

Town of Burgaw

APPLICATION FOR SPECIAL EVENTS PERMIT

INCLUDING BUT NOT LIMITED TO PARADES, DEMONSTRATIONS, AND USE OF MUNICIPAL PARKS AS PROVIDED IN THE CODE OF THE TOWN OF BURGAW

Application is hereby made for a permit to hold a special event in public as provided in the Code of the Town of Burgaw. This application must be filed with the Chief of Police no less than three (3) days prior to the scheduled event.

Today's Date: _____

Applicant/Authorized Individual: _____

Organization (if applicable): _____

Address: _____

Telephone Number(s): _____

Applicant's Signature: _____

Location of Event:

- checkbox Hankins Park Pavilion (fee required; see page 2 for details)
checkbox Downtown Area (parades/festivals)
checkbox Other: _____

Type of Event:

- checkbox Birthday Party (adult) checkbox Birthday Party (child)
checkbox Parade checkbox Demonstration
checkbox Festival checkbox Yard Sale
checkbox Meal Benefit checkbox Other: _____

Date of Event: _____ Arrival Time: _____ Departure Time: _____

Purpose of Event and Principal Activity: (Please describe in detail)

Four horizontal lines for describing the purpose of the event.

Route of Parade/Event: (If applicable)

If the activity will include the use of floats, vehicles, placards, loud speakers, mechanical devices of any kind, food preparation devices (cookers, etc.), tents, or any other special devices or means of entertainment, please explain in detail:

Please state whether the parade/event will occupy all or only a portion of the width of the streets, sidewalks, parks, alleys or other public places proposed to be traversed or occupied. (Please be as specific as possible):

What is the approximate number of people, animals and/or vehicles engaged in the activity? (Please specify each category):

What is the maximum number of people expected to attend the event? _____

Please specify if minors are likely to participate and name the activities in which minors will participate:

Fees – Hankins Park Only

\$25.00 – Town Residents

\$40.00 – Out of Town Residents

- Payment must be made to the Town of Burgaw by 5:00 PM on the last business day prior to the event.
- Fee is non-refundable, unless cancellation of event is due to inclement weather, such as rain/snow/lightening.
- Applicant's driver's license will be required to show proof of address.

**SPECIAL GUIDELINES
FOR USE OF TOWN OF BURGAW PROPERTY
FOR SPECIAL EVENTS**

All special events as defined in this application are subject to the provisions set forth in the Town of Burgaw Code of Ordinances as adopted by the Town of Burgaw Board of Commissioners.

The following procedures have been set forth in accordance with the desires of the Town Board of Commissioners to provide access to the town properties for special events to the citizens. Non-compliance with said procedures shall result in revocation of permit.

1. Use of Town properties for commercial purposes is strictly prohibited.
2. Non-profit, religious, governmental and political use is allowed.
3. Any restrictions posted on the properties must be adhered to at all times while on the promises.
4. The use of alcoholic beverages on any Town property is prohibited.
5. The following guidelines have been established for the municipal parks:
 - a. Group use of the pavilion at Hankins Park shall be by reservation only.
 - b. All activities in the Hankins Park must cease by 9:00 PM. Clean up must be complete by 9:30 PM. Lights will go out at 9:30 PM.
 - c. The restrooms at Hankins Park are opened at sunrise and closed at sunset by the Burgaw Police Department (unless the pavilion is reserved until 9:00 PM).
 - d. The permittee will be responsible for sweeping out restrooms and the pavilion proper before leaving the premises.
 - e. Use of the pavilion is prohibited prior to 12:00 noon on Sundays.
 - f. Pet owners must clean up after their animals.
 - g. The pavilion at Hankins Park is the only area that can be held by reservation. The remaining grassy areas and the playground area at Harrell Memorial must be shared by all who wish to visit the parks.
 - h. In order to avoid impeding traffic flow, there shall be no parking on the West side of North Walker Street while visiting the parks.
 - i. No Inflatables allowed on town parks
 - j. No grills allowed within 10ft of the pavilion

FOR MORE INFORMATION: COPIES OF CHAPTER 24 "SPECIAL EVENTS,
PARADES AND DEMONSTRATIONS" OF THE TOWN OF BURGAW CODE OF
ORDINANCES MAY BE OBTAINED FROM THE OFFICE OF THE TOWN CLERK AT A
COST OF 5 CENTS PER PAGE

WAIVER: The applicant and the organization/group which he represents hereby release the Town of Burgaw and agrees to hold said Town and it's employees harmless for any claims, action and lawsuits arising out of conduct of the parade/event activities for which a permit is applied, excepting injuries or damages proximately caused by said Town.

A COPY OF THIS APPLICATION MUST BE ON PREMISES AT ALL TIMES DURING SAID EVENT. ADDITIONAL FORMS AND INFORMATION MAY BE REQUIRED TO BE ATTACHED TO THIS FORM.

Special Restrictions:

_____ **APPROVED**

_____ **NOT APPROVED**

Chief of Police, Town of Burgaw

Date

Town Manager, Town of Burgaw

Date

Special Instructions: (Public Works)

Map and/or Comments:

NOTIFICATION OF BURGAW METHODIST CHURCH:

Church Representative

Date

Notification of the Burgaw Methodist Church must be noted when the Town Hall Complex or the Fire Department are being used for an event.