

# City of Roxboro Special Event Permit Application



## FOR OFFICE USE ONLY

- Submitted to RPD  
Date: \_\_\_\_\_
- \$50 Fee Paid
- Scheduled for Council  
Date: \_\_\_\_\_

### Application Decision:

- Approved: \_\_\_\_\_
  - Denied: \_\_\_\_\_
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Special Event Applications shall be submitted to the City of Roxboro Police Department no later than sixty (60) days prior to the event date, whether first time event or a reoccurring event. First time event applications require a public hearing. \*When a public hearing is necessary, there is a \$50 fee. The applicant will be notified of the date, time, and location of the hearing. (Incomplete applications will not be accepted due to time constraints.)

\*Special Events not requiring a public hearing include (i) observations of national holidays (ii) annually recurring special events, which have previously gone through the public hearing process, and which do not exceed (2) hours and for which no admission fee is charged, and (iii) events hosted, in-whole or in-part, by the City of Roxboro.

Executive Orders in effect at the time of the scheduled event will determine status at that time. If an event is tentatively approved and a new or amended Executive Order is put in place, it is your responsibility to follow up with the Roxboro Police Department prior to your event for updates/changes.

### Application Process and Instructions:

- READ OVER THE APPLICATION CAREFULLY and complete. For questions, contact Ricky Hughes at 336-599-8345.
- Submit completed application with necessary attachments: sketch/map, Certificate of Insurance Liability, Officer/Security Contract Agreement, ABC Permit & PC Environmental Health Permit/Approval (if applicable). The Certificate of Insurance Liability should be turned in no later than (2) week prior to the event.
- Once the completed application has been reviewed by the Roxboro Police Department, the primary contact listed on the application will be notified of the status (approved, scheduled for City Council review or denied.) The primary contact listed **SHALL** not change, except due to an unforeseen emergency.
- Once the event site is approved, no changes shall be made due to logistical preparations.
- Permits for first time events, events with major modifications since last event and/or requests to block streets may require a public hearing before City Council. If so, there is a \$50.00 filing fee due at the time of the submission of the application. You will then be notified of the date your event will be discussed at the City Council meeting (held the second Tuesday monthly at 7pm).

**I. Applicant Information:**

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

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

Daytime Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

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

Daytime Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email: \_\_\_\_\_

**II. General Event information:**

Please provide the common name by which the event is to be known:

\_\_\_\_\_

Please select the type of event:

- Parade
- Run/Walk Race
- Concert
- Ceremony
- Festival/Street Fair
- Other: \_\_\_\_\_

Please provide a brief description of event:

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

Please indicate the following:

- a. Proposed Event Date(s): \_\_\_\_\_
- b. Proposed rain Date(s): \_\_\_\_\_
- c. Proposed Time Period(s) of the Event: \_\_\_\_\_
- d. Location of Event: \_\_\_\_\_
- e. Approximate Number of People to Attend the Event: \_\_\_\_\_

Please provide a general description of the activities planned during the event.

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Please list below any request for special services to be provided by the city, such as Police, Fire, Public Service Personnel/Equipment, etc. (any fees are the responsibility of the individual/organizer of said event):

- Police/Security: \_\_\_\_\_
- Fire: \_\_\_\_\_
- Public Service (i.e., streets or portions of streets to be closed and for what period of time, etc):  
\_\_\_\_\_  
\_\_\_\_\_
- Other: \_\_\_\_\_

### III. Venue Details:

Please indicate any streets, parking lots, or public access areas to be closed during this event, as well as the location of any barriers, traffic control devices, etc.:

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Specify number of:

\_\_\_\_\_ Goods/Food Vendors    \_\_\_\_\_ Animals    \_\_\_\_\_ Recreational (i.e. bounce house, rides, etc.)

Are you serving/selling food at your event?    Y / N

\*If yes, contact the Person County Environmental Health Office to be sure all necessary permits and/or documentation are obtained.

Are you serving/selling alcohol at your event?    Y / N

\*If yes, be sure the perimeters of the area(s) are clearly marked, and the entrance to the area(s) shall be constructed so as to allow ready control of patrons, including the viewing of identification to prevent underage persons from being permitted in the area(s). Area(s) must be located at least 150 feet from any church, mosque, synagogue or other place of worship. **Be aware, no alcoholic beverages may be sold or consumed as a part of a special event outside of the designated area(s).** Prior to the opening of the special event, the person in charge of the event shall ensure that any and all necessary state or other permits relating to the sale and consumption of alcoholic beverages have been secured. Such permits must be available for inspection by City staff at any time. (Keep on site during the Special Event.)

Please indicate which of the following staging items will be used during your event:

- Loud Speakers
- Bleachers
- Stage(s)
- Dance Floor
- Microphones
- Live Entertainment
- Other: \_\_\_\_\_

Please indicate the size and location of any signs, banners, flags, or other attention-getting devices for this event:

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Please provide copies of the following with the completed application:

- a. Proof of Liability Insurance for event
- b. Sketch Map Showing All of the Following:
  - The area where the event is to take place
  - Any streets or other rights-of-way to be closed or obstructed.
  - Any barriers or traffic control devices that will be erected.
  - Location of vendor booths, platforms, benches, stages, or bleachers
  - Location of alcohol selling/consumption area
  - Toilet Facilities (i.e., porta johns)
  - Garbage Facilities (dumpsters, roll out carts)

\*\*Please note the City of Roxboro does NOT provide garbage or waste removal services for the proposed event. The event organizer is responsible for arranging for these services, if necessary.

- c. Officer Contract or proof of security
- d. ABC permit(s)\*
- e. Person County Environmental Health Department permit(s)/license(s) for on-site food

#### IV. Cancellation Policy

The City Manager, Roxboro Police Department, or their designee, has the authority to end the event prior to schedule based on any of the following:

- Violation of any section of the permit or City Ordinance,
- security and protection concern of event participants and the community,
- if the conditions required for approval, including insurance coverage, of the event are not met,
- if any significant change in conditions would, or may adversely affect the public health or safety of the community, or
- for any condition that would place City facilities, grounds, or other natural resources at risk of damage or destruction if the event were permitted to take place.

If an event organizer, for any reason, must cancel their event they must notify the City of Roxboro. Cancellations must be in written form. Fees are non-refundable. (If the event organizer would like to request a rain-date, please indicate this in section II under the "event date(s)."

The undersigned persons certify that all information in this application (including attachments) is complete and accurate to the best of their knowledge, that the information contained in this application form shall constitute conditions of an issued permit, that the City will be notified of any changes or revisions to the event plans as described in this application, and that the undersigned persons have received and reviewed a copy of Chapter 95 of the Roxboro City Code and agree to comply with all permit conditions and understand that failure to comply with any condition, or any violation of law, may result in the immediate cancellation of the event, revocation of the permit, denial of future events, criminal prosecution and/or administrative citations/fines.

**FUTHERMORE**, the undersigned persons hereby authorize the City Manager or designated representative to enter upon the above-referenced activity site for the purpose of inspecting and determining/verifying compliance with the City's ordinance provisions.

\_\_\_\_\_  
Applicant Signature

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

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**RELEASE AND HOLD HARMLESS AGREEMENT**

**STATE OF NORTH CAROLINA  
COUNTY OF PERSON**

**The undersigned, having received permission from the City of Roxboro to conduct the above event, do hereby release and forever hold harmless the City of Roxboro from any personal injuries or property damage related to the permitted use.**

**IN TESTIMONY WHEREOF, I have hereunto set my hand and seal:**

**This the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_**

\_\_\_\_\_  
**(Signature)**

**(SEAL)**

\_\_\_\_\_  
**Notary Public**

\_\_\_\_\_  
**Commission Expiration**