



Event Guidelines	<p>The Village of Pinehurst plays an active role in ensuring events subject to the Special Event Application and permit process are conducted in an orderly and safe manner. Special events include the following:</p> <ul style="list-style-type: none"> • Major civic and cultural events, grand openings, and ground breaking ceremonies. • Athletic events that utilize Village property, public streets, or rights-of-way. • Parades. • Other temporary events of community-wide significance. <p>All applications for Special Event Application permits must be filed not later than 45 days prior to the event. The Special Event Application Permit fee is \$50.00. Any application submitted within 45 days of an event will be charged a Late Application fee of \$25.00. Additional fees are described on page 7 of this application. A pre-event meeting is required to be held at least 30 days prior to the event. A post-event meeting is required to be held within 30 days following the event.</p>	
	<p>_____</p> <p>Event organizer Signature</p>	<p>_____</p> <p>Date</p>
Applicant Information	Business/Organization Name	Date
	Name of Applicant	
	Mailing Address	
	Physical Address	
	E-Mail	Phone Number



Points of Contact	Application	Parks and Recreation	910-295-2817
	The Parks & Recreation Department is responsible for the permitting of special events. Applications for special event permits must be filed not later than 45 days prior to the event. A pre-event meeting is required to be held at least 30 days prior to the event with the Village of Pinehurst's Special Events Review Committee.		
	Certificate of Insurance	Parks and Recreation	910-295-2817
	Event organizer must obtain commercial liability insurance in an amount not less than \$1,000,000.00 per occurrence; policy/policies of insurance shall name Village of Pinehurst as an additional insured party. A copy of the certificate must be submitted before a permit will be issued for the special event.		
	Road Closure	Police Department	910-295-3141
	Submit planned route with the application for approval from the Police Department. Barricades may be rented. Fees apply. (page 7).		
	Security	Police Department	910-295-3141
	For the safety of participants, police may be necessary for your event. To schedule officers, Event Organizer should contact Extra Duty Solutions at one of the following: Email: PinehurstNC@ExtraDutySolutions.com , Phone: 910-494-0955, Fax: 202-202-3991.		
	Temporary Signage	Planning & Inspection	910-295-8665
	4 Off-site signs allowed, 1 on-site sign/banner. Please provide a sample of signage for review. Sign Plan: Must include locations and dimensions of signage Set up is allowed 3 days prior to event & you must remove within 1 day after the event. The on-site sign, including support, shall be no larger than six (6) square feet in surface area and no taller than four (4) feet in height from grade. The banner shall be no larger than 32 square feet and such signage may be displayed for no more than thirty (30) days prior to the event with approval of the property owner. Off-site signs shall not exceed a surface area of four (4) square feet. Such signs shall remain in place for no longer than three (3) days prior to the event and the signs shall be removed within one (1) day after the end of the event by the person who erected the sign.		
	Tents	Planning & Inspection	910-295-8660
	Tent structures larger than 800 sq ft require a permit, if larger than 800 sq ft with sides, or larger than 1800 sq ft with or without sides an inspection is required. Fees apply.		
Staging, Fencing, and Generators	Planning & Inspection	910-295-8661	
Stages, fencing, generators, bleachers and other temporary structures require a separate permit and inspection. Fees apply.			
Food Vendors	Moore County Environmental Health	910-947-6283	
Event organizer and vendors must coordinate with the Moore County Environmental Health Department for permitting requirements. Local restaurant owners may sell certain premade items (for example, prepackaged foods, muffins, cakes, cookies, and beverages in single-serve containers) at their storefront without additional permits. Outside vendors selling food items prepared on-site require county permits.			

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Restrooms	Planning & Inspection	910-295-8659
Portable restrooms at outdoor special events are required. Event organizers should provide a minimum of 1 portable restroom for every 150 attendees anticipated at their event. Enhanced restrooms should also be provided for attendees with accessibility needs.		
Parks	Parks and Recreation	910-295-8656
A facility reservation form must be completed and fees apply to reserve a park for a special event.		
Trash and Recycling	Public Service	910-295-5021
The event organizer is responsible for contacting Public Services to make arrangements for pickup or delivery of trash cans, recycling bins and bags needed for the event. Items must be returned to Public Services on the next business day after the event or arrangements made for them to be picked up by Public Services staff.		
Site Map	Parks and Recreation	910-295-8656
A site map must be sent with all applications. The site map shall clearly show location of event elements such as parking areas, fencing with gate entrances, road closures, tents/structures, portable toilets, signage, vendor booths, etc.		

Event Overview	Date of Event		Name of Event	
	Event Description			
	Anticipated Attendance			
			Begin Time	End Time
	Actual Event			
	Setup			
	Breakdown			
	Temporary Signage Requirements (Indicate Locations on Map)			
	Temporary Fencing Requirements (Indicate Locations on Map)			
	Audio/Visual Support Requirements?		Yes	No

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Food & Beverages	<p>Will food items be sold at this event? Yes No</p> <p>Event organizer and vendors must coordinate with the Moore County Environmental Health Department (910-947-6283) for permitting requirements. Local restaurant owners may sell certain premade items (for example, prepackaged foods, muffins, cakes, cookies, and beverages in single-serve containers) at their storefront without additional permits. Outside vendors selling food items prepared on-site require county permits.</p> <p>List of Vendors Selling Food Products <i>(Include contact information.)</i></p>
Alcohol	<p>Will alcohol be sold at event? Yes No</p> <p>Event organizer and vendors must contact the NC Alcohol Beverage Control (ABC) Commission (919-779-0700) for permit requirements and must provide copies of permits to the Village of Pinehurst with the completed Special Event Application.</p> <p>List of Vendors Selling Alcohol <i>(Include contact information.)</i></p>



Stages	Is event organizer or outside vendor providing a stage for event? Yes No		
	Name of Rental Company		
		Begin Date/Time	End Date/Time
	Setup		
	Breakdown		
Tents	Will tents be used at event? Yes No		
	Number of Tents <i>(Indicate by size and indicate location on map.)</i>		
	Note: Tents larger than 800 sq ft require an additional permit/fee from the Planning/Inspections Dept.		
EMS	Have you requested support from Moore County EMS? Yes No		
	Note: The Moore County Emergency Medical Service (910-947-6500) requires notice of four-weeks in order to support events. The special events support request form may be found online at: www.moorecountync.gov/public-safety#DepartmentForms .		
Restrooms	Will portable toilets be used at event? Yes No		
	Note: Temporary portable toilets are required for large events.		
Fireworks	Will fireworks of any kind be used at event? Yes No		
	Note: The Moore County Public Safety Fire Marshal (910-947-6317) and the Village of Pinehurst Fire Department (910-295-5575) each have permitting requirements. Event organizer/vendors must obtain all required permits and submit copies to the Village of Pinehurst with completed Special Event Application.		
	Type and Location of Fireworks Display <i>(Describe below and indicate location on map.)</i>		
	Proposed Start Time	Proposed End Time	



Fire Department	Do you request support from the Village of Pinehurst Fire Department? Yes No	
	<p>Note: A written emergency planning and preparedness plan may be required and staff may require training according to Chapter 4 of the Fire Code. Crowd managers are required for events with over 1,000 attendees. The Village of Pinehurst Fire Department (910-295-5575) can provide additional details.</p>	
	Type of Fire Department Support Required (<i>Describe below and indicate location on map.</i>)	
	Number of Personnel Requested	
	Proposed Start Date/Time	Proposed End Date/Time
Police Department	Do you request support from the Village of Pinehurst Police Department? Yes No	
	<p>Note: Support from the Village of Pinehurst Police Department is billed at a rate of \$45/hour (minimum of two hours) per officer for events. To schedule officers, contact Extra Duty Solutions at one of the following: Email: PinehurstNC@ExtraDutySolutions.com, Phone: 910-494-0955, Fax: 202-202-3991.</p>	
	Type of Police Department Support Required (<i>Describe below and indicate location on map.</i>)	
	Number of Personnel Requested	
	Proposed Start Date/Time	Proposed End Date/Time
Private Security	Do you intend to employ a private security firm? Yes No	
	Name of Firm	Name of Contact
	Mailing Address	Telephone Number

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Vendors/Exhibitors	<p>Will Vendors/Exhibitors be on site at the event? Yes No</p> <p>If you plan to have vendors or exhibitors on site at your event either selling merchandise or displaying information about their business/organization, there is a \$25 fee per vendor/exhibitor that applies.</p> <p>List of Vendors /Exhibitors:</p>
Fees	<p>Application50.00/event</p> <p>Late Application25.00/event</p> <p>Bleachers.....50.00/unit (3 row bleachers)</p> <p>Greenway Trail Use50.00/event</p> <p>Post-Event Cleanup100.00/event (required if VOP trash/recycling bins are used)</p> <p>Street Closure.....50.00/barricade point</p> <p>On-site StaffingVaries (determined by Parks & Recreation Department)</p> <p>Vendor Exhibit.....25.00/vendor</p> <p>Picnic Tables.....20.00/table (per day)</p> <p>Admission/Parking Fee10% of gross sales</p> <p>Police Support45.00/officer (per hour, minimum of two hours)</p> <p>Fireworks Permit.....50.00/display</p>



Release and Indemnity Agreement

All entry forms and/or waiver releases must exempt the Village of Pinehurst from liability along with the event organizers.

Event organizers must attach PROOF CERTIFICATE OF LIABILITY INSURANCE COVERAGE for the event organizers and or any vendors used during the event including the Village of Pinehurst as an additional insured.

RELEASE AND INDEMNITY AGREEMENT FOR FACILITY USE

(Revised 12/23/09)

WHEREAS, the undersigned has requested the use of equipment and/or facilities owned or operated by the Village of Pinehurst, North Carolina, and to engage in activities for the exclusive benefit of the undersigned.

NOW, THEREFORE, In consideration of the mutual promises or other good and valuable consideration, the undersigned does hereby for himself/herself, his/her heirs, executor, employers, successors, of himself/herself or of his/her employees, administrators, and personal representatives, I/We/The (name of renter/event manager/organization /company official),

_____ understand and agree to the following:

The Village shall not be liable for any damage to property or person by reason of the applicants use or occupancy of the Premises and the applicant agrees to save the Village harmless from and against all claims, suits, demands, actions, cost and expense thereof, including attorney's fees, arising out of any property damage or personal injury occurring as a result of applicant's use of the Premises. *The applicant further specifically agrees that it will procure and keep in full force at its expenses, Commercial Liability Insurance in an amount not less than \$1,000,000.00 per occurrence, which policy or policies of insurance shall show Village as an additional insured. Applicant will cause a certificate of insurance to be furnished to Village evidencing such coverage and said policy shall provide that said insurance may not be cancelled without written notice to Village at least thirty (30) days prior to any cancellation.

I/We/The (name of renter/event manager/organization /company official),

hereby declare that the terms of this Release and Indemnity Agreement have been fully read and understood by me, and freely and voluntarily entered into and accepted by me, and I hereby acknowledge that I have read and understand this agreement. This agreement shall be in full force and effect any time after the execution thereof.

Print Name _____ Signature Date _____

*If applicant is renting as an individual, the commercial liability insurance is not required. It is understood that the individual's homeowner's policy may apply. Please consult with your insurance agent or carrier. This statement does not act as a waiver of any of the other conditions of paragraph 3 cited above. If the individual renter has an organization, commercial entity or other recognized entity providing any assistance or services, that entity or organization is required to carry commercial general liability insurance with the specified limits and is required to provide the Village of Pinehurst with a certificate of insurance as noted above.

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Application Checklist

- Certificate of Liability Insurance for the applicant/organization or organizer of the event (date and name of event included).
- Certificate of Liability Insurance for vendors that are participating in this event (for example, food or entertainment).
- Signed Release and Indemnity Agreement (page 8 of this application).
- ABC permit, if applicable.
- Moore County Environmental Health Department permit, if applicable.
- Moore County Fireworks and VOP Fire Department permit, if applicable.
- Map with street closures, tents, barricades, restroom locations, stage and other equipment.
- Schedule of events or program.
- Completed and signed copy of the application, site maps, and other pertinent information.
- Permit Application Fee Received
- Additional Permit Fees Received

For more information, contact: Special Events Coordinator, 910-295-8656

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