOLD HARMLESS CLAUSE

Applicant / organization hereby shall assume all risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of applicant's operation. Applicant hereby expressly agrees to defend and save the Town of Stanley harmless from any penalties for violation of law, ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages or injuries directly arising out of or in connection with the permitted activity or conduct of its operation or resulting from the negligence or intentional acts of omissions of applicant, or its officers, agents and employees.

Applicant Printed Name / Signature

Date

Return application and payment to: Town of Stanley, Planning Director, P.O. Box 279, 416 Highway 27 S, Stanley, NC 28164

SPECIAL EVENT PERMIT CHECKLIST

The following items must be submitted in order for your permit to be processed:

	Completed Permit Application
	Payment of Non-Refundable Application Fee (\$150.00)
	Sketch or diagram of the event and/or roads to be closed (if applicable)

The following items must be submitted before your permit will be issued:

	Liability Insurance in the amount of one million (\$1,000,000.00) dollars listing the Town of Stanley as co-insured
	Notification letter to residents and businesses if there are road closures or amplified noise
	Copy of non-profit status (if applicable)
	ABC Permit (copy of NC ABC permits allowing for the temporary sales of alcohol)
	List of mobile vendors (if applicable)
	Certificates of Insurance for mobile vendors (if applicable)

TOWN OF STANLEY SPECIAL EVENT PERMIT FEES:

Type of Event / Services Required	Submittal Date	Fee
Festival or Major event (May include: outdoor entertainment, sale food/beverages, and/or generates revenue)	Forty five (45) days prior to the event	\$150.00
Off-duty Police Security	Forty five (45) days prior to the event	To be determined based upon attendance and number of officers required
Public Works Services and/or equipment (to include but not limited to portable restrooms, barriers, traffic cones)	Forty five (45) days prior to the event	To be determined based upon attendance; type and number of equipment required; and, number of employees required.
Parks & Recreation	Forty five (45) days prior to the event	To be determined based upon the facility requested; and, number of employees required.