



NEIGHBORHOOD EVENT PERMIT APPLICATION

Please submit applications to:
City of Wilmington
Parks & Recreation Division
302 Willard Street
Wilmington, NC 28401
(910) 772-4177
kayla.hillman@wilmingtonnc.gov

*For information or assistance completing application, please contact Kayla Hillman (910) 772-4177
Note that the contact information provided may be available to the public to allow citizens to contact the event organizer with relevant questions or concerns.*

This application is for Neighborhood Events/block parties only. A neighborhood event is a small-scale event that closes a small number of blocks on a local-service, residential street. These small-scale gatherings, such as neighborhood potlucks or barbeques, are initiated by and are intended to attract only local residents who live on or in close proximity to the street being closed. They are not intended for the general public.

Date of Application: _____

Event Title: _____

Location of Event: _____

Sponsoring/Production Organization: _____

Applicant Status:

Not for profit, Federal Tax ID: _____

For profit

Event Organizer/Contact Person: _____

Phone: _____ **Cell:** _____

Email: _____

Organization Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Event Website: _____

Day of Event Contact: _____

Cell: _____ **Email:** _____



Description and purpose of Event (this should be a few sentences about your event and will be included on your permit):

Have you held this event in previous years? Yes No

Is this an annual event? Yes No

Event Date(s):

Single Date: _____

Consecutive Dates (list all event dates): _____

Event Operating Hours Start Time: _____

Event Operating Hours End Time: _____

Event Setup Start Time: _____

Event Breakdown Time: _____

Estimated Event Attendance: _____

Approximate # of Event Staff/Volunteers: _____

Will streets need to be closed for this event? Yes No

What streets will be closed? Wg Bc

Please be specific, example - Willard Street between 3rd and 4th Streets:

Number of barricades required: _____ (Initial \$35 street closure fee include two barricades. Additional barricades can be provided at a cost of \$10.00 each).

Location for the barricades to be dropped off/picked up (must be the same): _____

*Barricades that are removed from thoroughfares should be placed neatly to the side - out of the path of vehicles, pedestrians, handicap ramps and crosswalks. Barricades must be returned in same condition as they were issued. Repair/replacement cost of \$60.00 per barricade will be charged to the permittee.



Food:

- Yes, this event involves food for sale and I will attain any required permitting as mandated by New Hanover County Health Department.
- No, this event does not involve food for sale

Portable Restrooms (Minimum Portable Toilet Requirement is 1 for every 300 persons with 5% being ADA compliant):

- Yes Number of regular units: _____ Number of ADA complaint units: _____
- No

Amplified Sound:

- Yes
Describe: _____
Start and finish times: _____
- No

Vendors:

- Yes - Provide number of and type of vendors: _____
- No

Fire Department Permits (Select any of the following that may apply to your event):

- Tents or inflatable structures over 400 square feet
- Fireworks, pyrotechnics, open flame performances, or bonfires
- Special amusements or rides
- None of the above

Event Plans: Submit Site Plan, Traffic Control Plan & Waste & Recycling Plan

- **Site Plan:** Provide a Site Plan of the Special Event clearly illustrating the footprint of the entire event venue and/or event route including street closures, set up, staging, transition and finishing areas, the location of entrances and exits, retail, food, and alcoholic beverage vendors, controlled alcohol consumption areas, tents, stages, bleachers, grandstands, fencing, amplified sound, signs or banners, portable restrooms, electric and water hookups, generators, first aid stations, fire extinguishers, garbage and recycling receptacles, hazardous materials, exhibits, amusement rides, inflatables, parking, road closures, barricades, dimensions of all temporary structures, event command center and security
- **Traffic Control Plan:** Provide a Traffic Control Plan (TCP). Events which impact the normal flow of traffic and/or restrict access to residences and businesses must provide a traffic control plan showing how the organizer will control access to homes and/or businesses effected by the event.
 - Please be aware that a 14 feet wide emergency access lane is required throughout the event site (In other words, no permanent or immovable structures may be erected on the route).
 - Please be aware that pedestrian access must be maintained on public sidewalks throughout the event.
- **Waste & Recycling Plan:** Provide a detailed Waste and Recycling Plan. The City requires that event spaces be thoroughly cleaned during and following each event.



APPLICATION CONDITIONS

I understand that I am required to pay the corresponding non-refundable permit fee for this event, and that my permit will not be issued until this payment has been received.

I understand that additional fees, rental expenses, permits, and requirements will apply depending on event location and needs and that all necessary fees & deposits, insurance, outside permits, etc. must be submitted before the issuance of the event permit.

I have read and understand the Special Event Notification Requirements and agree to abide by these city policies.

I agree to conform to all city, state, and federal laws and regulations.

I accept responsibility for the general cleaning and removal of trash, recycling, etc. from the premises. In the event that the site area is not cleaned after use, the cleanup fee may be taken out of the deposit or the applicant will be billed for additional clean-up by the City of Wilmington.

I agree to be accountable for any damage to the event site as well as surrounding properties resulting from event activities and/or attendees.

As an authorized representative for the above requested special event, I have read and understand all of the Special Event Permit Application conditions and requirements

Applicant signature _____ **Date** _____



RELEASE AND INDEMNITY AGREEMENT, PERMITTEE

AGREEMENT TO RELEASE AND INDEMNIFY THE CITY OF WILMINGTON, NC FOR EVENT _____
_____ TO BE HELD ON _____, 20__ BY _____

Entity/permittee

In consideration of the issuance of the permit herein applied for by the City of Wilmington, North Carolina (hereinafter "City") to _____ (hereinafter "Permittee") for the above event and other good and valuable consideration, Permittee hereby agrees as follows:

To the fullest extent permitted by law, Permittee shall release, indemnify, keep and save harmless the City its officers, officials, agents and employees (hereinafter collectively "Releasees") from any and all responsibility or liability for any and all damage or injury of any kind or nature whatever (including death resulting therefrom) to all persons, whether, officers, officials, agents or employees of the City or third persons, and to all property proximately caused by, incident to, resulting from, arising out of or occurring in connection with Permittee's use or occupancy of the City's parks, trails, sidewalks, rights-of-way and/or pedestrian ways or alternative routes as may be permitted pursuant a permit (or by any person acting for Permittee or for whom Permittee is or is alleged to be in any way responsible), whether such claim is based in whole or in part on contract, tort (including alleged active or passive negligence or participation in the wrong) or upon an alleged breach of any duty or obligation on the part of Releasees.

The provisions of this agreement shall include any claims for equitable relief or for damages (compensatory or punitive) against the Releasees including alleged injury to the business of any claimant, and shall include any and all losses, damages, injuries, settlements, judgments, decrees, awards, fines, penalties, claims, cost and expenses. Expenses as used herein shall include without limitation the costs incurred by Releasees in connection with investigating any claim or defending any action, and shall also include reasonable attorney's fees by reason of the assertion of any such claim against Releasees. Permittee expressly understands and agrees that any insurance protection required as a condition to the issuance of the permit herein applied for, or otherwise provided by Permittee, shall in no way limit Permittee's responsibility to release, indemnify, keep and save harmless and defend Releasees as herein provided.

Permittee expressly accepts those portions of the City's parks, trails, sidewalks, rights-of-way and/or pedestrian ways to be used for the event identified in Permittee's application for a permit (hereinafter the "Event") and any alternative route used in their present condition.

The intention of Permittee and the City is that this release and indemnity be incorporated into any permit for the Event issued by the City. It is further the intention of the Permittee and the City that this release and indemnity be broadly construed and applied in favor of Releasees, subject to the limitations, if any, set forth in N.C.G.S. § 22B-1.

Signed this _____ day of _____, 20__.

APPROVED AS TO FORM
By: City Attorney

Name of Permittee/Entity

By: _____
Name of Representative, Title



STATE OF NORTH CAROLINA
COUNTY OF _____

I, _____, a Notary Public for said State and County, do hereby certify that
_____, _____ personally appeared before me this day and acknowledged
authorization and the due execution of the foregoing instrument on behalf of _____.

Witness my hand and official seal, this the _____ day of _____, 20____.

My Commission Expires: _____
[SEAL]

Notary Public