

# Special Event Permit Application

## Guidelines for Special Events

A special event is any activity that occurs upon public or private property that affects the ordinary use of parks, public streets, rights-of-way or sidewalks. Special events may include but are not limited to such activities as arts festivals, fairs, tours, concerts, holiday celebrations, grand opening celebrations, certain outdoor business promotional events, bicycle races, runs, parades, marches and processions and motorcades.

Individuals or groups wishing to hold events on public property, or on private property but with an impact on public property such as roads, within the City limits, including City parks, must obtain a Special Event Permit from the City of Thomasville. Event sponsors should submit applications 60 days prior to the proposed event.

### Some key points:

- **Permit posting:** Special event permits should be posted at greeting areas or main entrances at events. Event producers should keep in mind they may be asked, by City staff, to show proof of permit during event.
- **Hours:** Event activities are prohibited after 11 p.m. in residential areas, after midnight in commercial areas, and before 8 a.m. in any area. Loudspeakers, amplified music, bullhorn or public address systems are regulated by noise ordinance.
- **Alcohol:** If alcohol is to be served or sold, sponsors must take those measures required for compliance with the Alcoholic Beverage Ordinance, including the hire of private security officers to prevent alcohol from being removed from the premises. Alcohol is prohibited in Thomasville public parks. The only City property that alcohol can be allowed is the Farmer's Market and PACE Park.
- **Restrooms/Trash/Cleanup:** The City may require portable restrooms at its discretion. Trash must be disposed of in approved containers. Daily cleanup is required. The applicant must clean the right-of-way or public property of all rubbish and debris, returning it to its pre-event condition within 24 hours of the conclusion of the event. If the applicant fails to clean up such refuse, cleanup will be arranged by the City and the costs charged to the applicant.
- **Traffic & Parking:** The City will designate parking areas for each event if applicable. The Fire Marshal requires that all entries, exits and fire lanes be maintained.
- **Signs:** Must comply with City sign ordinance. Applications including signage must submit sign descriptions on the site plan to include the number of signs/banners, location, size & height of each on the application.
- **Smoking:** Smoking is only restricted in public buildings by ordinance.
- **Fireworks:** Fireworks are NOT permitted without prior approval from the City of Thomasville Fire Department.

- **Tents:** Tents having an area in excess of 200 sq. ft. or canopies (tents without sides) in excess of 400 sq. ft. require an inspection and permit by the Fire Marshal. Such structures require a flame resistant certificate issued by an acceptable testing laboratory, and a site plan indicating a fire lane accessing the tent, a 2A-10BC fire extinguisher on-site, and acknowledgement that no smoking, fireworks, or open flames will be permitted in the tent. Please contact the Thomasville Fire Dept. to ensure compliance.
- Fire inspections may be scheduled by calling (336) 475-5527, or by visiting our website at [www.thomasville-nc.gov](http://www.thomasville-nc.gov). Please schedule inspections at least one business day in advance.
- **Security/Traffic Control:** Events may require the hiring of police officers to provide for security and/or traffic control. The number required will be determined by the City during its permit review.
- **Insurance:** In addition to the nonrefundable application fee, producers of each event are responsible for any additional costs incurred by the City as determined by representatives of each department prior to issuance of the Special Event Permit. Attach Proof of Comprehensive Liability Insurance naming the City as an additional insured: The insurance requirement is a minimum of \$300,000 personal injury per person, \$1,000,000 maximum, and \$100,000 property damage against all claims arising from permits issued.

**Contact Numbers:**

Davidson County Health Department – 242-2300

City of Thomasville

City Manager’s Office – 475-4222

Police Department – 475-4260

Fire Department – 475-5524

Inspection Department – 475-4249

Information on ABC permits – 475-4260

**Event Information**

Type of Event:      Run       Walk       Bike Tour       Parade       Street Fair   
                             Parade       Triathlon       Other

Name of Event and Sponsoring Organization:

Who is your point of contact for this event? Name:

Phone:

Purpose of Event:

[Click here to enter text.](#)

Location of Event:

Address of Producer:

Phone Number:

Event Dates(s):

Actual Event Hours:                      a.m. / p.m. until                      a.m. / p.m.

Setup / Assembly Date:                      Start Time:                      a.m. / p.m.

Please describe the scope of your setup/assembly work (specific details):

Dismantle Date:                      Completion Time:                      a.m. / p.m.

Projected Attendance:

Will this event require the use of fireworks? yes / no

Will alcohol be served? yes / no If yes, please provide required documentation.

Will a tent be installed? yes / no If yes, What size?                      ft. x                      ft.

Total number of tents:

Will this event require signs/banners? yes / no

If yes, please provide the location, size, height and number of signs/banners on your site plan for the event.

Description of Traffic and Parking Plan (attach copy):

Will your event require the closing of any City streets or parking lots? yes / no

(The application must be provided 60 days prior to the event if the event requires closing or modified use of a NCDOT maintained street. This is to allow for time for the city to apply and receive permission from NCDOT.)

If yes, please list any street(s) and parking lots to be closed as a result of this event.

Include street name(s), day, date, and a proposed time of closing and time of reopening.

*Requirements In addition to the nonrefundable \$50 application fee, producers of each event are responsible for any additional costs incurred by the City as determined by representatives of each department prior to issuance of the*

*Special Event Permit. The fee schedule on the following page will be completed by our City staff, who will assess appropriate charges based on your application.*

Please attach two copies of drawings with dimensions accurately depicting proposed location of the Special Event. Sketches must include traffic patterns, curb cuts, and proposed parking plan. Please keep in mind that no temporary sanitary facility or trash receptacle may be located within 100 feet of a property line of any residential use and no tent, table or other temporary structure shall be located within 250 feet of a property line of any residential use.

As a condition to the issuance of a temporary Special Event License, the licensee shall indemnify and hold the City harmless from claims, demand or cause of action which may arise from activities associated with the special event.

Applicant Signature

Date

**Office Use Only:**

**Forwarded To:**

**Police Dept:** Click here to enter text.

**Date:** Click here to enter a date.

**Public Works:** Click here to enter text.

**Date:** Click here to enter a date.

**Fire Dept:** Click here to enter text.

**Date:** Click here to enter a date.

**Inspections:** Click here to enter text.

**Date:** Click here to enter a date.

**NCDOT**