



**CITY OF HICKORY SPECIAL EVENTS/ACTIVITIES APPLICATION
PRIVATE PROPERTY EVENTS**

Submit to Planning & Development Permit Center

City of Hickory
PO Box 398
Hickory, NC 28603
Phone 828-323-7410

The purpose of this application is to provide information about your event or activity for various departments and agencies to determine if they need to be involved in the approval and/or permitting process. City staff may contact you with specific questions. Any City staff may require a pre-planning meeting with appropriate staff and the applicant. The applicant is responsible for notifying the Planning & Development Permit Center of any changes to this application.

Incomplete applications will not be accepted. A complete and accurate application must include and meet the following:

- Attached detailed site plan from a GIS or Google map
- Submitted at least 30 days prior to the planned event to allow for sufficient review time from staff, as well as approval from City Council.
- Depending on the specific event, a permit application and/or fee(s) from individual departments may be required.

Event date availability:

- Applicant should contact permit center to verify date availability prior to submission of application
- Applications and events are prioritized based on a first come-first served basis.
- The City may approve or disapprove an event's requested date based on availability of resources.
- Events that occur on an annual basis will receive priority the following year.

APPLICANT INFORMATION

Name of Event: _____

Applicant Name & Title: _____

Organization: _____

Mailing (Billing) Address: _____

City / State / Zip: _____

Daytime Phone: _____ Cell: _____ Email: _____

Description of the Event: _____

Event Address:	
Date of Event:	Rain Date (if applicable):
Event Start Time:	Event End Time:
Set-Up Begins:	Clean-Up Ends:
Preferred Date & Time of Inspection:	
Estimated Attendance:	
The Event is:	
<input type="checkbox"/> Private (by invitation only); <input type="checkbox"/> Open to General Public	

APPLICANT'S SIGNATURE _____ **DATE:** _____

TENTS & MEMBRANE STRUCTURES

**** Tent is a structure, enclosure, or shelter, with or without sidewalls or drops ****

Will tent(s) be used for the event? Yes No If so, number of tent(s) planned: _____

Size of Tent(s) planned: _____

Percentage of side walls, if any, to be used for each tent: _____

Detail tent location, size, percentage of side walls and spacing for each on required site plan.

**** Membrane structure is an air-inflated or air supported structure ****

Will membrane(s) structures be used for the event? Yes No If so, number of membrane structures planned: _____

Size(s) air inflated/air supported membrane structures planned: _____

Detail membrane structure location(s), size, and spacing for each on required site plan.

POWER SOURCES

Will you use electric generators? Yes No If yes, will Power Distribution boxes be used? Yes No

Provide contact information for contractor supplying generator power:

Name: _____ Phone: _____ Email: _____

Will you use electric power from an existing structure? Yes No

If yes, will direct wiring to breakers be required? Yes No

Provide contact information for person responsible for setup of power:

Name: _____ Phone: _____ Email: _____

HAZARDOUS MATERIALS

Will there be any portable heaters?? Yes No

Will there be any deep fat fryers?? Yes No

Will the event have any hazardous materials such as propane, butane, gasoline, diesel tanks, helium cylinders, or other upright tanks? Yes No

If yes, all tanks must be secured in a manner to prevent accidentally being knocked over. All helium tanks not being used shall have their caps in place.

Will there be any fireworks, lasers, torches, candles or pyrotechnics? Yes No

If yes, contact the Hickory Fire Department Division of Fire and Life Safety at (828) 323-7522 for more information.

MECHANICAL RIDES

Does the event include mechanical rides, or other similar attractions? Yes No

If yes, please describe attractions: _____

Applicants contracting with amusement ride companies are required to provide the City of Hickory with a certificate of insurance, naming the applicant and the City of Hickory (if applicable) as additional insured on general liability. Please contact the NC Department of Labor to determine what requires inspection.

VOICE/MUSIC AMPLIFICATION

Are there any musical entertainment features related to your event? Yes No If no, proceed to next section.

If yes, state the number of bands and type of music: Number of bands: _____

Type(s) of music: _____

Will a portable or temporary stage be utilized? Yes No

If yes*, state the number of portable or temporary stages: _____

Will stage have canopy with frame that supports equipment (lighting, etc.)? Yes No

If yes* state the size of canopy: _____

Provide contact information for contractor providing stage:

Name: _____ Phone: _____ Email: _____

A Temporary Stage Certification Form must be completed for Catawba County Building Services

Will your event have amplified sound? Yes No

If yes, indicate times: Start time: _____ Finish time: _____

ALCOHOL

Will alcoholic beverages be served? Yes No (If yes, NC ABC permit required.)

Will alcoholic beverages be sold? Yes No (If yes, NC ABC permit required.)

What type of alcohol will be served?

Draft Beer Can/Bottle Beer Wine Liquor

Who will be serving the alcohol? _____

Times for alcohol to be served: _____

Locations within event site where alcohol will be served: _____

Upon approval of this application, applicant will provide their North Carolina ABC permit to the Permit Center.

VENDORS

Does the event include food vendors? Yes No

If the event will have food vendors, please check the following that apply:

Served Sold Free Catered Prepared Outdoors

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

If yes, please list each vendor. Use additional sheet, if necessary.

VENDOR	COOKING METHOD <i>(gas, electric, charcoal, other)</i>	FOOD ITEM

Fire Code requires a fire extinguisher at each cooking location. Food and beverages shall not be sold at an event unless approved and licensed, if necessary, by the Catawba County Health Department.

Event organizers are responsible for arranging health inspections for their events.

An applicant having any food service must contact the Catawba County Health Department at (828) 465-8270 for approval of any food preparation or service.

TRASH AND RECYCLING PLAN

How many trash bins are you requesting for trash? _____

How many recycle bins are you requesting? _____

Delivery Location? _____

Date and Time for trash or recycling bins to be emptied\picked up: _____

Applicants are responsible for cleaning and restoring the site after the event. The cost of any employee overtime incurred because of an applicant’s failure to clean and/or restore the site following the event will be paid for by the applicant. If you reasonably believe that no litter will be generated during your event, please state this in your plan.

SAFETY AND SECURITY (CHECK TYPES OF SECURITY REQUESTED):

Beer/Alcohol Security Stage Security Event Area Security Gate Security

Road Closure Security Money Handling Security Other _____

Overnight Security From _____: _____ To _____: _____

Dates & Times security will be on site: _____

Security provided by: _____ Number of Security Personnel: _____

Applicant may be required to hire sworn off-duty City of Hickory police officers to provide security to ensure public safety. The Hickory Police Department will determine the number of security personnel required on site.

FIRE AND EMS STANDBY (CHECK TYPE OF SERVICES REQUESTED):

FIRE WATCH/STANDBY MEDICAL STANDBY

Dates requested: _____

Times requested: From _____: _____ To _____: _____

The City of Hickory Fire Department will determine the number of personnel and apparatus required on site. The applicant will be required to pay standby fees, as outlined in the City of Hickory Fee Schedule, for all personnel and apparatus standby at events.

SITE PLAN/MAP

A detailed map and site plan of the event from either GIS or Google Maps is required. Included in the event map (if applicable):

- 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.
- Location of the event/activity on the property with approximate distances from roads, fire hydrants, existing buildings, etc.
- Location of temporary structures that will be used during the event. Must indicate size of temporary structures, distances between temporary structures and existing buildings.
- Identify how each temporary structure will be used. Example: type of vendor, food preparation, alcohol sales, etc.
- Identify location of all cooking devices and open flames.
- Location of all fencing, barricades, or other restrictions that will impair access to and from the event or property.
- Identify all designated parking areas.
- Identify location of any generators and fuel storage.

ATTACHMENT CHECKLIST

In addition to the Special Event Application form, the following supporting documents are required to complete your application package and begin the review process:

All Events:

- Detailed Site Plan from GIS or Google Maps
- Parking Plan for participants and volunteers (May be included in site plan)
- Volunteer Plan for events with an anticipated attendance of 100 participants or more (how many, their duties)