



# SPECIAL EVENT APPLICATION

Revised May 2024

**Applications for this permit MUST be submitted at least 45 days prior to your special event and no earlier than 180 days prior to the event.**

## I. General Information

**Type of Event:** (please check all that apply)

- Parade/March    Run/Walk/Bike    Rally/Protest    Community Block Party
- Festival    Neighborhood Street Closure    Public Parking Lot/Space Closure
- Other (Explain: \_\_\_\_\_)

**Event Name:** \_\_\_\_\_ **Event Location:** \_\_\_\_\_

**Event Website / Twitter / Facebook:** \_\_\_\_\_

**Event Date (s):** \_\_\_\_\_ **Inclement Weather Date(s):** \_\_\_\_\_

Description of Event (Please briefly describe the event): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Overall Event Timeframe: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**Set-Up/Load-In Time:** Date & Time (start/end):

**Dismantle/Load-Out Time:** Date & Time (start/end):

**Will this event require street closures?**  Yes  No (If YES, please complete Appendix B)

**Estimated Attendance:**

Basis on which this estimate is made:

Is the Event  private (invite-only) or  open to the public?

## II. Applicant and Sponsoring Organization Information

**Sponsoring Organization/Business Name:**

**Sponsor Status:**  Non-profit  Charitable  For-profit  Individual  Other

If non-profit, are you:  501c (3)    501c (6)    Place of worship

**\*\*Attach Federal Letter to validate non-profit status\*\***

Applicant Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Day of Event Contact:** (Please provide information for a contact person who will be on-site the day of your event.)

Day of Event Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Email: \_\_\_\_\_



### **III. Run/Walk/Parade Route Closure Requests**

Fill out **Appendix A** if you are applying for a Run/Walk/Parade Permit. Must include written turn by turn directions.

### **IV. Street Closure Requests**

Fill out **Appendix B** if you are requesting a street closure as part of your special event.

### **V. Public Parking Lot / Space Closure Requests**

Fill out **Appendix C** if you are ONLY requesting for a public parking lot / parking space closure as part of your special event.

### **VI. Event Details:**

Please answer the following questions regarding your event.

- Yes  No Is this an annual event?  
What years have the event taken place? \_\_\_\_\_  
Have any changes been made from previous years?  Yes  No  
If YES, please describe these changes. \_\_\_\_\_  
\_\_\_\_\_
- Yes  No Does the event involve the **sale of food**?  
If "YES" has the health department been notified?  Yes  No
- ◆ The health department must be notified at least 45 days prior to the event.
  - ◆ More information is available at their website:  
<https://www.rockinghamcountync.gov/pview.aspx?id=21398&catid=0>
  - ◆ A copy of your business registration may be required to be submitted.
- Yes  No Will there be **musical entertainment** at your event?  
If "YES", please provide the following information:
- ◆ Type(s) of music: \_\_\_\_\_
  - ◆ Number of stages: \_\_\_\_\_ Number of Bands: \_\_\_\_\_
  - ◆ Amplification?  Yes  No
- Note: All Music must end by 10:00 p.m.**
- Yes  No Will there be any **tents, canopies, or temporary structures** in the proposed event site?
- ◆ Will any single tent exceed 400 sq. feet in area?  Yes  No
- Note: Tent permits will be required from Building Inspections Department in accordance with NCFC 105.6.45 for all tents equal to or greater than 400 square feet in size.**
- Yes  No Will you provide **portable toilets** for the general public? (minimum of 1 per 250 people).  
If "YES", how many regular/handicapped: \_\_\_\_\_ Locations: \_\_\_\_\_  
\_\_\_\_\_
- Yes  No Will you require **access to City of Reidsville provided water** for the event?  
If "YES", explain: \_\_\_\_\_
- Yes  No Will you require **electrical hookups** for this event? If "YES", where? \_\_\_\_\_  
\_\_\_\_\_
- Yes  No Will you be using **generators** for this event?



Yes  No Will **admission fees** be charged to attend this event?  
If "YES", provide the cost(s) of all tickets: \_\_\_\_\_  
**Note: The NC gross receipts tax is 3% remitted to the state of North Carolina.**

Yes  No Will **fees be charged to vendors** to participate in this event?  
If "YES", please provide the schedule of fees: \_\_\_\_\_

Yes  No Will any **amusements (moon walks, bounce houses, dunk tanks, etc.)** be used for this event?  
If "YES", please provide size and details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note: All NC Guidelines related to amusements must be followed. For more information, please see the NC Department of Labor's website at <https://www.labor.nc.gov/safety-and-health/amusement-device>**

**Miscellaneous Questions:**

**Trash**

- Do you need City of Reidsville assistance with trash services?  Yes  No
- How many trash receptacles do you need? \_\_\_\_\_  
**Note: The rate per trash receptacle is \$10/each. This fee must be paid at the time the application is approved.**

**Parking**

- How will overall patron parking be accommodated for this event? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Advertisement**

- Will the event be marketed, promoted, or advertised in any manner?  Yes  No  
If YES, please describe the outlets that will be used. \_\_\_\_\_  
\_\_\_\_\_
- Do you have an advertising budget for the event?  Yes  No  
If so, what is the total advertising budget for your event? \_\_\_\_\_  
**Note: Include a copy of your advertisement flyer or any applicable materials with your application submission.**
- Will there be live media coverage at your event?  Yes  No
- Does the event have a media partner and if so please list? \_\_\_\_\_
- Do you object to your event being published to the City of Reidsville's social media sites?  
 Yes  No
- Will any handouts/pamphlets, advertising material be handed out during the event?  
 Yes  No



**Special Information and Conditions of Receiving a Special Event Permit:**

**Event Notification**

No person shall engage in, participate in, aid, form, or start any parade or special event on public property unless a permit is obtained from the City Manager. An applicant can request any public location for the parade, special event, public parking lot / space closing, but the City Manager may use his/her discretion to determine which City venue is most appropriate for the event.

Closing of City streets is reserved only for permitted parades and extraordinarily large community-wide events accommodating the expectation of more attendees and needed parking than can be accommodated by the utilization of other City-owned properties. *(A listing of available City venues is included in this application.)*

No person may conduct or otherwise participate in any parade or special event between 10:00 pm and 7:00 am.

A complete application for a permit shall be filed with the City Manager at least forty-five (45) days and no more than 180 days before the time at which it is proposed to conduct the parade or special event. The City Manager will not approve any incomplete application, nor any application for a permit when the City Manager finds that there is a conflict in schedule with some other event for which a permit has already been granted. It is the responsibility of the applicant to file within the allotted time frame as identified above. No exceptions shall be made to the time line.

Within fourteen (14) days after filing of a complete application, the City Manager shall issue a permit based on criteria as cited in the City's Parade and Special Events Ordinance and as recommended by the City's Technical Review Committee (TRC). If the request to close a public street is denied, the applicant may appeal to the City Council within three (3) business days, which shall be heard at the next scheduled City Council Meeting. If the next regularly scheduled City Council Meeting is after the scheduled date of the event, a Special Called Meeting of City Council may be requested, in accordance with North Carolina General Statutes.

All applicants are responsible for providing public restroom facilities and making arrangements for electrical hookup, if necessary. Applicants may not use the restrooms or electrical power of area merchants unless the applicant receives written permission from the merchant prior to the event.

**Event Advertisement**

Do not announce, advertise or promote your event until you have completed and submitted this application, and you have received preliminary approval from the City Manager.

**Street/Event Area Conditions**

No permanent alterations to the street or permitted area will be permitted. Any and all festival/event equipment, trash or remnants must be removed at the end of the event.

**Public Safety**

**Police:** The TRC, in consultation with the Reidsville Police Department (RPD), shall determine the number of police officers needed to appropriately manage street closures and for event security, as well as the time when such services shall commence and end.

Permitting Reidsville Police Department employees to engage in extra-duty employment enhances the safety and security of the community at large through the increased presence of law enforcement officers during special events.

The pay rate for an off-duty officer is a minimum of \$35.00 per hour, and the minimum length of a shift is three (3) hours. This is a minimum cost of \$105/per officer/per 3-hour shift. The TRC and the RPD will develop a staffing plan for your event, and notify you of the total projected cost of extra-duty police coverage prior to the approval of your Special Event Application. The projected cost of services must be paid in full prior to the start of your event.



**City of Reidsville Street Closure Equipment:** Applicant shall pay for the set-up and retrieval of traffic control equipment at the time of the application. This cost is \$100 for these services. Applicants are not permitted to close streets or sidewalks independent of sworn law enforcement. Only City of Reidsville provided traffic control equipment shall be utilized to close street(s), intersection(s), sidewalk(s), public parking lots, or public parking spaces.

**Note:** Applicant is responsible for the replacement cost of traffic control equipment that is lost, damaged or stolen. Failure to remit payment for lost, damaged, or stolen equipment may result in the denial of future applications for Special Events.

**CURRENT SPECIAL EVENT PERMIT FEE SCHEDULE:** Fees for special events and neighborhood block parties will utilize the fee schedule set forth in City Ordinance 26-4(b). Permit fees are non-refundable and are subject to change.

Special Event Application:           \$25 Parking Lot, Parking Space or Sidewalk Closure  
  \$50 Single Street Closure (one block or less)  
  \$100 Multiple Streets and/or Intersections Closure

Checks should be made payable to: City of Reidsville

**Binding Agreement**

I have read and understand this application and the requirements placed upon this applicant and organization. I agree to abide by the City of Reidsville rules, regulations and ordinances should my permit application be approved. And I will fulfill the requirements placed upon this permit application.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Use this checklist to ensure that you have all of the needed documents attached. The following documents **MUST** be attached with submitted application:

**Insurance:**

**Please attach proof of insurance or applicable rider - Comprehensive General Public Liability Insurance required: \$1,000,000 per person per occurrence with a \$2,000,000 aggregate naming the City of Reidsville and/or any other co-sponsoring organization as additionally insured.**

**\*\*Certificate should be specifically worded: The City of Reidsville, its officers, employees and agents are additionally insured as are the co-sponsoring organization, its officers, employees and agents. EXAMPLE of insurance certificate available upon request.**

**Map of Event:**

**Please attach a map of the entire event area – This map should include street closures, vendor locations, portable toilet locations, stage & entertainment locations, and any other significant details.**

RETURN COMPLETED APPLICATION AND APPROPRIATE FEES TO:

**City of Reidsville  
ATTN: Angela Stadler  
230 W. Morehead St.  
Reidsville, NC 27320**

**Fax: (336) 342-3649**

**[AStadler@ReidsvilleNC.Gov](mailto:AStadler@ReidsvilleNC.Gov)**

For any questions regarding this application, please contact the City at **(336) 349-1030**.

**Waiver and Indemnification Agreement for Parades and Street Events:**

In consideration of and for the issuance by the City of Reidsville of Special Event Permit Number \_\_\_\_\_, dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, the receipt of which is hereby acknowledged and pursuant to Chapter 11, Article III of the Reidsville Code of Ordinances, the undersigned does hereby waive, release, forever discharge, and agree to indemnify and hold harmless, the City of Reidsville, a municipal corporation of Rockingham County, North Carolina, its employees and agents, none of whom admit any liability, but expressly deny the same, from and against any and all claims, demands, damages, actions, cause of action, or suits of whatsoever kind and nature, and in particular on account of loss of or damage to property or on account of bodily injury, known and unknown, sustained by any person, firm, corporation, animal or other legal entity, caused by or resulting from the actions of the undersigned or any other person participating in the special event, street closing, or parking lot/space closing authorized by said Special Event Permit.

For the purposes of this Agreement, "participant" in the special event shall mean any and all persons, vehicles, animals, or other entities or things identified in the special event permit application made under the Reidsville Code of Ordinances, Section 11-40, either by specific enumeration or by general description in said application, and shall also mean any and all other persons actually taking part in such special event as the term "Parade" and "Street Event" is defined in the Reidsville Code of Ordinances, Section 11-40, Definitions.

The undersigned agrees to be fully responsible for identifying special event participants on the day of the special event by badge, costume, uniform, or other device calculated to clearly designate persons affiliated with the undersigned, and authorized to participate in the special event pursuant to said Special Event Permit. Persons taking part in such special event authorized by said Special Event Permit, as the term "Parade" and "Street Event" as defined in the Reidsville Code of Ordinances, Section 11-40, not otherwise identified by the undersigned to law enforcement personnel on the day of the special event as unauthorized non-participants, shall be presumed for purposes of this Agreement to be special event participants.

Designations used herein shall include the singular, plural, masculine, feminine, or neutral, as required by context.

**I certify that all the information contained in this Special Event Application is correct, complete and accurately described above. I understand that all fees associated with the special event will be paid in full prior to the start of the event. I understand that I will be held financial responsible for the loss, or damage to City-owned equipment utilized in the closing of streets, parking lots or parking spaces.**

Signature: \_\_\_\_\_



## Appendix A RUN/WALK/PARADE ROUTE DESCRIPTION

Revised May 2024

EVENT NAME: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ EVENT TIME: \_\_\_\_\_

FORMATION AREA LOCATION: \_\_\_\_\_

STARTING POINT: \_\_\_\_\_

ENDING POINT: \_\_\_\_\_

**ROUTE: (Please provide a turn-by-turn description of the proposed parade/run/walk route. A map of the route is required. Sidewalks must be utilized along route, if available.)**

**Route Begins:**

**Route Ends:**

**By signing below, I certify that all the information pertinent to this route request is contained in this application, and that the route is accurately described above.**

Signature: \_\_\_\_\_

**Note: If you are requesting a street closure as part of your walk/run/parade, you must also complete Appendix B.**



## Appendix B STREET CLOSURE REQUEST FORM

Revised May 2024

EVENT NAME: \_\_\_\_\_

EVENT TIME: \_\_\_\_\_

**Name of street to be closed:** \_\_\_\_\_

Is this a total closure or partial lane closure? \_\_\_\_\_

Beginning Intersection Point: \_\_\_\_\_

Ending Intersection Point: \_\_\_\_\_

Beginning Time: \_\_\_\_\_  AM  PM Ending Time: \_\_\_\_\_  AM  PM

**Name of street to be closed:** \_\_\_\_\_

Is this a total closure or partial lane closure? \_\_\_\_\_

Beginning Intersection Point: \_\_\_\_\_

Ending Intersection Point: \_\_\_\_\_

Beginning Time: \_\_\_\_\_  AM  PM Ending Time: \_\_\_\_\_  AM  PM

**Name of street to be closed:** \_\_\_\_\_

Is this a total closure or partial lane closure? \_\_\_\_\_

Beginning Intersection Point: \_\_\_\_\_

Ending Intersection Point: \_\_\_\_\_

Beginning Time: \_\_\_\_\_  AM  PM Ending Time: \_\_\_\_\_  AM  PM

**Street Closure Guidelines:**

- Closure Times: Streets are only permitted to close and open according to times listed on the Special Event Application.
- Closure Set-Up: Executing the street closure must be done by Law Enforcement Officers only.
- Fire Lane: 20' Wide Fire-Lane must be maintained throughout all street closures.
- Vendors: All festival vendors should be contained within street closure, not on sidewalks.
- Handicap Sidewalk Ramps: Handicap Sidewalk Ramps should remain unblocked throughout closure.

**By signing below, I certify that all the information pertinent to this route request is contained in this application, and that the route is accurately described above. I understand and agree to the Street Closure Guidelines listed above.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## Appendix C PUBLIC PARKING LOT/SPACE(S) CLOSURE REQUEST FORM

Revised May 2024

EVENT NAME: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ EVENT TIME: \_\_\_\_\_

**Location of parking lot or spaces to be closed:** \_\_\_\_\_  
\_\_\_\_\_

Is this a total closure or partial parking lot closure? \_\_\_\_\_

If this is a partial parking lot closure, please identify which spaces are to be closed:

\_\_\_\_\_  
\_\_\_\_\_

If this is a request to close specific parking spaces, please identify which spaces are to be closed:

\_\_\_\_\_  
\_\_\_\_\_

Beginning Time: \_\_\_\_\_  AM  PM Ending Time: \_\_\_\_\_  AM  PM

Please include a map which indicates exactly which parking lot or parking spaces you are requesting to close.

**Parking Lot/Space(s) Closure Guidelines:**

- Notification: Applicant MUST notify all businesses and residencies affected by the parking lot/space(s) closure within 15 days of the start of the closure.
- Closure Times: Parking lot/space(s) closures are only permitted to close and open according to times listed on the Special Event Application.
- Closure Equipment: Parking lot/space(s) closures must be executed with City of Reidsville Barricades and Equipment.
- Closure Set-Up: Parking lot/space(s) closures must be done by Law Enforcement Officers only.
- Vendors: All festival vendors should be contained within the parking lot/space(s) closures, not on sidewalks.
  - Event Perimeter: Event perimeter must NOT exceed the sidewalk area. No event equipment or event vendors should encroach into the street along the sidewalk closure.

**By signing below, I certify that all the information pertinent to this parking lot or parking space closure request is contained in this application, and that the included map is an accurate reflection of the lot or spaces to be closed. I understand and agree to the Parking Lot/Space(s) Closure Guidelines listed above.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_