

Print Version – Outdoor Event Application

This application is for special event organizers seeking to host outdoor events within the Town of Chapel Hill. Organizers may be subject to additional fees, permits, and/or inspections based on the nature and scale of their event. The permit application fee is \$50, and you will be prompted to submit payment at the end of the application. Applications will not be reviewed unless payment is received.

Applicant's Name

First Last

Organization (if applicable)

Address

Phone Number

 - -

####

Email

Tell Us About Your Event

Name of Event

Location of Event

Purpose of Event

Why are you holding this event?

Description of Event

What will happen during your event? What are the components of the event?

Estimated Attendance

For events with estimated attendance of 1,000 people or more, trained crowd managers are required at a ratio of 1 trained crowd manager per 250 people.

I agree to have the appropriate number of trained crowd managers on site for my event.

Event Start Date

/ / 
MM DD YYYY

Event End Date

/ / 
MM DD YYYY

Setup Start Time

:
HH MM AM/PM

Start Time

:
HH MM AM/PM

End Time

:
HH MM AM/PM

Breakdown End Time

:
HH MM AM/PM

Where will your event be held?

- In a Town park
- On a public street, parking lot, or sidewalk
- On private property

Do you have a confirmed Park Facility reservation from Town of Chapel Hill Parks & Recreation?

- Yes
- No

Please upload a confirmation of your reservation.

No file chosen

Is your event free and open to the public?

- Yes
- No

Please provide an event site map showing all structures, food, grills, porta potties, street closures, entertainment, generators, vehicles, first aid, parking for attendees and staff, sanitation, etc.

For races, walks, or parades, include a complete route map.

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Public Safety

Safety is our top priority. Based on the nature and scale of events, organizers may be required to pay for event security, on-site EMS personnel, and/or Town support services. Additional permits may also be required. More complex events may also be required to submit an in-depth emergency action plan subject to approval by town Emergency Management staff.

Will your event include Tents, Bounce Houses, or Temporary Structures?

Check all that apply.

- My event will have no temporary structures
- Structures without sides, over 1,800 square feet
- Structures without sides, under 1,800 square feet
- Enclosed structures over 800 square feet
- Enclosed structures under 800 square feet
- Temporary membrane structures (such as bounce houses) over 400 square feet

Will your event include Open Flame Grills, Cooking with Grease, or Fireworks? Check all that apply.

- My event will not include open flames for cooking, cooking with grease, or fireworks.
- Cooking with grease
- Open flame grills used for cooking
- Fireworks

How will you communicate with and direct attendees and staff in the event of an emergency?

Will you have medical assistance on site? If so, please explain. If not, what will you do in the event that medical assistance is needed?

FOOD VENDORS, SALES, ALCOHOL

The Orange County Health Department regulates food sales at all events. Event Organizers are responsible for following all regulations, obtaining necessary permits, and paying additional fees as required.

Event organizers are responsible for obtaining all alcohol permits and special licenses required by local and State law. Additional fees may apply. Town ordinance limits alcohol consumption on Town property, public streets and sidewalks (Chapter 3, Sec. 3) The town may require police or other security presence when alcohol is being sold or consumed at the event.

Food Sales and Consumption (Check all that apply to your event.)

- There will be no food sold or consumed at the event

- Food will be consumed on site
- Food Trucks or pushcarts will prepare food on site for sale
- Other vendors will prepare food on site for sale
- Food will be prepared and packaged off-site for sale at the event

Alcohol (Check all that apply.)

- No alcohol will be sold or consumed at the event.
- Alcohol will be consumed at the event
- Alcohol will be sold at the event. (This includes alcohol given away as part of a ticketed event.)

Amplified Sound

Will your event use amplified sound?

- Yes No

Please describe – What will amplification be used for?

Environmental Impact

Event organizers are responsible for collecting and managing all waste associated with their event. . Failure to properly dispose of waste from the event may result in additional fees. The Town supports sustainable behaviors and encourages organizers to minimize environmental impact, encourage low-impact transportation options, and reduce, reuse, recycle, and compost event materials.

- I agree to collect and manage all waste associated with my event.

Is your event a neighborhood block party (a social gathering organized by residents of a block or portion of a block within a street classified as local residential)?

- Yes
 No

Neighborhood Block Parties

Neighborhood block parties are subject to the following Town Ordinance.

The town manager may, as a condition of approval of a temporary street closing for a neighborhood block party, establish requirements which may include but are not limited to:

- (1) That notice of a request to the town for a temporary street closing be distributed by the requesting party to all residents of lots in a block proposed to be closed in its entirety or partially.
- (2) That information on residents' support for a requested temporary street closing be provided as part of application materials.
- (3) That one or more individuals requesting the street closing accept responsibility for cleanup of litter at the completion of the block party and for receiving directives from the town's police, fire or other departments.
- (4) That safety measures such as parking vehicles at the end of the closed street are undertaken, and that persons be stationed at the ends of the closed area to move vehicles or other barriers if necessary for emergency access.

(5) That all applicable ordinances and regulations, including but not limited to town ordinances regarding noise control and consumption of alcohol in public right-of-way, be complied with.

(6) That cleanup of litter in the closed area be completed by a specified time.

(7) That hours of the street closing not affect fixed route public transportation services.

(Ord. No. O-73-20, § 2, 6-4-73; Ord. No. O-81-39, 5-26-81; Ord. No. 90-9-24/O-1, §2)

Please confirm.

I have read and agree to follow the Town of Chapel Hill's ordinance regarding neighborhood block parties.

Please share information that indicates neighbors' support of the street closure. Examples include: correspondence with neighbors via email, event invite, information on previous successful block party, etc. You can upload documents here or email artsandculture@townofchapelhill.org

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Indemnification and Insurance Requirements

The Applicant agrees to indemnify and hold harmless the Town of Chapel Hill and its officers, agents and employees from all loss, liability, claims or expense (including reasonable attorneys' fees) arising from bodily injury, including death or property damage to any person or persons proximately caused in whole or in part by the negligence or willful misconduct of the Applicant except to the extent same are caused by the negligence or misconduct of the Town.

For events on Town owned or leased property, organizers must provide evidence of current valid insurance (if applicable) in the minimum amounts stated below during the duration of the event. The Town must be named as an additional insured for Commercial General Liability and Business Automobile policies. The required coverage limits are: 1) Commercial General Liability and Business Automobile – \$1,000,000 per occurrence and 2) Workers' Compensation – \$100,000 for both employer's liability and bodily injury by disease for each employee and \$500,000 for the disease policy limit. The Town must be listed as: Town of Chapel Hill, 405 Martin Luther King Jr. Blvd., Chapel Hill, NC 27514.

The Town and its insurer may waive or reduce the insurance requirements for small events, based on an assessment of risk posed to the Town. Such a waiver can only be granted at the discretion and approval of the Town Attorney or Risk Manager. Additionally, based on the type of event to be held on Town-owned or leased property, and an assessment of risk posed to the Town, the Town may require evidence of supplementary insurance coverage.

Indemnification

I hereby agree to indemnify and hold harmless the Town of Chapel Hill and its officers, agents & employees from all loss, liability, claims or expense

Certificate of Insurance

No file chosen