



Town of Elon Special Information & Conditions for a Special Event Permit

Event Permit Application:

Applicants are required to submit this application along with any and all required documentation at least 60 days prior to the proposed event date. A non-refundable application fee of \$50 is due upon submittal. Potential fees for services provided by the Town of Elon, rendered during the event, are listed below. All additional fees will be invoiced after staffing and various needs are determined by the Town of Elon. Fees are due before the permit is approved.

Department/Item	Fee/Minimum Time
_____ Application Fee	\$50 non-refundable
_____ Police Officer(s)	\$35 per person per hour/ Four (4) Hours Minimum
_____ Fire Personnel/EMT	\$25 per person per hour/ Four (4) Hours Minimum
_____ Public Works Personnel	\$40 per person per hour/ Four (4) Hours Minimum
_____ Barricades/Road Closure Equipment	\$5 per sign, \$2 per cone
_____ Electronic Traffic Signs	Rental Cost plus \$100 administrative fee
_____ Trash/Recycling Containers	\$10 per container

Event Notification:

Applicants agree to notify property owners affected by the event between 15 days and 30 days prior to the event.

Vulgar Language and Lewd Conduct:

Applicant agrees to restrict the use of vulgar language or lewd behavior by event participants, vendors, or talent that may offend patrons at the event. Specific consideration should be given to occasions with free admission and openly accessible event spaces.

Attendance:

Applicant must make best efforts to take mechanical counts of attendance of the event by session or by day, and to provide such information to the Town of Elon within five (5) days following the conclusion of the event. The information will be used internally to document attendance levels for future planning and administrative purposes.



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Event Advertisement:

Do not announce, advertise, or promote your event until you have completed and submitted this application *and* you have received preliminary approval from the Town of Elon. Please contact the Assistant Town Manager/Planning Director Pam DeSoto if you are planning to put out event signage at pdesoto@elon.gov or at 336-584-2859.

Street/Event Area Conditions:

No permanent alterations to the street or permitted area will be allowed. Any and all festival/event equipment, trash, or remnants must be removed within 12 hours of the end of the event.

Recycling:

Organizers are encouraged to establish plans for reclaiming recyclable items during all special events. All special events are required to include within marketing literature (both print and electronic) that recycling will take place. The Town of Elon can provide this service for a fee or the applicant can request recycling bins from the Town of Elon by contacting the Elon Public Works Department at (336) 584 -9600.

Public Safety:

Police: The Elon Police Department shall determine the number of police officers needed to appropriately manage street closures and for internal security, as well as the time when such services shall commence and end.

The Applicant shall be responsible for ensuring proper coverage is provided. The minimum charge is \$35 per hour per officer for four (4) hours. Applicant must reserve the required number of officers by contacting the Elon Police Department at least (30) days prior to the event. Please contact Lt. Mike Brewer (336) 584 - 1301 or mbrewer@elon.gov.

Fire/EMS: The Elon Fire Department will determine the number of Emergency Medical Technicians (EMT) needed as well as the time when such services shall commence and end. The minimum charge is \$25 per hour per EMT for four (4) hours. The applicant is required to make arrangements for such services and pay the cost of such services upon receipt of contract and or invoice. The Elon Fire Department can be reached at (336) 584 -9190. This should be completed (30) days prior to the event.

Public Works: The Public Works department will determine the number of team members needed to appropriately service the event. The minimum charge is \$40 per hour per person for four (4) hours.



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Insurance:

- Please attach proof of insurance or applicable rider – Comprehensive General Public Liability Insurance required: \$1, 000,000 per person per occurrence with a \$2,000,000 aggregate naming the Town of Elon as additionally insured. **The Certificate should be specifically worded: *The Town of Elon, its officers, employees, and agents are additionally insured.* If alcohol is being served at the event, Liquor Liability is required to be included on the Certificate of Insurance.

Map of Event:

- Please attach a map of the entire event area – This map should include street closures, vendor locations, port- a-john locations, stage, and entertainment locations, parking plan and any other significant details.

Emergency Risk Management Plan:

- Please attach a copy of your Event Emergency Risk Management Plan – This plan should take into consideration, but should not be limited to: Crowd Management, Electrical & Gas Safety, Responsible Alcohol, Service, Adverse Weather conditions, Security, Slip/Trip/Fall/Burn Hazards, Fire Hazards, Water Hazards, Venue Specific Hazards, Evacuation Plans, etc.

North Carolina Department of Transportation (NCDOT) Letter or Approval (if applicable)

- Please attach a copy of the approval letter sent by NCDOT, if there is a request to close a state-maintained street in the Town of Elon.

North Carolina Alcohol Law Enforcement (ALE/ABC) (if applicable)

- Please attach a copy of your ALE/ ABC permit, if alcohol will be service at this event.

RETURN COMPLETED APPLICATION AND APPLICATION FEE TO:

Town of Elon
c/o DiAnne Enoch, Town Clerk
104 S. Williamson Avenue
Elon NC 27244
Telephone: (336) 584 – 3601 Fax:
(336) 584 – 5334



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STREET CLOSURE REQUEST FORM

EVENT NAME: _____

EVENT DATE/S: _____

EVENT TIME: _____

Name of street to be closed: _____

Is this a total closure or partial lane closure? _____

Beginning Intersection Point: _____

Ending Intersection Point: _____

Beginning Time: _____ Ending Time: _____

Will you need barricades furnished by the town at additional cost? Yes No

Street Closure Guidelines:

Closure Times: Streets are only permitted to close and open according to times listed on the Special Event Permit.

Closure Set-Up: Executing the street closure must be done by Town of Elon staff only.

Fire Lane: 20' Wide Fire-Lane must be maintained throughout all street closures

Vendors: All festival vendors should be contained within street closure, not on sidewalks.

Handicap Sidewalk Ramps: Handicap Sidewalk Ramps should remain unblocked throughout closure.

Please note that several streets in Elon are maintained by the North Carolina Department of Transportation (NCDOT). You will need their permission to close those streets in addition to this permit.

Binding 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 Elon rules, regulations, and ordinances should my permit application be approved. By signing below, I understand and agree to the Street Closure Guidelines listed above. I agree to fulfill the requirements placed upon this permit application. I also understand that the Police Supervisor working my event has the final authority on any decision that needs to be made regarding my street closure.

Authorized Signature: _____ Title _____

Organization _____ Date: _____



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SPECIAL EVENT APPLICATION FORM

This form is part of the Town of Elon Special Event Permit packet and must be submitted with all other required documentation. Please note that that Special event permit approval does NOT give you permission to violate any state laws or town ordinances; specifically, the Town Noise Ordinance 96.01. DiAnne Enoch, Town Clerk, will contact the applicant to discuss the details of the proposed event, as soon as practical, after receipt and review of the packet.

Event Description: _____

Event Purpose: _____

Date and Time of event (duration): _____

Sponsoring Organization: _____

Address: _____

Phone: _____

Contact Person: _____

Name of Person Applying: _____

Address: _____

Phone: _____

Name of Person who will be Present at Event: _____

Address: _____

Cell Phone: _____

Number of participants: Minimum: _____ Maximum: _____

Description of area that event will be held: _____



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Parking area for the event: _____

Beginning: _____ Ending: _____

Specific arrival and release time for officers (payment is for minimum of four hours): _____ until _____

Special conditions:

Please note the use of any large equipment, sound amplification devices, performing bands/DJ's, or any other information relevant to this event.

Purpose of event: _____

Please check any of the following items that will be made available to the public or participants during this event:

Food:

Alcohol:

Brochures/Literature:

- Any permit issued is subject to the above activity being performed in a lawful manner and in compliance with all provisions of the Ordinances of the Town of Elon and the laws of the State of North Carolina and may be further limited.
- The person named as the retainer of the permit will be contact by the designated police supervisor prior to the date of the event in order to coordinate activities.
- Use of vehicles, placards, loud speakers, amplifiers or any other mechanical devices will be permitted at the discretion of the designated police supervisor and in accordance with Town Ordinances.
- The conduct of the event and its participants will be under the supervision and control of the Elon Police Department.
- The Elon Police Department retains the authority to end the event prior to the schedule based on:
 - Violation of any section of the permit, State law, or Town Ordinance.
 - Security and/or protection concerns or event participants and the community.

By signing this event application, I acknowledge that I understand the rules and regulations pertaining to events, pickets and group demonstration permits set forth in this application.

Applicant Signature

Date