



TOWN OF CARRBORO  
RECREATION, PARKS, & CULTURAL RESOURCES DEPARTMENT  
100 NORTH GREENSBORO STREET CARRBORO,  
NORTH CAROLINA 27510

## ***REQUESTED TOWN-SPONSORED EVENT INTEREST FORM***

The following criteria will be used to determine whether proposed events will be sponsored by the Town of Carrboro:

### **Eligibility**

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- 1) The event must be open to all Carrboro residents;
- 2) The event cannot be organized around political or religious purposes. Additionally, events cannot discriminate on the grounds of race, color, national origin, ancestry, age, gender, sexual orientation, or disability;
- 3) Sponsorship will not be used for the purpose of individual or joint solicitations for funds, commercial sale presentations, meetings that are politically partisan, or seeking of gifts or requests, etc. for the purpose of profit;
- 4) The costs of such sponsorship must meet a greater public good by providing or expanding public service;
- 5) Demonstrate a likelihood that the event will contribute positively to the recognition and image of the Town of Carrboro;
- 6) The Town of Carrboro's goal is to promote events that increase the awareness of the Town's arts and culture; promote community well-being; endorse civic education; or support a demonstrated community interest;
- 7) All events must abide by all other requirements of the Town of Carrboro town code.

A completed Requested Town-Sponsored Event Interest Form should be submitted to the Town of Carrboro-Recreation and Parks Department. The event application will be reviewed by the Special Event Committee. Some aspects of sponsorship may be contingent on approval by the Board of Aldermen.

### **Event Organizer Information**

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Name of Organization:

Organization:  Nonprofit                       For-Profit                       Other:  
(Check appropriate box)

Website: \_\_\_\_\_

Organization Primary Contact Name (first, last name)

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone\_( \_\_\_\_ )\_\_\_\_-\_\_\_\_ Fax:\_( \_\_\_\_ )\_\_\_\_-\_\_\_\_

Email:

**Event Information**

Name of Event:

Preferred Date: \_\_\_\_\_ Event Time:  
Set-up time:  
Clean-up time:

Other Possible Dates (if the above date is not available):

Rain Date: \_\_\_\_\_ Expected Attendance:

**Type of Event (click all that apply):**

**Public Event on Private Property**

Location: \_\_\_\_\_

**Public Event on Public Property** - Including (check all that applies):

Town Commons     Century Center     Park or Facility (be specific):

Street Event -Public Street or Right-Of-Way-(list street(s):

Other site(s): \_\_\_\_\_

**Other** (Please explain): \_\_\_\_\_

**Event Objectives (if necessary, please attach additional pages to complete this section)**

What are the main objectives of this event? (Narrative):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How do the event objectives meet the Town of Carrboro’s goals for Town Sponsored events? (See eligibility requirement # 6 above): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will you measure the success of reaching the event objectives? :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Town Services (traffic control, public safety, sanitation, etc.)

Specify: \_\_\_\_\_

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- Fee Waiver of use of Public Property/ Equipment

List specific fee waivers: \_\_\_\_\_

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- Other:

Specify:

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**Applications/ Requirements**

- Street event permit (submitted at least 60 days prior to event)

- Requested Town-Sponsored Event Form (submitted at least 90 days prior to event)

- Reserve town facilities for use during event

- Acquire necessary insurance

Insurance is needed if the event includes major physical activity and moderate/severe exposure to participants; expected attendance of over 500; large amounts of cash (\$1000+) or quantities of merchandise will be brought onto Town Property; and food will be served, sold and/or given to the general public. If the reservation requires insurance, the event sponsor must sign the reservation contract to hold harmless, defend and indemnify the Town of Carrboro, provide general liability insurance with a minimum limit of \$1 million general liability coverage endorsed to name the Town as an additional insured and provide a certificate for documentation.

## Entertainment

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Will there be entertainment?  Yes  No  
Do you have entertainer contracts?  Yes  No

Sound Systems  
Type of System needed: \_\_\_\_\_  
Company/Contractor: \_\_\_\_\_  
Location during event (proper electrical outlets?): \_\_\_\_\_

Generators  
 Size: \_\_\_\_\_  Location: \_\_\_\_\_

Sound time:  
Start: \_\_\_\_\_ End: \_\_\_\_\_

Children's activities:  Yes  No  
 Inflatables Provider: \_\_\_\_\_ Location: \_\_\_\_\_  
 Games Including: \_\_\_\_\_  
 Other: \_\_\_\_\_

## Vendors

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Note: Review section 14-20 of the town code on commercial activity on town property. There are some restrictions and special permission may be needed from the Town Council to have vendors.  
<http://townofcarrboro.org/139/Carrboro-Town-Code>

Will there be (non-food) retail sales?:  Yes  No

How many retail vendors? : \_\_\_\_\_

Location: \_\_\_\_\_

Will there be food vendors:  Yes  No  
If yes, type:  Food tables/ Tents  Food Trucks  Other:

Location: \_\_\_\_\_

**Note:** If food is being served or sold the Orange County Health Department may have additional requirements. The event coordinator is required to submit an application to the Health Department. If a permit is needed, the Health Department will come out the day of the event and inspect the vendors. The application is required at least 30 days prior to the event. Contact the Health Department at 919.245.2400 for more information.

## Sale of Alcohol

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Will alcoholic beverages be dispensed, provided, or served?  Yes  No

If yes, where will these beverages be served? : \_\_\_\_\_

Do these establishments need to obtain additional permits to serve alcohol?:  Yes  No

If the sponsor intends to sell alcohol, additional permits may need to be obtained from the ABC Commission and signed by the Carrboro Police Chief. Additional information can be found here: <https://abc.nc.gov/Permit/SpecialPermits>

## Facility Requirements

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Will you use temporary structures?:  Yes  No

If yes, type:  Stages  Tents  Scaffolding  Booths  Barricades

Other:

Providers for temporary structures:

## Safety

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What are your plans for providing security at the event? :

Will you have private security?  Yes  No

If yes, how many security personnel? : \_\_\_\_\_

Provider:

(Note: Off-duty police officers are available for contract security work for an hourly fee. For more information, call the Police Department at 919.918.7397)

## Sanitation

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The event organizers are responsible for having adequate facilities to cover the amount of participants.

How many portable toilets will be on site?:

Provider:

Will there to be additional trash receptacles:  Yes  No

Number of additional receptacles needed: \_\_\_\_\_

Will there need to be additional recycling bins:  Yes  No

Number of additional bins:

For questions on adequate trash/recycling receptacles, contact Public Works at 919.918.7425.

**Traffic and Parking**

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Do you intend to close any streets or public-right-of-way?  Yes  No  
If yes, fill out the **street event permit**.

Is there adequate parking for participants?  Yes  No  
If no, how do you plan to resolve this issue? : \_\_\_\_\_

Will you provide shuttle service to and from the event:  Yes  No  
Pick-up locations: \_\_\_\_\_  
Event Drop-off locations: \_\_\_\_\_

Shuttle Provider:

**Marketing and Promotion**

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How do you intend to promote the event? :

Media contact information (name, email, and phone number) for event:

**Sponsors**

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Will there be any sponsors:  Yes  No

How many commercial sponsors with on-site visibility do you anticipate (including product sampling, giveaways, exhibits, and advertising): \_\_\_\_\_

**Additional Information**

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Please provide any additional relevant information about the proposed event:

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Recreation, Parks, & Cultural Resources Department Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Authorizing Official

\_\_\_\_\_  
Date

Public Works Department Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Authorizing Official

\_\_\_\_\_  
Date

Police Department Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Authorizing Official

\_\_\_\_\_  
Date

Fire Department Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Authorizing Official

\_\_\_\_\_  
Date

Economic Development Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Authorizing Official

\_\_\_\_\_  
Date

**Approved** with the following terms and/or conditions:

\_\_\_\_\_

\_\_\_\_\_

**Denied** for the following reasons:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_