

TOWN OF BLACK MOUNTAIN SPECIAL EVENTS PERMIT APPLICATION

Date Received: _____ *Fees Paid:* \$ _____

Name of Event: _____ **Location:** _____

Name and Title of Person Responsible: _____

Address: _____

Phone: _____ **Email:** _____

Date of Proposed Event: _____ **Times** (including setup and cleanup): _____

Location & Description of Event and Activities to take place (including music, sales, amusements, food, etc.):

What are you requesting from the Town? Streets closed? Personnel? (police, fire). Be specific.

Number of anticipated participants (estimated maximum): _____

Number of Vendors: _____

Please describe type of structures, stages, tents (size), and if electricity or power generators will be used. These items will need to be inspected by the Town. Additional inspection fee of \$50.00 may apply.

Number and size of temporary signage (including banners and directional signs): Must be removed upon completion of function.

Please attach a detailed map indicating locations of:

- Vendors, tents, stages or other structures; indicate loading/unloading areas
- Orientation/direction of speakers or noise or amplification devices
- Requests for road closings, detours or specially designated parking areas (*note: road closings on state roads must submit a copy of approved NCDOT Permit Form*)
- Any temporary signage

By signing this application, applicant agency or responsible individual agrees to comply with all municipal ordinances, rules, regulations, and other applicable laws of the Town of Black Mountain; to save and keep the Town free and harmless from any and all loss or damages or claims for damages, including attorney's fees and litigation costs, arising from or out of the special event; and can provide proof of adequate liability insurance coverage.

Signature and Title of Applicant Responsible, Representative or Agency's Chief Officer:

APPROVED: _____ DATE: _____

Town Manager or designee

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SPECIAL EVENTS FORM INSTRUCTIONS

Special Events must comply with all Town Ordinances and State building and fire codes. Please be aware that:

1. An inspection and permit are required for any tent over 400 square feet in area. This inspection will look at fire safety, electrical and cooking equipment, access, closures and stability.
2. An electrical permit and fire safety inspection may be required for outdoor use of electrical equipment, including sound systems and lighting. Please call the building inspector to verify electrical inspection needs.
3. Temporary on-premise signs and directional or parking signs are allowed on private property only and with the permission of the property owner. All signage placement associated with a special event must be approved by the zoning inspector for traffic safety, size, and compliance with Town ordinances.
4. Town Quiet Hours are enforced under the Noise Ordinance from 11:00 pm to 7:00 am.
5. Lighting associated with an event must be directed at the area for which the permit is granted and must be of a cut-off or shielded variety. Light is not allowed to spill over onto adjacent properties.
6. Additional garbage and recycling pickup must be coordinated prior to the event through the Town at 669-9016.
7. Temporary signage, tents, and other equipment associated with the event must be removed within 48 hours after the event is completed.
8. Norfolk Southern has agreed to invoke temporary speed restrictions on trains coming through Black Mountain when festivals are in close proximity to the railroad line. You will need to make this request in writing to Norfolk Southern Corporation and fax to: 1-864-255-4279

Call the Town Planning and Development Department at 669-6437 with any questions and to schedule any inspections that may be associated with your event.