Date Application Received:

Permit Number:

TOWN of BEAUFORT
NORTH CAROLINA

# APPLICATION FOR SPECIAL EVENT PERMIT

Please return completed application form with permit fee and paperwork to:

Events Coordinator, Town of Beaufort
701 Front Street
P.O. Box 390
Beaufort, NC 28516
Phone: (252) 728-2141 Email: rjohnson@beaufortnc.org

**Applications submitted late or incomplete may not receive approval and may not be issued a permit.**

## EVENT BASICS

Event Name: BDA's MARDI GRAS

Location of Event Site: MIDDLE LANE + SHORT FOOT PARADE ON CRAVEN, FRONT, TURNER

(If more than one site is being requested please be specific and list each one individually below)

BRIEF FOOT PARADE FROM MIDDLE LANE TO CRAVEN TO FRONT TO TURNER BACK TO MIDDLE LANE. PARADE START TIME IS 3PM. PARADE TYPICALLY INVOLVES BRIEF ROAD CLOSURES AND IS COMPLETE BY 3:30

Run by: BEAUFORT DEVELOPMENT ASSOCIATION

Applicant (Organizer) Name: SANDERS & KOPF Contact # 2527287446

Day of Event Contact #: 728-7446 Email: Lizkopf@gmail.com

Type of Event:

- ✓ Festival
- ✓ Parade
- ○ 5K Race
- ○ 10K Race

other Street Party w/ music + foot PARADE

Day of Event Contact #: 728-7446 Email: lizkopf@gmail.com

Type of Event:

- **Festival**
- **Parade**
- 5K Race
- 10K Race
- Music Event
- Other: Street party with music & foot parade

Actual Event Date(s): Saturday, March 2, 2019 Time of Event: 2-6 p.m.

Set-Up Date: March 2 Start Time: 9 a.m.-2 p.m.

## ORGANIZER/APPLICANT INFORMATION

Event Description:

Annual Mardi Gras on Middle Lane with a street party and walking parade. This event boosts downtown visitation during the off season

Name of Organization: BDA

Primary Contact Person: Liz Kopf

Mailing Address: 805 Broad Street, Beaufort NC 28516

Email: lizkopf@gmail.com

Daytime Phone #: 728-7446 Cell Phone #: 728-7446

Alternate Contact Person: Susan Sanders Phone #: 252 241-4485

Is your group a non-profit organization? Yes If yes, please provide documentation with your application. – On File

## SITE PLAN

Site Plan Attached

- ***Yes***
- No

(If you need help, please set up a meeting with the Town of Beaufort's Events Coordinator)

## OTHER EVENT DETAILS

A detailed site plan must be included with your event application. The following, should they be relevant, must be included in your Site Plan.

- Location of all tents and temporary structures
- Location of requested barricades and road closures
- Emergency exits
- Fire extinguishers, propane storage
- Location of command post, medical & first aid station, emergency vehicle access points and all exits and entrances (both emergency and for the public)
- Fencing, staging, bleachers, stages, inflatables, etc.
- Food/refreshment tent vendors, refreshment tents
- Food Trucks
- Location of Restrooms
- 5K/10K race routes

**If the Site Plan is not submitted with the event application, the deadline is 45 days before the event, otherwise a permit will not be issued.**

## PARKS & PARKING LOTS REQUESTED

**Please mark all that apply:**

- ○ East Parking Lot
- ○ West Parking Lot
- ○ Craven Street Parking
- ○ ***Middle Lane***
- ○ John Newton Park
- ○ Lynn Eury Park
- ○ Grayden Paul Park
- ○ Topsail Marine Park
- ○ ***Other*** Please list: Brief closure of Turner, Craven & Front

**Specific Requirements:** (Extra trash cans/recycling/electrical etc.) Please be specific and include each item on the Site Plan for the desired location. Please note extra charges may apply in accordance to the fee schedule. (Trash/Recycling Carts: $10 each, Electricity: $50)

- Request 10 trash cans and 6 recycling cans to be dropped at BackStreet Pub
- Request 12-16 traffic cones

Please provide the name and contact information of all outside companies who are providing services during your event. IE: Tent Rentals, Inflatable Rentals, Port-A-Pottie Rentals, etc.

Country Aire Rental Advance Portable Toilets

Will there be canon/re-enactment fire during your event? No

If yes, please coordinate with the Beaufort Fire Department for safety procedures.

Does your event require a road closure? Yes

Alcohol at the event ***YES X*** NO____ Attach all required paperwork. Applicant is responsible for obtaining applicable ABC License and Liquor Liability Insurance. Applicant must provide a clearly marked and contained area for alcohol consumption and hire two Town of Beaufort police officers at a rate of $32.50 per hour for the duration. At the discretion of the Police Chief, modifications may be made to staffing requirements. All local, state and Federal laws must be adhered to.

***I/we have read, understand and will comply with the rules outlined by the Town of Beaufort in the Town Code of Ordinances as well as in the Event Procedures.***

***X*** Susan Sanders ***(Applicant's Signature)***

Please provide specifics below: Brief closure at 3 p.m. on Craven to Front to Turner – Middle Lane for the entire day

| Road | Set-Up Time | Event Start Time | Finish Time | Tear Down Time |
|---|---|---|---|---|
| Middle Lane | 9 a.m. | 2 p.m. | 6 p.m. | 6-8 p.m. |
| Craven Street | | 3:00 p.m. | 3:15 p.m. | |
| Front Street | | 3:00 p.m. | 3:20 p.m. | |
| Turner Street | | 3:00 p.m. | 3:30 p.m. | |

*If a road closure has any impact on area businesses and/or residents, the applicant will be required to inform all residents and/or businesses in the area of the road closure, by letter or hand-delivered flyer at least 14 days in advance of the event, of the particulars of the approved temporary road closure and any detour route available.*

**Emergency Vehicle Access Requirements**: *A road may be closed to regular traffic during an event, but an unobstructed fire lane must be left open at all times for emergency vehicles.*

Parking lots required for Event set-up: (Please mark on the site map if applicable) (Please note charges may apply. The rate is $10 per parking space per day for special event closure during Pay-To-Park season).

Please list all parking lots and spaces you are requesting. Spaces are numbered so please be specific. Also please note that parking space closures MUST be approved by the Board of Commissioners. Event organizers are not permitted to acquire additional spaces without Town permission prior to an event.

Please list off-site Parking Location for Vendors & Event Staff: A letter of permission is required for the use of private property per the event procedures. Please include this with your event application.

Bicycle Parking: Yes_____ ***No*** _____

Additional Handicap Parking: Yes _____ ***No*** _____ Location: _____

Event Parking: (Please outline your plan for day of parking for event attendees. Please include parking lot locations and the name/contact information for any shuttle/trolley service):

Attendees utilize public parking areas in Beaufort

Parade Assembly Area: First Citizens Lot Time: 2:30 p.m.

Parade Dismissal Area: First Citizens Lot Time: 3:15 – 3:30 p.m.

Parade Start Time: 3 p.m.

Route Map Attached: _____ YES _____ NO (Please note a route map is required)

Designated Emergency personal/liaison (onsite): Liz Kopf

## EMERGENCY MANAGEMENT

Cell #: 728-7446 Other Contact: 728-7108 (Backstreet Pub)

How will your event staff react to severe weather?

Cancel event & disband the crowd with announcements from the main stage

How will you alert visitors to the event to evacuate the site? (If multiple sites are being requested, a plan must be submitted for each location)

Announcements from microphone and loud speakers

**RISK ASSESSMENT**

It is important for Event Organizers to identify risks and hazards associated with their event and know how to prevent these risks. Please identify possible risks for your event and list below (weather, food, fire, etc.) Please provide details.

Weather – Closely monitor the weather and make appropriate plans

Food – The health department will inspect & monitor all food vendors

What training will you provide to your volunteers/staff/participants regarding emergencies?

Dedicated and experienced volunteers – There are several meetings/training sessions prior to the event. Walkie Talkies are on-site for communication

Will you have tents at your event? ___✓___**YES** _____NO

Please list the tent sizes: 10x10 pop-ups

## TENTS

If your event includes tents, you must make arrangements with the Beaufort Fire Department for a tent permit. There is a $50 fee. Please contact Tammy Turek at (252) 728-4325 to make arrangements. The Tent Permit Application and a list of requirements are available online at www.beaufortnc.org.

## FOOD

Will there be food served at your event? ___✓___***YES*** _____NO

If yes, please provide a detailed list of all food vendors.

If yes, have you contacted the Carteret County Health Department to set up inspections? ___✓___***YES*** _____NO

All food vendors must have proper licensing, inspections, etc

Will there be vendors selling items at your event? _____Yes ___✓___***No***

Please note vendors are only permitted to sell during the event hours listed on this application. Any vendor selling before or after the listed hours is in violation and subject to being shut-down.

All vendors must have proper certifications and licenses. They must display the required state sales and use tax information and the event organizer must keep all of this information on file pursuant to North Carolina State laws.

## CHECKLIST

Please submit the following documents with your event application. Once all forms (if applicable) are received and the event is approved an Event Permit will be issued.

- Tent Permit
- Detailed Site Plan
- Detailed Route Map (Parade/5K/10K)
- Map of Road Closures
- ABC Permit
- Health Inspection Documentation
- Insurance
- Non-profit documentation
- Private property parking permission letter
- List of food vendors
- List of vendors
- Application Fee
- Application Signature

  I/We the event organizer SUSAN SANDERS, on behalf of BDA, the party requesting the use of the Town of Beaufort facilities noted in the above application do hereby hold and save harmless and agree to indemnify the Town of Beaufort and its elected officials, directors, officers, employees, servants, agents, contractors and their respective heirs, executors, successors with respect to any and all liability, actions, debts, suits, demands, costs, damages and expenses whatsoever arising wither directly or indirectly as a result of the use of the Town of Beaufort's facilities, park, road or other and in accordance with the provisions contained in this policy. I/We have read and understand this application, the event procedures and the requirements placed upon this applicant and organization. I agree to abide by the Town of Beaufort rules, regulations and ordinances.

  Applicant's Signature Susan Sanders Date 12-21-18