

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)

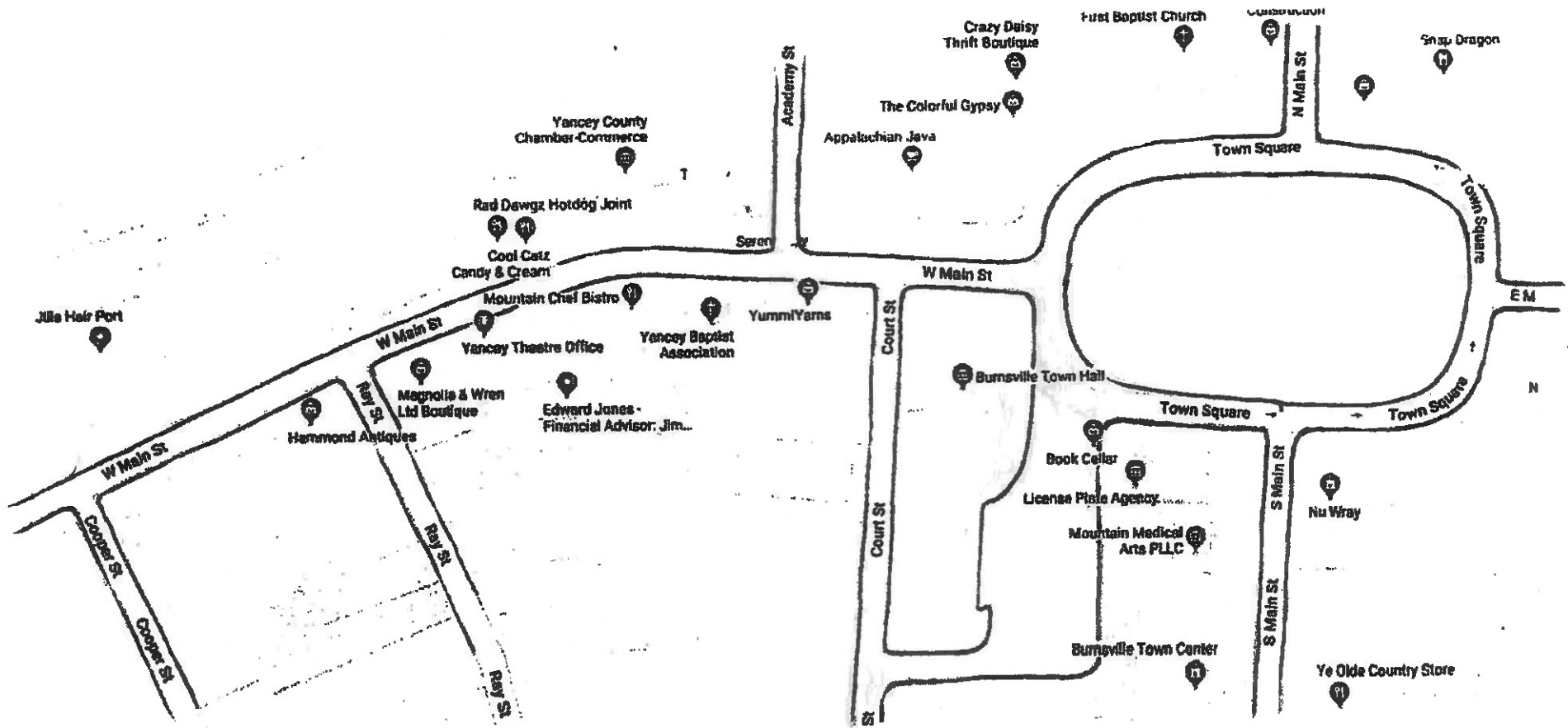
8. Other: _____

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

<p>Office Use Only:</p> <p><input type="checkbox"/> <i>Approved</i></p> <p><input type="checkbox"/> <i>Not Approved</i></p> <p>Date: _____</p>
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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.



INSURANCE AGREEMENT

Name of Event: _____

Date of Event: _____

Brief Description of Event: _____

Sponsoring Organization: _____

- All requests must be adequately insured; a copy of the insurance certificate is required no later than 10 days prior to the event. Please include "Town of Burnsville, NC" and "Yancey County Government" as the certificate holder.

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

Authorized Representative

Date

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

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.

- The Town of Burnsville recognizes and supports programs and organizations that promote local history, the arts, agriculture and events that create a significant economic impact to the downtown area. Town sponsorship or co-sponsorship of events on the square must be approved by the Town Council and must fall within one of the categories listed above.
- Event packets must be completed six weeks prior to the 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 the event. Please include "Town of Burnsville, NC" and "Yancey County Government" as the certificate holder.**
- Dates are placed on the calendar on a first-come, first-served basis, and subject to availability. Events will not be considered scheduled until the 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 the 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 NCDOT approval. For this reason, road closure requests must be received by the Town of Burnsville at least six weeks prior to the event. NCDOT has the final authority to grant road closures for East, North, West Main Streets and the Square. If they do not approve the closure the road cannot be closed by the Town. Road closures will only be permitted for large scale community wide events and shall be tailored in area and duration to have as little disruption to traffic flow and impact on downtown businesses operations as possible.
- 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 the 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 8am to 4pm. Inspections will not be completed on weekends. Please contact the Yancey County Environmental Health Department 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. Request the "Permit Fees for Temporary Food Establishments" for more information. Fees and applications should be forwarded to the Yancey County Environmental Health Department.

- Sponsors (or individuals representing sponsors) are responsible for clean up. 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.
- If paint is necessary to designate parking spaces, booth spaces, etc. on the road surrounding the Square, it MUST be obtained from the Town of Burnsville at a cost of \$_____ per can. NO OTHER PAINT PRODUCT IS PERMITTED.

For questions or concerns regarding the above information, please contact Chad Fox at the Town Office, phone 682-2420 or email at clerk@townofburnsville.org. Faxed applications are accepted, but a hard copy with original signatures is required prior to the event. Fax to (828) 682-7757.

The Town of Burnsville reserves the right to change or modify any or all of the above terms and conditions at any time.

****Disclaimer****: The Town Square is a public space. To promote the health, safety and welfare of the citizens of Burnsville town management coordinates the scheduling of events on the square. However, because the square is a public space, placing an event on the town calendar is not a guarantee of exclusive use of the space. Other groups exercising constitutional rights may choose to gather on the square at the same time as a scheduled event. In the past this has not been an issue of concern, but the Town makes no guarantees of exclusive use of the square to any group scheduling an event and is not liable for any damages, monetary or otherwise, caused by any interruption to any event by groups or individuals who come to the square to exercise any constitutional rights such as peaceful assembly or free speech. Groups causing property damage or violating any laws will be dispersed and required to leave.

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