CITY OF HICKORY SPECIAL EVENTS/ACTIVITIES APPLICATION
PUBLIC 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 90 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: ☐ **Private (by invitation only);** ☐ **Open to General Public;** ☐ **City brand partner/sponsored event**	

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 (gas, electric, charcoal, other)***	***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.

EVENT SCHEDULE

Provide a detailed schedule of the event, including dates and times for entertainment, activities, hours of event, start time, finish time, etc. If the event requires an extended time frame for set-up, include details with a timeline listing the times and locations where streets or public property will be impacted and when dismantling will be completed. (Use additional sheet of paper if necessary)

DATE	TIME	ACTION	ADDITIONAL NOTES

CITY SERVICES

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

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.

PUBLIC PROPERTY CLEAN-UP

Contracted personnel or volunteers may be used if indicated below. What is the clean-up plan for the event? _____

If City personnel are needed to assist with event site clean-up the applicant will be required to hire off Duty personnel.

If needed, please list preferred date and time for clean-up staff to arrive: _____

Will any of the following services be used for the event:

☐ Water Service ☐ Portable Toilet Services ☐ Public Electric Power

☐ Wastewater Service ☐ Public Restrooms

SPECIAL EVENTS CONE/BARRICADE REQUEST:

Number of Cones Requested? _____ Number of Barricades Requested? _____
Drop-off/pick-up Location? _____
Drop-off Date and Time: _____Pick-up Date and Time: _____
Drop-off/pick-up Contact: _____
Phone Number: _____ Email: _____

Drop-off/pick-up contact MUST be present for drop-off and pick-up.
*If the contact person changes from above, please notify Chelsey Brooks at (828) 323-7500 or email at cbrooks@hickorync.gov. If a contact person is not present or cannot be reached at the drop-off time, cones/ barricades will **NOT** be left.*

For events on Saturdays, Sundays, or holidays, cones/barricades are typically dropped off on the last business day before the event and picked up on the first business day after the event. Business hours are Monday through Friday 7 a.m. – 3:30 p.m. If the Traffic Division needs to adjust the number of cones/barricades to be provided or the drop-off/pick-up dates or times, the applicant will be contacted at the phone number or email provided above.

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)

All Public Property Events:

☐ Certificate of Insurance listing the City of Hickory as certificate holder and additional insured.

-Public Property Event at a Public Park:

Events held at a public park must contact the Recreation and Sports Tourism Department to discuss event details and gain approval from Recreation staff prior to submitting this application to the Permit Center. The Recreation and Sports Tourism Department may be reached at (828) 322-7046 or mseaman@hickorync.gov.

☐ Email from the Recreation and Sports Tourism Department indicating approval of the event date.

-Public Property Event at the Airport:

Events held at the Hickory Regional Airport must contact the Airport to discuss event details and gain approval from the Airport Director prior to submitting this application to the Permit Center. The Airport Director may be reached at (828) 323-7408 or tclark@hickorync.gov.

☐ Email from the Airport Director indicating approval of the event date.

-Public Property Event at LP Frans Stadium (Hickory Crawdads):

Events held at LP Frans Stadium must contact the Hickory Crawdads to discuss event details and gain approval from the General Manager prior to submitting this application to the Permit Center. The Hickory Crawdads General Manager may be reached at (828) 322-3000 or dlocascio@hickorycrawdads.com.

☐ Email from the Hickory Crawdads General Manager indicating approval of the event date.

-Waiver Request

☐ I am requesting a waiver from the section which prohibits animals from special events on city property. I have included the required safety plan with the application.

USE OF UNION SQUARE AND OTHER PUBLIC PLACES

**** THIS SECTION IS ONLY TO BE COMPLETED IF REQUESTING TO HOLD AN EVENT ON UNION SQUARE COMMON, STREETS ADJOINING THERETO OR OTHER PUBLIC PLACES AND PARKS ****

RULES REGULATING THE USE OF UNION SQUARE COMMON, STREETS ADJOINING THERETO AND OTHER PUBLIC PLACES AND PARKS FOR SPECIAL EVENTS

- Special events may be held in one or more of the following areas:
    - Union Square Common, north of the Norfolk-Southern Railway tracks, east of Third Street, NW, and west of Second Street, NW.
    - Streets adjoining Union Square, including Third Street, NW, between the Norfolk-Southern Railway tracks and the northern margin of First Avenue, NW; First Avenue, NW between Third Street, NW and Second Street, NW; Second Street, NW from the Norfolk-Southern Railway tracks to the northern margin of First Avenue, NW; and Trade Alley.
    - Any other public building, park or property owned or possessed by the City of Hickory which, by its nature, is suitable for any certain special event that may be applied for, provided that said event remains open to the public at large.
- The City Council reserves the right to reject any application as to the use of any area described above for any special event. If the City Council learns that the event or vendors participating were misrepresented to the City Council or that the event in any way fails to comply with the rules regulating the use of Union Square Common or fails to comply with any applicable local, state, or federal laws, it reserves the right to rescind any approved application up to and during the course of the event. In the case of a special event being held at a City-owned facility for which a rental fee is usually charged, the normal rental fee shall be charged to the applicant unless the City Council waives such rental.
- Application must be filed in the City Manager's Office at least ninety (90) days prior to the time that the applicant desires to first take possession of the area to prepare for the special event. The applicant for a special event must be a non-profit organization, organized and existing for the purpose of either some charitable or public benefit or for the promotion of business in the Downtown Area of Hickory. In addition, said non-profit organization may at the request of the Council be required to produce evidence of their non-profit corporation status as defined by state and federal laws. In addition, procedures to be used for selecting participants and vendors must be included with the application.
- The applicant shall provide to the City Manager at least two (2) weeks prior to the beginning of the public participation in the special event a list of all the vendors or others having booths or display tables during the special event. No other persons may sell merchandise or operate any booth or display tables during the special event, unless the applicant, in writing, requests the City Manager to amend such list accordingly and permission is granted.
- No motor vehicles or other large equipment or manufactured items or livestock will be permitted within the area unless they are clearly identified and described, and the proposed location is stated in the application and specific approval is given.
- The size, type of construction and location of display tables and booths must be described generally in the application; all construction must be safe and self-sustaining; no spikes or other holding devices may be driven into the ground of any street, sidewalk or tied to any tree.
- When food preparation, painting and/or pottery -making activities or similar activities are held, appropriate protective materials must be placed over any paved or brick areas for protection.
- No tents may be placed in the area without being described and exhibited to the Fire Prevention Inspectors of the Hickory Fire Department and special approval by the City Council.
- Public address systems can be used only if specifically requested in the application and special permission given, including limitations as to use.

- Sufficient portable toilets shall be provided for the expected number of participants.
- A first-aid station shall be provided, staffed by competent Emergency Medical Technicians, unless a waiver is requested and granted by the City.
- The applicant shall be responsible for providing trash receptacles of the number and size as the city shall require in order to eliminate litter.
- If the applicant desires to sell alcoholic beverages, it shall specifically so state in its application and shall provide a sketch of the area where the same will be sold and consumed. The area shall be delineated by barricades, with the entrance to be clearly marked and so constructed as to allow ready control of patrons, including viewing of identification to avoid underage persons being within the barricaded area. Signs shall be posted stating that no one shall leave the barricaded area with alcoholic beverages.
- Application must be made to proper State authorities for special permit for sale of alcoholic beverages. Special permit shall be available for inspection by the City at any time.
- The applicant shall assume full liability for all accidents or claims of accidents as a result of activities taking place at the special event and during the time the area is being readied for the event and while it is being cleaned up following the event. A copy of the insurance policy must be submitted to the City Manager's office prior to the event. The policy is to be one of comprehensive general liability in the amount of not less the Three Hundred Thousand Dollars ($300,000.00) for bodily injury per person and One Million Dollars ($1,000,000.00) per occurrence, Three Million Dollars ($3,000,000) aggregate, and not less than One Hundred Thousand Dollars (100,000.00) for property damage per occurrence. Policy holder must also list the City of Hickory as additional insured.
- The applicant will be responsible for the security or protection of any articles, items, merchandise, display tables, booths or other property owned by the applicant or others participating in the special event.
- Applicants must obtain any special use permits required by the Hickory Fire Inspector, must comply with all applicable provisions of the North Carolina Fire Code and must at all times ensure that all fire lanes in the area to be used remain unobstructed.
- Applicants must comply with all applicable Health Department regulations pertaining to the scheduled event.
- Applicants must comply with the requirements of the Hickory Sign Ordinance.
- Applications must comply with any and all local, state, and federal laws pertaining to equal opportunity and should make every effort to make events accessible to the disabled public. In addition, applicants shall not deny access or a vendor's booth to any group based on national origin, race, religion, age, sex, or disability.

NAME OF NON-PROFIT ORGANIZATION

_____

BRIEFLY DESCRIBE THE PURPOSE OF THE NON-PROFIT ORGANIZATION:

_____

_____

_____

LIST ORGANIZATIONS OFFICERS:

_____ _____
TELEPHONE

_____ _____
TELEPHONE

_____ _____
TELEPHONE

CHAIRPERSON OF THE SPECIAL EVENT:

_____ _____
NAME **TELEPHONE**

_____
ADDRESS

The undersigned Applicant is aware of the rules regulating the use of Union Square Common, streets adjoining thereto and other public places and parks for special events, and will abide with the same; and further understands that the City of Hickory will not be responsible for the security or protection of any articles, items, merchandise, display tables, booths or other property owned by the applicant or others participating in the special event. The undersigned Applicant agrees to reimburse the City of Hickory for the additional cost of providing police department and/or fire department personnel to supervise the event, including services rendered both before, during and after the event itself, to ensure the compliance with all laws and ordinance, to direct traffic and to promote the safety and welfare of participants and other citizens.

_____ _____
Date President

_____
Non-Profit Organization

Approved by:

_____ _____
CITY MANAGER OR DESIGNEE DATE

DATE APPROVED BY HICKORY CITY COUNCIL: _____

NORTH CAROLINA

RELEASE AND INDEMNITY AGREEMENT

CATAWBA COUNTY

THIS RELEASE AND INDEMNITY AGREEMENT, entered into **by THE CITY OF HICKORY**, a North Carolina Municipal Corporation, party of the first part, and the _____, a non-profit organization with its principal place of operation being _____ County, North Carolina, party of the second part:

W I T N E SS E T H

WHEREAS, the party of the first part is desirous of allowing the party of the second part to conduct a special event within the City Limits of Hickory, North Carolina, pursuant to the
Hickory City Code; and

WHEREAS, the party of the second part is desirous of conducting a special event within the City Limits of Hickory, North Carolina; and

WHEREAS, to this end, said party of the second part has heretofore filed with the City of Hickory an application for approval of said event, and wishes to enter into this Release and Indemnity Agreement pursuant to the Hickory City Code and the administrative rules of the City of Hickory;

NOW, THEREFORE, for and in consideration of the mutual promises and covenants herein contained, and for other good and sufficient consideration, the receipt of which is hereby acknowledged, the parties agree as follows:

1. That the party of the second part hereby completely and unequivocally releases the party of the first part, the officials of the party of the first part, and all employees of said party of the first part, and their families, from any and all claims, damages, injuries or rights of action which the party of the second part may incur by reason of the special event being conducted by the party of the second part.
2. That the party of the second part hereby agrees to indemnify and hold harmless the party of the first part for any liability, injury or claim which may arise to the benefit of the party of the second part as a result of the special event being conducted by the party of the second part.
3. That the parties to this Release and Indemnity Agreement stipulate and acknowledge that there exists sufficient consideration for the execution of this instrument.

This the _____ day of _____, 20_____.

_____
President

_____
Witness