

Town Square Request Form

1. Event Name: _____

2. Sponsoring Organization: _____

3. Contact Information (for day of event):

Name: _____

Address: _____

Phone: _____ (Cell) _____

Email: _____

4. Event Date: _____

5. Actual Event Time: _____

6. Brief Description of Event: _____

7. Special Requests for the Event:

Road Closure Request - from _____ o'clock a.m./p.m. to _____ o'clock a.m./p.m.
(Please indicate road(s) to be closed on attached Site Plan)

Performing Stage - (Please indicate location of stage on the attached Site Plan)

Extra Waste Containers - number needed: _____
(Please indicate location(s) on attached Site Plan)

Orange Cones - number needed: _____ (Please indicate location(s) on attached Site Plan)

8. Other: _____

Note: All requests will be subject to approval. You will receive notification if the event has been approved or not approved.

Office Use Only:

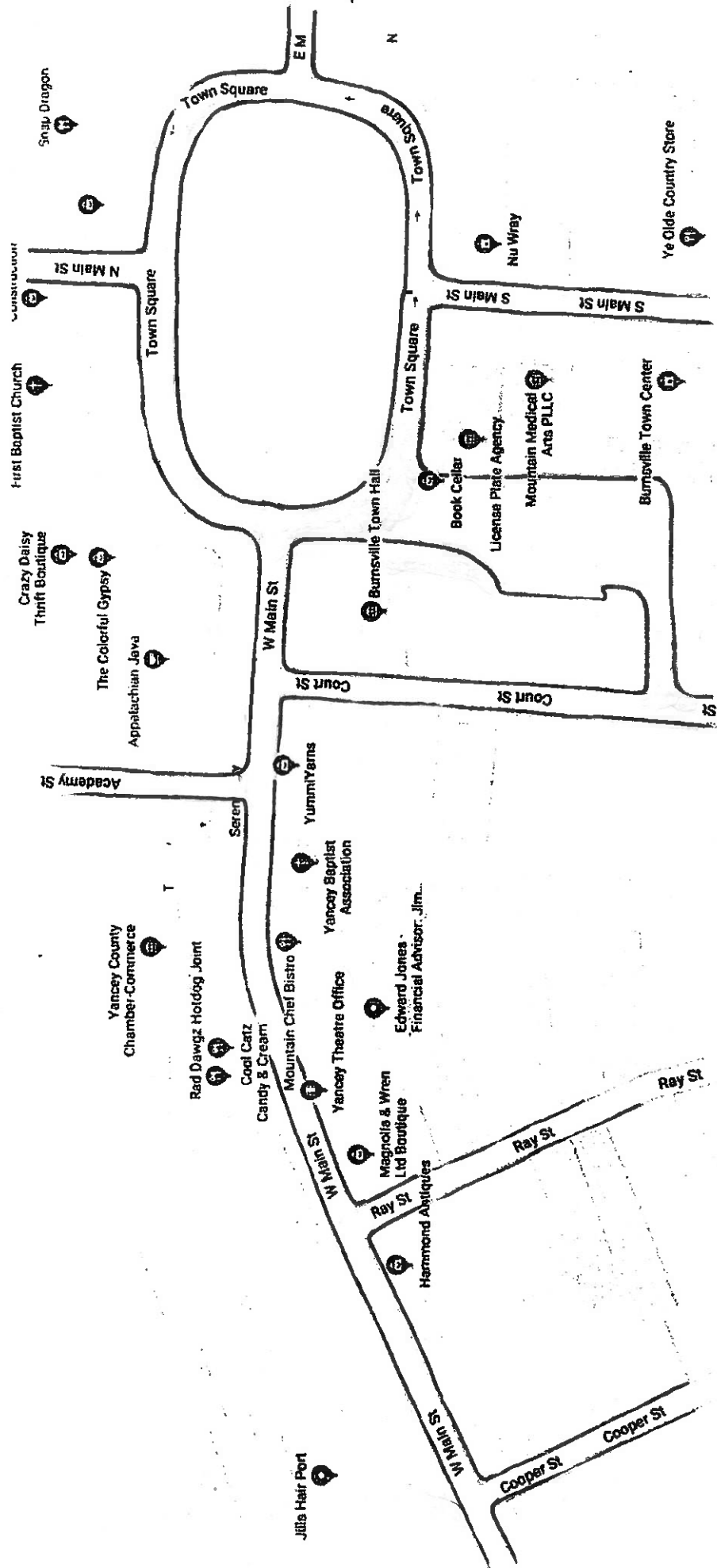
Approved

Not Approved

Date: _____

Indicate below which Streets you would like the Town to consider closing for your event.

Please indicate the location of booths, stage (if needed) and general event layout.



PERFORMING STAGE AGREEMENT

Name of sponsoring organization: _____

Name of event: _____

Date of event: _____

Stage is requested for use from _____ a.m./p.m. to _____ a.m./p.m.

On behalf of the above named organization:

- I understand that Town staff will assemble and dismantle the stage;
- I agree to be responsible for any damages to the Town of Burnsville's performing stage during its use for the aforesaid event, at the times scheduled above;
- I have attached the following user fee to this agreement:
 - \$100.00 for stage placed on town square
- I agree to indemnify and hold the Town of Burnsville harmless from any liability resulting from or related to the use of the performing stage.

Name of sponsor

By: _____
Authorized Representative

INSURANCE AGREEMENT

Name of Event: _____

Date of Event: _____

Brief Description of Event: _____

Sponsoring Organization: _____

As authorized representative of the above named sponsoring organization, I hereby agree to abide by the insurance requirements stated.

Authorized Representative

Date

Ordinances Regulating Street Events

Section 7-24 Street Closings

- (a) If the Board finds that the permit should be issued and that, to conduct the event, it is necessary to close a street or to reroute traffic, it may pass a resolution authorizing this to be done. No such resolution shall be passed affecting streets that are part of the state street system without the approval of the State Department of Transportation.
- (b) The resolution shall identify the street or portion thereof to be affected and shall indicate the date and time when the street or portion thereof is to be closed or traffic thereon is to be limited in some way. The resolution shall also direct the manager to have appropriate traffic control devices installed to give notice of the temporary traffic controls.
- (c) No person may operate any vehicle contrary to the traffic control devices installed in accordance with subsection (b).
- (d) The administrator shall, by any adequate means, notify persons occupying property abutting the street where the event is to take place of the contents of any resolution passed in accordance with this section.

Section 7-25 Sponsor Responsible for Cleanup

The sponsor of the event shall be responsible for cleaning up any litter caused by the event, removing all temporary obstructions, and in general returning the area where the event takes place to the condition that existed prior to the event. The Board may require the sponsor to post a bond or other sufficient security to guarantee compliance with this section.

Section 7-26 through 7-30 Reserved

Special Event Guidelines

Thank you for your interest in hosting a special event on the Burnsville Town Square. The town welcomes a wide variety of events that enrich the community for both visitors and local residents, and attempts to coordinate a calendar of these events, providing services when needed.

The following guidelines were designed to make the process of special events easy and efficient for all parties involved. Town management will review your application and will work with you through this process to encourage a successful event.

- Event packets must be completed six weeks prior to event. Special Event Packet includes Square Request Form, Site Plan, Insurance Agreement, Performing Stage Agreement (if applicable), and any additional information necessary to implement event procedures.
- All requests must be adequately insured; a copy of the insurance certificate is required no later than 10 days prior to event.
- Dates are placed on the calendar on a first-come, first-served basis, and subject to availability. Events will not be considered scheduled until completed event packet has been received. Applicants with incomplete packets will forfeit the date and will be asked to complete the entire package prior to scheduling another date.
- All requests for road closures must be included in event packet complete with an illustration on the Site Map indicating the location of the road closure. All events requiring road closure are contingent upon local as well as state approval. For this reason, road closure requests must be received by the Town of Burnsville at least six weeks prior to event. Please see attached copy of Burnsville Town Ordinance Section 7-24 regarding street closing policies.
- The Town of Burnsville is responsible to maintain the town square and may limit the amount or types of structures such as tents, booths, and/or tables placed on the grassy areas.
- The performing stage owned by the Town of Burnsville can be set up on the grassy area of the Square, preferably at the northeast corner. Please indicate proposed alternate location on attached Site Plan.
- Food vendors are required to coordinate the event with the Yancey County Health Inspector. Inspections must be completed on Monday through Friday, in between the hours of 8:00 a.m. to 4:00 p.m. Inspections will not be completed on weekends. Please contact the Yancey County Environmental Health Dept. for more information.

Temporary food vendors, except for non-profit groups, are required to comply with additional permitting requirements/fees established by the NC Division of Environmental Health. See the attached packet "Permit Fees for Temporary Food Establishments" for information. Fees and applications should be forwarded to the Yancey County Environmental Health Department.

- Pursuant to Burnsville Town Ordinance Section 7-25, sponsors (or individuals representing sponsors) are responsible for clean up. Please see attached copy of Section 7-25 for sponsor requirements and obligations. Event organizers are encouraged to participate in recycling.
- The organizer/applicant may be responsible for paying off-duty law enforcement officers or reimbursing the Town of Burnsville for the costs of providing on-duty law enforcement officers to appropriately manage the event.
 - For questions or concerns regarding the above information, please contact Jeanne Martin at the Town Office, phone 682-2420 or 682-7224. Faxed applications are accepted, but a hard copy with original signatures is required prior to event.
- The Town of Burnsville reserves the right to change or modify any or all of the above terms and conditions at any time.

Agreement:

I have read and understand this application and the requirements placed upon this applicant and organization. I agree to abide by the Town of Burnsville's rules, regulations, and ordinances.

Authorized signature for:

Name of Organization

Date: _____