



Special Event Permit Application

The purpose of this application is to provide information about your Special Event to enable the town to provide for public safety and determine the required involvement of various town departments. The Applicant is responsible for providing complete and accurate information on the application.

Submit the Special Event Application to:

Valdese Community Affairs | Old Rock School

Mailing: PO BOX 339 Valdese NC 28690 | Drop Off: 400 Main Street West Valdese, NC 28690 | Email: mangi@valdesenc.gov

*** Special Event applications must be submitted a minimum of 60 days prior to the event. ***

For Profit Events - \$25 | For Non-Profit Events - \$10

****Permit fees are due with the submission of a Special Event application. If the Special Event is denied, the permit fee will be refunded in full.***

Do not publicize your Special Event until approval has been confirmed and a permit has been issued.

For questions regarding this application, please call Valdese Community Affairs at 828-879-2129. We will be happy to help guide you through the Special Event application process over the phone or by appointment.

Office Use Only

Date Application Received: _____ **Received By:** _____

Application Approved By:

Valdese Town Manager: _____ Date: _____

Valdese Police Chief: _____ Date: _____

Valdese Fire Chief: _____ Date: _____

Fire Marshal: _____ Date: _____

Valdese Public Works Director: _____ Date: _____

Valdese Community Affairs Director: _____ Date: _____

Application requires Town Council Approval: Yes No | Event requires road closures: Yes No

Event requests use of public property: Yes No

Notes: _____



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Special Event Application Requirements

Please attach to the application:

1. **Sketch of Event Site:** The sketch shall include a complete layout for the entire Special Event area. The sketch shall include a map that shows requested street and sidewalk closures, food preparation locations, vendor locations, port-a-toilet locations, stage/entertainment areas, vendor and attendee parking areas, and evacuation routes. The sketch must include the location of all Special Event activities and show the approximate distance of those activities from the street, fire hydrants, buildings, and other structures. The sketch must also show the locations of all temporary structures related to the Special Event, and each temporary structure must be described on the sketch. The sketch must show the locations of all cooking devices/open flames, barricades, and fencing. The sketch must also clearly indicate the location of any generators & fuel storage areas.
2. **Proof of Event Insurance:** If Event Insurance is required, the Event Insurance policy shall be submitted to the Director of Community Affairs at least seven (7) days before the Special Event.
3. **Copy of permit from the North Carolina Alcoholic Beverage Control Commission, if applicable.**
4. **Release & Indemnity Agreement signed by the applicant.**



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Applicant Information:

Name of the Special Event: _____

Applicant Name/Title: _____

Organization: _____

Mailing Address: _____

Email: _____ Phone: _____

Website/Social Media: _____

To help ensure the safety of the public, select which category best describes your Special Event location.

Special Event will be held on Private Property only.

**By selecting Private Property only, the Applicant agrees that the Special Event will not require the closing or impediment of any public streets or sidewalks to vehicular or pedestrian traffic. Nor will the Special Event restrict or interfere with the right of merchants and private individuals, as well as the public, to have access to offices, stores, residences, or other places.*

**If the Special Event fails to be contained within the boundaries of the Private Property area in the application, the Town of Valdese reserves the right to stop the Special Event to maintain public safety.*

Special Event will be held partially or completely on Public Property. List areas of Public Property you are requesting to use for the Special Event. Examples include public parking lots, sidewalks, parking spaces, and streets.

Please select the appropriate category for your event below:

5K/10K Walk/Run Race *(Must use approved course route)*

Assembly/Rally

Concert

Festival

Parade

Block Party

Educational

Filming/Photography

Performance

Other: _____

Special Event Details:

One Time Special Event

Recurring Special Event – A Recurring Special Event will be considered to have all of the same needs and event details that are listed on the Special Event application. If the requirements or circumstances of a Recurring Special Event change, the Applicant must submit a new application for that changed Special Event. When will the Recurring Special Event take place? List all dates below:



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Purpose of the Special Event:

Describe the Special Event:

Special Event Operations:

Signatures are required from all Private Property owners whose property will be used for the Special Event:

Business Name & Address: _____

Signature of Property Owner: _____ Date: _____

Business Name & Address: _____

Signature of Property Owner: _____ Date: _____

Business Name & Address: _____

Signature of Property Owner: _____ Date: _____

Date(s) of Special Event: _____

Estimated Attendance Per Event: _____ Setup Date(s): _____ Setup Times: _____

Event Start Time: _____ Event Closing Time: _____

Event Tear Down Date: _____ Event Tear Down Time: _____

On Site Contact: _____ Phone: _____

Promotion:

Is this Special Event expected to recur on an annual basis? Yes No

All planned Special Events must meet the requirements of 403.12.2 – NC Fire Code: Public Safety plan for gatherings; and any other requirements deemed necessary by the Fire Code Official to assure public safety.

Hazardous Materials:

Will the Special Event have any type of upright fuel tanks? Yes No

Will there be any portable heaters? Deep Fat Fryers? Fireworks or Pyrotechnics? Yes No

If yes, contact the Valdese Fire Marshal at 828.879.2103 for permitting information.

Sanitation:

The Applicant agrees to provide the proper amount of waste receptacles for the Special Event and arrange for the proper amount of clean up services needed to guarantee that all Public Property used for the Special Event is returned to its original condition.



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Restrooms:

Will portable restrooms be used? Yes No Quantity: _____ Installation Date: _____ Removal Date: _____

**It is recommended that the Special Event organizer provide 4 port-a-toilets that comply with Federal ADA guidelines for every 500 attendees.*

Power Sources:

Power Source: Generator Power Distribution Box Existing Structure

Provide Contact information for person responsible for power setup: _____

If using a generator, the generator noise level cannot exceed 70 decibels.

Voice & Music Amplification:

Will you have music entertainment during your event? Yes No

Will a portable/temporary stage be used? Yes No

Inspection is required by the Valdese Fire Marshal. Date inspection is scheduled: _____ NC Fire Code: 3105.2

Will the Special Event require amplified sound? Yes No If yes --- Start Time: _____ End Time: _____

All Special Events involving noise must comply with the following noise regulations:

[TOV – Section 8-6002](#)

Mechanical Amusement Rides & Special Exhibits:

Does the Special Event include mechanical amusement rides and/or inflatables or similar devices? Yes No

If yes, describe each device, include size and manner of use of each:

All devices must be inspected by NC Department of Labor. Inspections must be shared with Valdese Fire Marshal prior to the Special Event starting.

NCDOL Inspectors conduct inspections on amusement devices operating in the State of North Carolina to ensure passenger and operator safety. Traveling devices, such as those used at fairs, are inspected before they operate at each location. Companies or individuals planning to operate amusement devices are required to submit an Advance Location Notice the NCDOL Elevator and Amusement Device Bureau at least ten (10) days before the intended date of operation.

Tents and canopies:

Will tents or canopies be used at this Special Event? Yes No (Tents – enclosed & Canopies – open on all sides)

of Tents: _____ # of Canopies: _____

Valdese Fire Marshal requires fireproof/flame retardant tents and they will be inspected. Tents must meet NFPA 701 standards. Must have manufactured tag displayed. All cooking spaces must be equipped with a fire extinguisher. (NC Fire Code: 3104.2 & 3104.3)

Town Street & Sidewalk Closures:

Will any streets or sidewalks need to be partially or completely closed? Yes No If yes, indicate the street(s) to be affected below:

Will parking spaces need to be closed? Yes No If yes, how many parking spaces: _____

Location of these spaces? _____ (These spaces must be included in the submitted Sketch)



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Will any businesses be affected by the street being closed? Yes No

If yes, are the businesses affected aware of the proposed event? Yes No

Town of Valdese – Section 6-2001, 6-2002, 6-2003, 6-2008

Alcohol:

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

Will alcoholic beverages be sold? Yes No *(If yes, NC Temporary 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 where alcohol will be served: _____

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

***A copy of all the required ABC Permits for your Special Event must be shared with the Valdese Police Department prior to your Special Event!**

REQUIRED: A minimum of 2 Off-Duty Valdese Police Officers are required for the duration of any Special Event involving a partially or completely closed street or sidewalk or involving the consumption of alcohol. The Applicant is responsible for scheduling and paying the off-duty officers.

Does the Special Event include vendors? Yes No If the Special Event includes food vendors, please check all that apply: Served Sold Free Catered Prepared Outdoors

Does the Special Event include food cooking areas? Yes No (Gas, Electric, Charcoal, & Other): _____

Special Event Schedule of Logistics - Please provide a detailed schedule of the Special Event activities including dates & times for entertainment, ride start and finish times, and vendor arrival and departure times. If the Special Event requires an extended time frame for setup, include details with a timeline listing the times and locations where streets or other Public Property will be affected & when dismantling will be completed.

Date	Time	Action	Notes

I have read and agree to comply with all applicable town ordinances and with the requirements set forth in this application. I understand that any violation may result in event shutdown by the Valdese Police Department.

Applicant Signature: _____ **Date:** _____



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REQUIRED – An Emergency Action Plan is required for all Special Events. Please complete the following part of the application to ensure public safety during your proposed Special Event.

EMERGENCY ACTION PLAN (EAP)

Special Event Name: _____ Event Date: _____

Location (Include address and all areas that will be used during the Special Event):

- This EAP predetermines actions to take before and during the Special Event in response to an emergency or other hazardous condition.
- Flexibility must be exercised when implementing the EAP because of the wide variety of potential hazards that exist for a Special Event. These hazards include, but are not limited to, Fire, Medical Emergencies, Severe Weather, or situations where Valdese Police are required.

Plan:

A Special Event representative must be identified as the EAP point of contact person for all communications regarding the Special Event.

Primary Contact: _____ Phone: _____

Secondary Contact: _____ Phone: _____

Emergency Notification: In the event of an emergency, notification of the emergency will be through the use of 911. The caller should have the following information available to give to the 911 operator: nature of emergency, location of event, and the name of the contact person with callback number.

Emergency Medical Services: Special Event organizers must provide emergency medical services based on the following:

- For 49-299 attendees: **provisions & responsibility for accessing 911.**
- For 300-1,000 attendees: **provisions & responsibility for accessing 911, basic first aid station staffed by persons trained in basic first aid.**
- More than 1,000 attendees: **First Aid Station(s) staffed by NC certified EMTs or Paramedics from the Valdese Fire Department, access locations for emergency vehicles.**

****The Valdese Fire Chief or his designee must approve all personnel providing emergency medical services.****

Medical Emergencies:

- As with any outdoor event, there is potential for injury to the participants. The types of injuries are various and include those that are heat related as well as traumatic injuries.
- Should an incident occur that requires Emergency Medical Services, call 911. The caller should have the following information ready: the nature of emergency, the precise location, and the contact person with callback number.



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Severe Weather:

- Weather forecasts and current conditions must be monitored by Special Event personnel.
- Before the Special Event – If severe weather is predicted, the EAP point of contact person must evaluate the conditions and determine whether the Special Event should remain scheduled. The EAP point of contact person shall be responsible for monitoring weather conditions before and during the Special Event.
- During the Special Event – If severe weather occurs during the event, the EAP point of contact person shall notify those attending the Special Event that a hazardous weather condition exists and direct them to shelter.
- The Special Event shall follow the 30-30 Rule for lightning. If lightning is observed and thunder is heard within 30 seconds, the Special Event will be delayed until 30 minutes have passed since thunder was last heard.

Fire:

- Has a specific hazard been identified that would increase the risk of fire at the Special Event? Yes No If yes, what has been identified: _____
- The use of open flame for grilling is permitted under the Fire Code when the following conditions are met:
 - Must have a valid fire extinguisher, 2A10BC or Class K and Special Event personnel must be trained to use it.
 - Each food vendor is allowed 1 LP tank per cooking device and only 1 spare LP tank regardless of the number of cooking devices. All LP tanks are to be secured in a manner approved by the Valdese Fire Marshal. Examples include tanks that are tied, strapped chained, etc.
 - All tents/canopies used for cooking shall have a FLAME SPREAD certification attached to the tent.
- Should an incident occur that requires the Fire Department, 911 should be used to request this resource. The caller should have the following information available to give to the 911 operator: nature of emergency, event location, and contact person with a callback number.

Law Enforcement:

- Law Enforcement is required for any Special Event involving a road closure or the consumption of alcohol.
- Has a need for Law Enforcement presence been identified for this event? Yes No
- Should an incident occur that requires Law Enforcement, contact an officer if one is present or nearby to request this resource, or call 911. The caller should have the following information ready: nature of emergency, precise location, and contact person with callback number.

Emergency Vehicle Access:

- Access for Emergency Vehicles shall be maintained at all times.



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- Fire Lanes and Fire Hydrants shall not be obstructed.
- Participants and spectators shall be directed to park in approved areas and to not obstruct protective features, sidewalks, or public thoroughways.
- Parking area for vendor and staff vehicles will be in the following locations:

- Parking for attendee vehicles will be in the following locations:

Emergency Contact Information	
To Report a Fire, Medical or Police Emergency	911



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Release & Indemnity Agreement

THIS RELEASE AND INDEMNITY AGREEMENT (Agreement), is entered into by THE TOWN OF VALDEESE, a North Carolina Corporation (Town) and _____, whose address is _____, _____ County, North Carolina (Applicant).

WITNESSETH:

WHEREAS, Applicant has filed application for a Special Event permit with the Town; and

WHEREAS, as a condition of the Town allowing Applicant to conduct the Special Event set forth in the Special Event permit application, the Town has required Applicant to release and indemnify the Town as outlined in this Agreement; and

WHEREAS, Applicant has agreed to enter into this Agreement;

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

1. Applicant hereby releases the Town, its officers, agents, and employees from any and all claims, damages, injuries, or rights of actions that Applicant may have by reason of the Special Event being conducted by Applicant.
2. Applicant shall indemnify and hold harmless the Town, its officers, agents, and employees against all loss, expense, or liability of any kind, including attorney fees, caused by or in any way resulting from the act of any person attending the Special Event or in any way resulting from the activities carried on during the Special Event or from the use of Public Property.

This the _____ day of _____, 20_____.

Applicant



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Ordinances & NC Fire Code

403.12.2 – NC Fire Code: Public Safety plan for gatherings: *Where the fire code official determines that an indoor or outdoor gathering of persons has an adverse impact on public safety through diminished access to buildings, structures, fire hydrants and fire apparatus access roads or where such gatherings adversely affect public safety services of any kind, the fire code official shall have the authority to order the development of or prescribe a public safety plan that provides an approved level of public safety and addresses the following items:*

1. *Emergency Vehicle Ingress & Egress*
2. *Fire Protection*
3. *Emergency Egress or Escape Routes*
4. *Emergency Medical Services*
5. *Public Safety Assembly Areas*
6. *The directing of both attendees and vehicles, including the parking of vehicles*
7. *Vendor and concession distribution*
8. *The need for presence of law enforcement*
9. *The need for fire and emergency medical services personnel*

3105.2 – NC Fire Code: Temporary Stage Canopies: Approval. Temporary stage canopies in excess of 400 square feet (37m²) shall not be erected, operated or maintained for any purpose without first obtaining approval and a permit from the *fire code official* and the building official.

3104.2 – NC Fire Code: Temporary & Permanent Tents & Membrane Structures: Flame propagation performance treatment. Before a permit is granted, the owner or agent shall file with the fire code official a certificate executed by an approved testing laboratory certifying that the tents and membrane structures and their appurtenances; sidewalls, drop s and tarpaulins; floor coverings, bunting and combustible decorative materials and effects, including sawdust where used on floors or passageways, are composed of material meeting the flame propagation performance criteria of Test Method 1 or Test Method 2, as appropriate, of NFPA 70 or shall be treated with a flame retardant in an approved manner and meet the flame propagation performance criteria of Test Method 1 or Test Method 2, as appropriate, of NFPA 701, and that such flame propagation performance criteria are effective for the period specified by permit.

3104.3 – NC Fire Code: Temporary & Permanent Tents & Membrane Structures: Label. Membrane structures or tents shall have a permanently affixed label bearing the identification of size and fabric or material type.

Town of Valdese – Section 8-6002: Same; noises expressly prohibited – *The following acts, among others, are declared to be loud, disrupting and unnecessary noises in violation of this chapter, but said enumeration shall not be deemed to be exclusive, namely: 1. The sounding of any horn or single device on any automobile, motorcycle, bus or other vehicle while not in motion, except as a danger signal if another vehicle is approaching.*

Town of Valdese – Section 6-2001: Assembly on a Sidewalk – *Except as provided in Article C of this chapter, all persons are forbidden from assembling or collecting and standing so as to obstruct any sidewalk or street, and all persons so collecting and standing shall disperse and move upon the demand of any police officer.*

Town of Valdese – Section 6-2002: Display of Goods Prohibited – *No person shall place for display or sale any goods, wares or merchandise of any kind upon any of the sidewalks of said town, which shall extend out onto the sidewalks.*

Town of Valdese – Section 6-2003: Placing Objects on streets and sidewalks: *No brick, stone or wood or other substance obstructing the free passage of persons and vehicles shall be placed or suffered to lie in any of the alley ways, streets or other routes of the town, nor shall any person place on or in any of the streets, sidewalk or alley ways of the town any boxes, crates, casks, or barrels of any description, or any other obstruction of any kind. Provided that any person erecting a building may with permission place building material for immediate use on the streets in such a way as to not interfere with the usual traffic.*

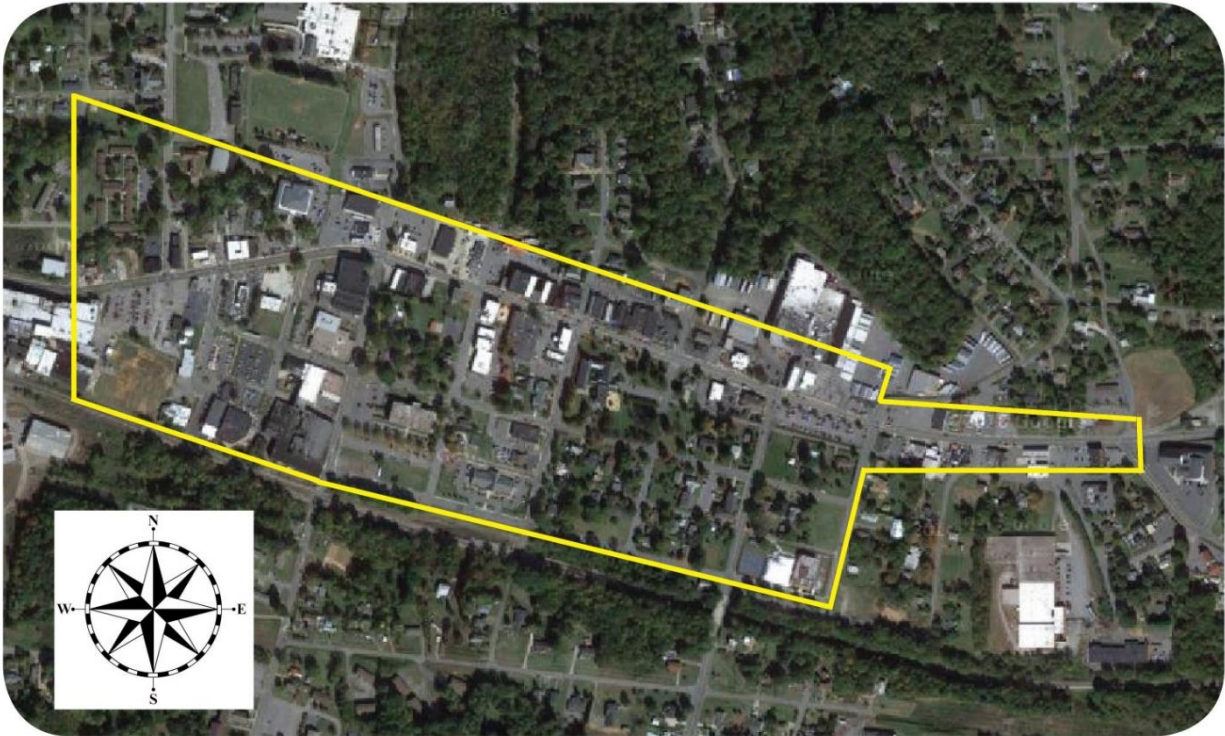
Town of Valdese – Section 6-2008: Obstructions Generally: *It shall be unlawful to build, erect, construct or place any porch, steps, fence, wall or other obstruction whatsoever in or over any of the streets or sidewalks right-of-way; and it shall be unlawful to obstruct any sidewalk or street with any wheelbarrow, automobile, truck or other vehicle, railroad car, chair, bench, open gate, chicken coop, box or other article; provided, further, than this section shall not apply to baby carriages and invalid chairs rolled on the sidewalk in such a manner as not to obstruct the same; provided further, that this section shall not apply to benches erected by the town.*



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Exhibit A – Downtown District Map

Valdeese Main Street - Downtown District



West to East: Morganton Street to Eldred Street | North to South: Bobo Ave to Massel Ave