



DEPARTMENT OF PUBLIC SAFETY

City of Morganton

Special Event Application

(Must be submitted in person to Morganton Department of Public Safety)



The purpose of this application is to provide information about your event or activity to the City of Morganton in order to make determinations regarding public safety and to determine the involvement of various departments and agencies. **The applicant is responsible for providing complete and accurate information on the application, including an attached detailed site plan. Incomplete applications will not be accepted. A pre-planning meeting may be required.**

Applications and events are prioritized on a first come-first served basis and 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 Address: _____ State: _____ Zip: _____

Email: _____ Daytime Phone: _____ Cell: _____

Does the event have a Twitter, Facebook or other social networking page? Yes No

If yes, please list URL(s): _____

EVENT CATEGORY

5K/10K Walk/Run Race (Must Use Approved Course - Refer to 5K/10K Walk/Run Events On Public Roadways - Additional Guidelines & Requirements)

Note: 5K/10K Walk/Run events at **Catawba Meadows Park** should be coordinated through the City of Morganton Recreation Department. Contact Director Rob Winkler or Administrative Manager Jennifer Nicholson at 828-438-5350 or 5351 for further details.

- Assembly/Rally Concert Festival Parade
- Block Party Educational Filming/Photography Performance
- Other: _____

EVENT OPERATIONS

Location(s) of Event: _____

Date(s) of Event: _____

Estimated Attendance - Total Event(s): _____ At Peak Period(s): _____

Event Operating Hours - Opening: _____ AM PM Closing: _____ AM PM

Set-Up Date(s): _____ Set-Up Time(s): _____ AM PM

Tear-Down Date(s): _____ Tear-Down Time(s): _____ AM PM

Primary On-Site Contact: _____ Cell: _____

SPECIAL EVENT APPLICATION

EVENT DETAILS

ONE TIME EVENT RECURRING EVENT (See Bottom of Page 9 for Associated Fees and Details)

Mission/Purpose of Event:

Describe Event:

MARKETING & PUBLIC RELATIONS

Is this event planned to reoccur on an annual basis? Yes No

Will the event be publicized - open to general public? Yes No

*Will banners or signs be used outside the event site? Yes No

****Temporary signs may be used to mark a course. No markings of any kind are allowed on roadways, sidewalks or parking lots. Any unauthorized traffic control device or other sign/message placed on the highway right-of-way by a private organization or individual constitutes a public nuisance and should be removed. Any violations of this policy will result in disapproval of future event(s).***

SAFETY & SECURITY (Check Types of Security Used)

Beer/Alcohol Security Gate Security Overnight Security Stage Security

Event Area Security Money Handling Security Road Closure Security

Other: _____

*Will off-duty officers be needed for security purposes? Yes No

****Applicant may be required to hire off-duty officers to provide security to ensure public safety. Number of officers required to assist with the event will be determined by the Director of Public Safety or designee.***

HAZARDOUS MATERIALS

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 portable heaters? Yes No

Will there be any deep fat fryers? Yes No

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

****If yes, contact the Fire Services Captain @ (828) 432-2522 for more information.***

SPECIAL EVENT APPLICATION

SANITATION - What is the clean-up plan for the event?

Will supplemental waste receptacles be used? Yes No

Will clean-up services be provided by volunteers or will the organization be contracting with the City to clean? Event Volunteers City Services*

***If City services/personnel are needed applicant is responsible for making arrangements by contacting the City of Morganton Public Works Department at (828) 438-5247 or 5228.**

PORTABLE RESTROOMS

Will portable restrooms be used? Yes No

Quantity: _____ Installation Date: _____ Removal Date: _____

POWER SOURCES

Will you use electric generators? Yes No

If yes, will power distribution boxes be used? Yes No

Provide Name/Phone/Email for contractor supplying generator power:

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

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

Provide Name/Phone/Email for person responsible for set-up of power:

VOICE/MUSIC AMPLIFICATION

Are there any musical entertainment features related to your event? Yes No

If yes, provide the number of bands & type of music:

Will a portable or temporary stage be utilized? Yes No

If yes, provide the number of portable or temporary stages to be utilized? _____

Provide Name/Phone/Email for contractor providing stage:

Will the event require amplified sound? Yes No

If yes, indicate START TIME: _____ FINISH TIME: _____

Applicant may be required to submit a Noise Ordinance Exemption. Refer to City of Morganton Municipal Code Section 8-6010 - Regulation of Noise for further details.

SPECIAL EVENT APPLICATION

MECHANICAL RIDES/ATTRACTIONS

*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 Morganton with a certificate of insurance naming applicant and the City of Morganton (if applicable) as additional insured on general liability.**

TENTS, CANOPIES & MEMBRANE STRUCTURES

Will **tents (enclosed) or canopies (open on all sides)** be used at the event? Yes No

If yes, indicate number of tents (enclosed w/ sidewalls): _____

If yes, indicate number of canopies (open on all sides): _____

Will **Membrane Structure(s)** - an air-inflated or air supported structure - be used for the event? Yes No

If yes, indicate number of Membrane Structure(s): _____

ANIMAL EXHIBITS & PETS

Will any livestock or domesticated animals be on-site? Yes No

If yes, indicate describe below:

CITY STREET, LANE, & SIDEWALK CLOSURES

***If the applicant is a non-governmental entity not sponsored by the City of Morganton, a completed City of Morganton Special Event Permit Application must be submitted to Morganton Public Safety along with a completed NCDOT Special Event Request Form (www.ncdot.gov). If there are no conflicts, Morganton Public Safety will issue an Acknowledgement Letter to be sent along with the NCDOT Special Event Request form. This does not constitute an approval. Applicant is responsible for adhering to all NCDOT Special Event guidelines (www.ncdot.gov). If approved, NCDOT will send a notification in writing to you. Bring the completed Special Event Permit Application, along with a copy of the NCDOT approval and any other required documents to Public Safety for a final decision. DO NOT ADVERTISE YOUR EVENT UNTIL PUBLIC SAFETY ISSUES A FINAL DECISION!**

Will any streets or sidewalks need to be repurposed or fully closed? Yes No

If yes, indicate the street(s) to be affected below:

*Are any streets under the jurisdiction of NC DOT? Yes No
(If unsure, inquire at Public Safety)

Will the event involve any rolling street closures? Yes No

Will parking spaces need to be closed? Yes No

If yes, how many individual parking spaces? _____

SPECIAL EVENT APPLICATION

ALCOHOL

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

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

What type of alcohol will be served?

Draft Beer Can/Bottled Beer Wine Liquor

Who will be serving the alcohol? _____

List times alcohol will be served: _____

List locations within event site where alcohol will be served:

Have you applied for a NC Temporary ABC Permit? Yes No

List all commercial vendors who will be present during the event (include those who will be serving, sampling and displaying):
(Use additional sheet of paper if necessary)

Vendor Name	Address	Phone Number(s)

SPECIAL EVENT APPLICATION

VENDORS

Does the event include food vendors? Yes No

If the event includes 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, list each vendor and specify cooking method (Gas, Electric, Charcoal or Other):
(Use additional sheet of paper if necessary)

Vendor Name	Cooking Method	Food Item(s)

EVENT SCHEDULE

Provide a detailed schedule of the event including dates & 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 & locations where streets or public property will be impacted & when dismantling will be completed. (Use additional sheet of paper if necessary):

Date	Time	Action	Additional Notes

SPECIAL EVENT APPLICATION

5K/10K WALK/RUN EVENTS ON PUBLIC ROADWAYS - ADDITIONAL GUIDELINES & REQUIREMENTS

Number of Participants Expected: _____

There must be a minimum of 75 participants in order to block roadways for the event. The event will not be allowed the following year if the minimum participants is below 75. **If more than 2,000 participants are expected for the event**, the route will need to be re-evaluated by the City of Morganton and Morganton Public Safety.

Number of Volunteers Expected: _____

Volunteers must understand traffic laws and other rules. No volunteer can direct traffic unless they are in compliance with NC DOT guidelines and must be approved by the Director of Public Safety or designee.

Approved 5K/10K Race Routes on Public Roadways - Check Preference Below:

Route 1 - 5K (3 laps)/10K (6 laps)- Start/Staging will be in Martha's Park parking lot. Entire course will be Downtown. A total of four intersections will need to be blocked (\$100). This course requires four Public Safety officers. Morganton Public Safety will provide two of the four officers. Applicant will be responsible for hiring a minimum of two off-duty officers to assist with the event by contacting the Major of Field Operations @ 432-2680.

Route 2 - 5K (2 laps)/10K (4 laps) - Start/Staging in Martha's Park parking lot. Course starts in Downtown & runs through residential neighborhoods before ending Downtown. A total for four intersections will need to be blocked (\$100). This course requires six Public Safety officers. Morganton Public Safety will provide two officers. Applicant will be responsible for hiring a minimum of four off-duty officers to assist with the event by contacting the Major of Field Operations @ 432-2680.

Route 3 - 5K (2 laps)/10K (4 laps) - Start/Staging behind the Burke County Courthouse in the parking lot. Course starts in Downtown and continues through residential neighborhoods then finishes in Downtown. A total of five intersections will need to be blocked (\$125). This course requires four Public Safety officers. Morganton Public Safety will provide two officers. Applicant will be responsible for hiring a minimum of two off-duty officers to assist with the event by contacting the Major of Field Operations @ 432-2680.

Route 4 - 5K (1 lap)/10K (2 laps) - Start/Staging behind the Burke County Courthouse in the parking lot. Course starts Downtown, continues through residential neighborhoods and finishes Downtown. A total of five intersections will need to be blocked (\$125). This course requires six Public Safety officers. Morganton Public Safety will provide two officers. Applicant will be responsible for hiring a minimum of four off-duty officers to assist with the event by contacting the Major of Field Operations @ 432-2680.

All are open courses and require that proper precautions be taken by runners and event applicant/organizer/coordinator.

Event Scheduling:

Time Allotted for 5K/10K Walk/Run Event:

Marking Courses:

Additional Planning Guidelines/Requirements:

SPECIAL EVENT APPLICATION

APPLICATION PACKAGE SUBMITTAL CHECKLIST

Please check off all that apply to your particular event and attach to application:

- An Emergency Risk Management Plan**, if required, which should take into consideration, but not be limited to: crowd management, emergency medical services, electrical & gas safety, responsible alcohol service, adverse weather conditions, security, slip/trip/fall/burn hazards, fire hazards, water hazards, evacuation plans, traffic control, etc. **REQUIRED for all events with 1,000 or more attendees AND for all events with membrane structures and/or mechanical rides and may be required for smaller events depending on the nature of the event, which will be determined by the Director of Public Safety or designee.**
- A Site Plan sketch (REQUIRED for all events)** for the entire event area to include maps, street closures, vendor locations, port-a-john locations, stage & entertainment locations, evacuation routes, provision of 20' minimum emergency access lanes throughout the event site and any other significant details. The plan should include the location of the event/activity on the property with approximate distances from road, fire hydrants, existing building, etc.; location of temporary structures that will be used during the event (include size of temporary structures, distances between temporary structures and existing buildings); identify how each temporary structure will be used (food preparation, alcohol sales, vendor, etc.); identify location of all cooking devices & open flames; location of all fencing, barricades or other restrictions that will impair access to & from the event or property; identify all designated parking areas; and identify location of any generators & fuel storage.
- Proof of Insurance or Applicable Rider:** Comprehensive General Public Liability Insurance in the amount of \$1,000,000 per occurrence with a \$2,000,000 aggregate naming the applicant and the City of Morganton as additional insured. **REQUIRED for any event with a street closure or repurpose, with the sale or consumption of alcohol, 5K/10K Run/Walk, with inflatables/membrane structures, mechanical-amusement rides or any other event as determined by the Director of Public Safety.**
- Release and Indemnity Agreement** must be signed by the applicant (**REQUIRED for all events**).
- Copy of permit from the North Carolina Alcoholic Beverage Control Commission, if applicable.**
- Block Party Application, if applicable.**
- Exemption from Noise Ordinance, if applicable.**
- Approval from the NCDOT: REQUIRED for any event that affects a highway under the jurisdiction of the NCDOT. This includes a road closure, lane closure or repurpose of the travel lanes or shoulders for something other than their intended use.** If the applicant is a non-governmental entity not sponsored by the City of Morganton, a completed City of Morganton Special Event Permit Application must be submitted to Morganton Public Safety along with a completed NCDOT Special Events Request Form. If there are no conflicts, Morganton Public Safety will issue an Acknowledgement Letter to be sent along with the NCDOT Special Event request form (www.ncdot.gov - See Contact Information below). This does not constitute an approval. **Applicant is responsible for adhering to all NCDOT Special Event guidelines.** If approved, NCDOT will send a notification in writing to you. Bring the completed Parade or Special Event Permit Application, along with a copy of the NCDOT approval and any other required documents to Public Safety for a final decision. **DO NOT ADVERTISE YOUR EVENT UNTIL PUBLIC SAFETY ISSUES A FINAL DECISION!**

NC DOT Special Event Application Contact Information:

Randy Tritt
P.O. Box 3279
Asheville, NC 28802
Office Phone: (828) 250-3035
Email: rtritt@ncdot.gov

SPECIAL EVENT APPLICATION

SUBMIT SPECIAL EVENT APPLICATION IN PERSON TO:

MORGANTON DEPARTMENT OF PUBLIC SAFETY
304 SOUTH COLLEGE STREET
MORGANTON, NORTH CAROLINA 28655

Application Deadlines

Parades and public assemblies a minimum of **10-days** prior to the event

Special event a minimum of **15-days** prior to the event

Street festivals a minimum of **30-days** prior to event

5K Walk/Run event a minimum of **60-days** prior to event

NC DOT Special Event Application submission must meet the time requirement set by NC DOT **in addition to** the application deadlines set by the City of Morganton.

If the date and/or location requested is not available, or if the requested location is not an appropriate site to conduct your proposed event, the department will contact you and an alternate location will be suggested if available. Your confirmation will be in the form of a permit, issued to the applicant. **The submission of a Special Event Permit is NOT automatic approval to hold an event on public property.**

DO NOT PUBLICIZE YOUR EVENT UNTIL APPROVAL HAS BEEN CONFIRMED.

I have read and agree to comply with Ordinance 05-24; Morganton City Code Section 6-2031 through 6-2078, which regulates Special Events. I also read and agree to comply with Policy 432, Special Event Guidelines. I understand that any violation of the terms and conditions set forth in the Ordinance 05-24 or Policy 432 will make this permit void.

Applicant Signature: _____ Date: _____

This form, when properly completed and signed by the Director of Public Safety, shall constitute a Special Event Permit under authority of Morganton City Code Section 6-2031 through 6-2078, which regulates parades and events in the City of Morganton.

Director of Public Safety Signature: _____ Date: _____

For Administrative Use Only - Do Not Mark Below

FEES For One-Time Event:

- \$25.00** for Event with No Street Closure/Repurpose of Roadway
- \$75.00** for Street Closure/Repurpose of Roadway Only
- \$75.00** for Event with Street Closure/Repurpose of Roadway

ADDITIONAL FEES FOR 5K/10K EVENTS:

- \$100.00** Route 1 or 2 - 5K/10K Barricades
- \$125.00** Route 3 & 4 - 5K/10K Barricades

For all other events, an additional \$25 fee will be assessed per blocked intersection/roadway/roadway entrance.

FEES For Recurring Event:

- \$75.00** allows maximum of 15 events in a 90-day period. Fee must be renewed every 90-days.
- \$10.00** additional fee for each day over 15 within each 90-day period

Special Event Application for a Recurring Event is good for one year. \$75 fee is required every 90-days within the one year application period.

Total Fee Due: _____ **Fee Taken By:** _____

NORTH CAROLINA

RELEASE AND INDEMNITY AGREEMENT

BURKE COUNTY

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

WITNESSETH:

WHEREAS, City desires to allow the Applicant to conduct a special event within the City Limits of Morganton, North Carolina, pursuant to the Morganton Municipal Code; and

WHEREAS, the Applicant desires to conduct a special event within the City Limits of Morganton, North Carolina; and

WHEREAS, to this end, said Applicant has previously filed with the City of Morganton an application of said event, and wishes to enter into this Release and Indemnity Agreement pursuant to the Morganton Municipal Code and the administrative rules of the City of Morganton;

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 applicant hereby completely and unequivocally releases the City, the officials of the City, and all employees of the City, and their families, from any and all claims, damages, injuries or rights of actions which the Applicant may incur by reason of the special event being conducted by the Applicant.
2. That the Applicant hereby agrees to indemnify, defend, and hold harmless the City for any liability, injury or claim which may arise to the benefit of the Applicant as a result of the special event being conducted by the Applicant.
3. That the parties to this Release and Indemnity Agreement stipulates and acknowledges that there exists sufficient consideration for the execution of this instrument.

This the _____ day of _____, 20 _____.

President/Applicant