



# Town of Black Mountain



## SPECIAL EVENT PERMIT APPLICATION

Applications must be submitted **no less than 45 business days** prior to an event.

Applications received **greater than 120 business days** prior to an event **will NOT be considered**.

After the application is approved by Public Safety additional staff cannot be requested for the event.

**Return to: Black Mountain Recreation & Parks 304 Black Mountain Ave. Black Mountain NC 28711**

### EVENT CONTACT INFORMATION

Full Name of Applicant/Permit Holder \_\_\_\_\_

Full Name of Sponsoring Individual / Organization \_\_\_\_\_

Event Name \_\_\_\_\_ Beginning of Event Date: \_\_\_\_\_

Time Set-Up Begins \_\_\_\_\_ Time Set-Up Ends \_\_\_\_\_ End of Event Date: \_\_\_\_\_

Anticipated # of Participants \_\_\_\_\_ Anticipated # of Spectators \_\_\_\_\_

Signature of Applicant/Permit Holder \_\_\_\_\_ *(addl. signature pages follow)*

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Contact Phone **During Event:** \_\_\_\_\_ Phone #2 \_\_\_\_\_ Phone #3 \_\_\_\_\_

Email Address \_\_\_\_\_

### TYPE OF PERMIT REQUESTED (select one)

- Special Event on Public Property (Festival, Parade, or Use of Public Parks & Similar) ...  Yes  No
- Special Event on Private Property .....  Yes  No
- Public Street or Sidewalk/ Parking Space Closure Request.....  Yes  No
- Temporary Uses / Other .....  Yes  No

### DESCRIPTION OF EVENT

\_\_\_\_\_

### SPECIAL CONSIDERATIONS (check all that apply)

- Food Sales       Cooking with Grease       Merchandise Sales
- Pets or Animals       Use of Existing Electricity       Water Access       Sound Amplification
- Ticketed Admission       Portable Restrooms       Annual Event       501 (c) Non-Profit Organization
- Commercial Filming       Parade/Run       March/Demonstration  (permit requested for public safety)
- NCDOT Road Closure       Town Road/Sidewalk Closure       Pyrotechnics



# Town of Black Mountain



## SPECIAL EVENT PERMIT APPLICATION

### FEE SCHEDULE *(subject to Fee Schedule)*

Non-refundable Application Fee (Charged to All Permits) .....	<b>\$50.00</b>
Off Duty Police Officer (4 Hour Minimum).....	<b>\$25.00/Hour</b>
Off Duty EMT/Fire Personnel (4 Hour Minimum) .....	<b>\$25.00/Hour</b>
Fire Inspection as required by Section 105 of NC Fire Code .....	<b>\$75.00</b>
Electrical Inspection .....	<b>\$75.00</b>

### OPERATIONAL AND PERSONNEL NEEDS

Please indicate the number of Police/Fire/EMT or other personnel you will require for your event. This information should also be included in your **Site Plan** indicating the locations personnel are needed.

List Type of Personnel Requested	# of Each (4 hr. minimum each)	Vehicle Required (Y/N)

### STRUCTURAL AND ELECTRICAL

Please list all temporary structural and electrical site additions below. Basic items such as small tents and platforms may qualify to be self-installed if a contractor is not providing a rental or installation service. Common furnishings do not typically require structural permits. Accompanying **Site Plans** MUST identify the locations of each of these items. See **Site Plan** below for further. **Pyrotechnics and fireworks require additional detail, review, oversight and approval in accordance with the NC State Fire Prevention Code.**

List Type & Size of Structure(s)	# of Each	Electrical Source	Fuel Source	Water Source

### **ALCOHOL PROHIBITED** Sec. 4-1. - Drinking in public places; exception.

- (a) No person shall consume alcoholic beverages, as defined by G.S. 18B-101(4), on or within the rights-of-way of the municipal streets, boulevards, alleys, sidewalks, municipal recreation areas, parks, playgrounds or municipal buildings, or on any other property owned or occupied by the town, except as herein provided.
- (b) The provisions of subsection (a) of this section shall not apply to those persons who, for a fee, are using the Black Mountain Golf Course, or to those persons who have contracted to use and are using the Black Mountain Club House (*Lakeview Center*) for a fee.



# Town of Black Mountain



## SPECIAL EVENT PERMIT APPLICATION

### SITE PLAN

Each permit must be accompanied by a **Site Plan**. A site plan is a map and/or document that details locations of structures (including inflatables), fuel sources and types, electrical or water sources, street/sidewalk closures, public safety personnel, emergency routes and anything else specific to your event. Your Site Plan may be hand drawn using a google map to indicate items. A plan will allow staff to better understand the needs of your event and to work with you in the event of an emergency. Safety is our number one priority. Accompanying **Site Plans MUST** identify: **Pre-Event Briefing location**; **all property boundaries**; **nearest fire hydrant**; **fire extinguishment**; **sources of open flames or fire**; **cooking devices**; **candles and luminaries**; **fire performances and demonstrations**; **all adjacent streets**; **all drive entrances and access roads**; **all existing structures**; **temporary structures**; **inflatables**; **temporary electrical additions**; **fuel type and location for structures or equipment**; **parade routes**; **traffic control plan**; **emergency personnel**; and **emergency access points**. *Pyrotechnics and fireworks require additional detail, review, oversight and approval in accordance with the NC State Fire Prevention Code.*

### BARRICADE AND TRAFFIC CONES

*It is the responsibility of the event to supply proper traffic control measures and directional signage utilizing the appropriate law enforcement agency/agencies or individuals trained in traffic control as set forth in NC G.S. 20-114.1. The Town of Black Mountain does not rent or loan barricades or cones to non-town sponsored events. The fees listed for public personnel may include proper control measures.*

**LIST FULL TOWN STREET CLOSURES (descriptions/locations)** *\*NCDOT Roadways (NC-9 and State Street) may NOT be closed without following a statutory process. NCDOT requires a 90 day notice in advance of any road closure, and will only grant a closure for a Town sponsored, reoccurring event. An ordinance signed by the governing board is also required as part of the process and may take up to 120 days to be placed on an agenda. It is advisable **not to request NCDOT road closures** due to timing and the possibility of it being denied by NCDOT. **The annual Christmas Parade and Veterans Day Parade have road closure ordinances on file with the Town.** A traffic control plan of the streets/sidewalks to be closed must be included in your **Site Plan**. The applicant shall be responsible for providing all necessary traffic control devices through the appropriate law enforcement agency.*

---



---



---

**Begin Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_ **Daily Hours of Closure:** \_\_\_\_\_

Is this a NCDOT Street ...?  Yes  No

### LIST FULL TOWN SIDEWALK CLOSURES (descriptions/locations)

---



---



---

**Begin Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_ **Daily Hours of Closure:** \_\_\_\_\_

A traffic control plan of the streets/sidewalks to be closed must be included in your **Site Plan**. The applicant shall be responsible for providing all necessary traffic control devices through the appropriate law enforcement agency.



# Town of Black Mountain



## SPECIAL EVENT PERMIT APPLICATION

---

### EMERGENCY ACTION PLAN AND PRE-EVENT BRIEFING

Every Special Event is required to have a written Emergency Action Plan (EAP) and conduct a Pre-Event Briefing. The EAP is a simple written document attached to this application which includes the following:

- List of contact persons, their roles and responsibilities, and their phone numbers who are on site at the Event (include what types of communication you will have with your staff – radios etc.)
- Detailed coordinated response (what is your plan to deal with an emergency situation?)
- Reliable communications and reporting procedures (how will you communicate an emergency event to your staff and to emergency personnel?)
- Pre-planned administrative support (who will assist you in managing your event?)
- Known or perceived hazards (are there any hazards, guests who may need assistance?)
- Public Message (What information do you plan to make available to the public to let them know who to contact in the event of an emergency?)
- Lost or missing persons plan (what is your plan to deal with a lost or missing person?)
- Means of monitoring emergency weather alerts (list how you will do this and who is responsible)
- List location of information booth
- Evacuation plan (what is your plan to evacuate in the event of an emergency?)

It is important to be as prepared as possible when an emergency arises at your event. A well-thought-out Emergency Action Plan is One of the cornerstones of an effective safety program - we owe this to every one of our guests and fellow citizens.

All personnel should stay attentive to hazards, guests who may need assistance, and unsafe actions. Report anything unusual or suspicious to the proper personnel.

See Something, Say Something

Examples of emergencies include, but are not limited to:

Sever Weather

Fire

Active Hostile Attack

Missing Person

Medical Emergency

Communication of Threat Group

### PRE-EVENT BRIEFING

Event organizers will conduct a briefing prior to the event with staff and volunteers, along with representatives from Town agencies (Police, Fire, Public Works), to be sure everyone is aware of the detailed plans. As the event organizer it is your responsibility to ensure the briefing is held. The briefing will also review policies, clarify roles and responsibilities, confirm communications procedures, and discuss last-minute updates. Various types of emergencies will be discussed along with actions to be taken if they occur. The **Pre-Event Briefing** must be indicated on your **Site Plan**.

### INSURANCE

The Town of Black Mountain requires a Certificate of Liability Insurance as follows:

- General Liability, Each Occurrence; minimum of \$1,000,000.00 (aggregate) shall be required with the Town of Black Mountain named as an additional insured on the policy unless a waiver of this requirement is requested by Applicant and approved by the Town and the indemnity agreement required by the Town is provided.
- Additional liability insurance may be requested.

For permits having secured the necessary NCDOT permissions and Town Ordinances for NCDOT street closures a NCDOT and State of North Carolina Release Waiver is required for applicants not providing a certificate of liability insurance. This form is available by contacting NCDOT.



# Town of Black Mountain



## SPECIAL EVENT PERMIT APPLICATION

### SUPPORTING DOCUMENTS (Please submit the following additional items with this application)

- \$50.00 Non-Refundable Permit Application Fee. Cash/Check accepted. (invoice will be sent for additional cost of personnel & inspections)
- Public Notification of Special Event (your flier or announcement with event/date/time/location/contact information)
- Site Plan / Parade Route Maps
- Pre-Event Briefing (indicate on Site Plan and submit written documentation of date/time/location to be held in your Emergency Action Plan)
- Emergency Action Plan including the Public Message
- Certificate of Liability Insurance - If the proposed Event is to be held on Town property or public streets, a General Liability Policy in the amount of \$1,000,000.00 (aggregate) shall be required with the Town of Black Mountain named as an additional insured on the policy.
- Hydrant Meter Form (Black Mountain Water Department staff will provide this form if requesting use of hydrants or town water sources.)

### WAIVER, HOLD HARMLESS AND INDEMNITY

The Applicant shall be deemed the responsible party unless another person or entity is so designated and executes this application, and the responsible party does hereby agree to indemnify and hold the Town harmless against any claims for injury to person or property or loss or theft of personal property arising out of or during the activities of the described special event.

### CONSENT TO USE OF PHOTOGRAPHS, VIDEOS

The Applicant does agree and consent to the use of any photographs or videos of the event and participants by the Town or any of its personnel or departments, unless a participant provides a statement in writing that their image, in photographs or videos is not to be publicly disseminated.

### TERMINATION FOR VIOLATION

The Town reserves the right to terminate any permit issued pursuant to this application if any of the requirements set out herein are not met or are violated. The application fee will not be refunded.

### APPLICANT

By: \_\_\_\_\_ (Printed name) \_\_\_\_\_ (Signature)

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

### RESPONSIBLE PARTY (if different from the Applicant)

By: \_\_\_\_\_ (Printed name) \_\_\_\_\_ (Signature)



# Town of Black Mountain



## SPECIAL EVENT PERMIT APPLICATION

---

### THE TOWN OF BLACK MOUNTAIN,

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Black Mountain Police Department

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Black Mountain Fire Department

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Black Mountain Public Works

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Black Mountain Planning Department

### **FINAL APPROVAL (permit has been reviewed and approved by each department)**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Black Mountain Recreation & Parks