

Town of Black Mountain
SPECIAL EVENTS PERMIT INSTRUCTIONS AND GUIDELINES
(Effective Date April 21, 2010)

Special Events must comply with all Town Ordinances and State Building and Fire Codes. Please be aware that:

1. Application must be completed in full. Incomplete applications will not be accepted.
2. Applications for Special Events must be submitted at least ten (10) days prior to the planned event. Applications for group demonstrations must be submitted at least twenty-four (24) hours prior to the planned event and shall specify the time, date, place for commencement, and the route and anticipated duration of any demonstration.
3. Events will not be held at the same time and place as any other event for which a special event permit has previously been issued.
4. Temporary on-premise signs and directional or parking signs are allowed on private property only with the permission of the property owner. All signage placement associated with a special event must be approved by the zoning administrator for traffic safety, size and compliance with Town Ordinances. Signage shall be placed no sooner than ten (10) days prior to the event and shall remain in place no later than five (5) days after the event.
5. Should event require police and/or fire personnel, off duty personnel may be contracted out for a fee.
6. Please contact the Planning and Development Services Department to verify inspection needs and whether additional inspection fees may apply. Inspections are required for any tent use and/or electrical equipment, including cooking equipment, sound systems and lighting.
7. Town Quiet Hours are enforced under the Noise Ordinance from 11:00 p.m. until 7:00 a.m.
8. 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.
9. Additional garbage and recycling pickup must be coordinated prior to the event through the Town at 419-9300. You are responsible for leaving the public right-of-way or property in a clean condition.
10. 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.

FEES

| | |
|---|---------------------|
| Permit Administration Fee | \$25.00 |
| Off Duty Police Officer (4 hour minimum) | \$25.00/hour |
| Off Duty EMT Personnel (4 hour minimum) | \$25.00/hour |
| Fire Inspection for up to 10 tents (with additional charge at every increment up to 10 tents thereafter). Ex. 11 to 20 tents: | \$50.00 \$100.00 |
| 21 to 30 tents: | \$150.00 |
| Electrical Inspection | \$50.00 |

Events requiring additional Town personnel or services may be negotiated.

TOWN OF BLACK MOUNTAIN SPECIAL EVENTS PERMIT APPLICATION

Name of Event: _____ Date of Event: _____

Name and Title of Person Responsible: _____

Location of Event: _____

Phone: _____ Email: _____

Times (including setup and cleanup): _____

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

What are you requesting from the Town? Streets Closed? Police and/or Fire Personnel? Barriers? (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. _____

Number and size of temporary signage (including banners and directional signage): 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

~~~~~

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

FEES:

Permit: \_\_\_\_\_ Police: \_\_\_\_\_ Fire: \_\_\_\_\_ Planning \_\_\_\_\_ Tents \_\_\_\_\_

Public Services: \_\_\_\_\_ Total: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Check #: \_\_\_\_\_