

Town of Siler City Special Event Guidelines and Application

The Town of Siler City encourages private special events to both enrich the quality of life for our residents and to promote our community.

Festivals, performances, road races, parades, charity walks, and similar events that use Town streets, sidewalks, and any other town property and facilities, as well as Town services will require a Special Event Permit.

Procedures and Instructions

Special events applications take 45 days to process so applicants should apply 60 days before their intended event but may not apply more than 6 months prior to the event.

The Town of Siler City will work with the applicant to process the Special Events Permit Application.

Once the special application and supporting documentation is complete, please submit your application

to: Town Clerk Town of Siler City
PO Box 769
311 N Second Avenue
Siler City, NC 27344
kpickard@silercity.org

All Special Events must be approved by the Town of Siler City Board of Commissioners.

If your application is not complete once submitted, it might delay approval of your special event permits.

Map

Provide a detailed Site-Plan sketch of the event. Include maps, outline or diagram of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area.

Include the following info (if applicable):

1. Location of the event/activity on the property. Showing adjacent streets/roads and boundaries.
2. Location of temporary structures that will be used during the event. Must indicate size of temporary structures, distances between temporary structures and existing buildings.
3. Identify how each temporary structure will be used. Example: type of vendor, food preparation, alcohol sales, amplified sound, tents, portable toilets, etc.
4. Identify location of all cooking devices and open flames (indicate type of cooking method (propane gas, electric, charcoal, catered, etc.).
5. Location of all fencing, barricades, or other restrictions that will impair access to and from the event or property.
6. Identify all designated parking areas (include handicapped accessible areas).
7. Identify location of any generators and fuel storage.
8. Location of fire hydrants.
9. Location of first aid facilities.
10. Location of generators and/or power sources.
11. Location of garbage receptacles, Town trash bins and recycle rollouts.
12. Event parking restrictions must be noted on site plan/route map.
13. Describe planned arrangements to resolve conflicts with people trying to reach businesses, their own residences, places of worship and public facilities including public transportation.

Event Information

Name of Event	
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Type of Event	<i>(check all that apply)</i>		
	Bicycle Ride/Race	Parade/March	Fair/Festival
	Motorcycle Ride	Walk/Run	Concert/Performance
	Other		

Detailed description of the event

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Event Date(s)		Event Time(s)	
Event Set Up Date		Event Set Up Time(s)	

Event Location

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Estimated number of participants:

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Contact Information

Primary Sponsoring Organization	
Sponsoring Organization Address	
Organizer/Emergency Contact Name	
Email	
Phone Number	
Phone Number on the day of the event	

Road Closure

Are you requesting Road/Street(s) to be closed for this event? YES NO

Important Information: The Town of Siler City does not have the authority to close a NCDOT streets or roads. To Close a NCDOT Street/Road a Special Events Request Form is required by the North Carolina Department of Transportation.

Below is a link to the NCDOT form:

<https://connect.ncdot.gov/resources/safety/Tepp/TEPPL%20All%20Documents%20Library/S77%20-%20Request%20Form.pdf>

Street/Road Name(s) including stop and start points:

Town Services Requested

Police YES NO

Note on Police: The Town of Siler City reserves the right to require the presence of police officer(s) at any event. Should the event call for police presence, the organization sponsoring the event and requesting the temporary street closure may have to pay the Town a fee equivalent to the compensation expense (at time and a half) for making the officer available during the time of the event.

Fire YES NO

Note on Fire: The Town of Siler City reserves the right to require the presence of fire fighter(s) at any event. Should the event call for fire presence, the organization sponsoring the event and requesting the temporary street closure may have to pay the Town a fee equivalent to the compensation expense (at time and a half) for making the fire fighter available during the time of the event.

Utilities YES NO
Type Requested Water Power

Note on Utilities: The Town of Siler City reserves the right to charge the organization sponsoring the event the current water rate and power rate for any utilities used.

Trash Removal YES NO

If yes:
Number of Trash Carts being requested:
Number of Recycle Carts being requested:

Other Services Requested

Will alcoholic beverages be served and/or sold at the event? YES NO

If yes, an ABC Permit is required. Copies of the ABC permit should be submitted with this application request.

Will amplified sound be used during the event? YES NO

Will food be served at this event? YES NO

If yes, Chatham County Special Event Notification Form Required

Will tents be used during the event? <i>If yes, Chatham County Special Event Notification Form Required</i>	YES	NO
Will animals be a part of the event?	YES	NO
Will guns, knives, or axes be a part of this event?	YES	NO
Will fireworks and/or open fires be a part of this event? <i>If yes, Chatham County Special Event Notification Form Required</i>	YES	NO
Will air-supported structures (inflatables) be a part of this event? <i>If yes, Chatham County Special Event Notification Form Required</i>	YES	NO

Important Information

The Town of Siler City does not approve tents, air-supported structures (inflatables), food sales, and fireworks displays. *Chatham County Special Event Notification Form Required*

Signage

Event signage is to be removed within 24 hours following the event. Event signage that does not follow Town regulations will be removed. If special event application is approved including provided signage information, then no other Town signage permit will be required for the event.

Will you have a banner or signage?	YES	NO
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INSURANCE REQUIREMENTS

Insurance Requirements Evidence of Insurance will be required before final permit approval. Please provide a Certificate of insurance, which shows a minimum of \$1,000,000.00 in Commercial General Liability Insurance and a Policy Endorsement, which indemnifies and holds harmless the Town of Siler City, and all its agencies and departments. Some events may require a higher limit of insurance. Event Sponsor must list the parties as additional insured on their Certificate of Insurance.

DISCLOSURES

- 1. Permits - Please note that all components of the event are subject to approval by the Town Manager’s Office and may also require approval by and/or permit(s) from other Town agencies and departments. It is the responsibility of the applicant to secure all.
- 2. Event Notifications & Communications - Event Sponsor (applicant) will be responsible for contacting all individuals, residents and businesses who will be impacted by the event's road closures. The Town of Siler City requires an event sponsor to provide written notice certifying that all adjacent business owners of the public street(s) subject to closure in relation to the planned event have been notified to the street(s) closure.
- 3. Vendor Compliance - The Town of Siler City requires an event coordinator to disclose if there are plans to have food vendors, the selling of products/concessions, the use of fireworks, large outside public assemblage, and the closing of public parking lots. All vendors must comply with all applicable regulatory permitting agencies’ requirements.

AFFIDAVIT OF APPLICANT

My signature below indicates that everything I have stated in this application is correct to the best of my knowledge. I have read, understand and agree to abide by the policies, rules and regulations of the Town of Siler City as they pertain to the requested usage. The permit, if granted is not transferable and is revocable at any time at the absolute discretion of the Town of Siler City’s Town Manager’s Office (or designee). All programs and facilities of the Town of Siler City are open to all citizens regardless of race, sex, age, color, religion, national origin or disability.

Applicant Signature	
Applicant Printed Name	
Date	

Town of Siler City Event Contact List			
Contact Person	Responsible for:	Phone	Email
Kimberly Pickard	Street Closure Approval via Board of Commissioners	919-742-4731	kpickard@silercity.org
Mike Wagner	Police Resources	919-742-5626	mwagner@silercitypd.org
Scott Murphy	Fire Resources	919-742-4424	smurphy@silercity.org
Jake Clelland	Town Parks and Recreation	919-742-2699	jclelland@silercity.org
Jennifer Babtiste	Signs	919-742-2323	jmeadows@silercity.org
Cal Pettiford	Barricades, Trash and Recycle Carts, Town Water and Power Connections	919-742-4732	cpettiford@silercity.org
Chatham County Event Contact List			
David Camp	Central Permitting	919-542-8230	david.camp@chathamnc.org
Billy Judson	Fire Marshal	919-542-8342	william.judson@chathamnc.org
Lisa Morgan	Environmental Health	919-545-8479	lisa.morgan@chathamnc.org