

North Carolina Department of Transportation

Special Event Request Form

Revised 8/5/14, Effective 7/31/15

This request form is required for non-governmental entities for all special events requiring a road, lane, and/or shoulder closure, or repurposing a State Highway System facility for something other than its intended use, except where a county or municipality is regulating the use of the highways in accordance with General Statute §20-169. This form must be submitted with a formal request to the appropriate Division Engineer(s) at least sixty (60) days prior to the scheduled beginning of the event. See a listing of the Highway Divisions and their contact information at the following URL:

<https://apps.dot.state.nc.us/dot/directory/authenticated/UnitPage.aspx?id=630>

Section A: Event Information

Name of Event: _____

Type of Event: _____

County/Countries: _____

City/Cities: _____

Event Date(s): _____

Event Time(s): _____

Primary Sponsoring Organization: _____

Anticipated number of participants (estimate): _____

Anticipated number of spectators (estimate): _____

Approximate distance in miles: _____

Requested Action(s):
(Check all that apply) Road Closure Lane Closure Shoulder Closure
 Repurposing a State Highway System facility for something other than its intended use

Section B: Contact Information

Director/Organizer Name: _____ Email: _____

Mailing Address: _____

Telephone 1: _____ Telephone 2: _____ Fax: _____

Responsible Local Government: _____

Local Government Contact: _____ Telephone: _____

Responsible Law Enforcement Agency: _____

Law Enforcement Contact: _____ Telephone: _____

CHECK ALL THAT APPLY TO YOUR SPECIAL EVENT

- Traffic control required
- Equipment/vehicle staging on-site or off-site
- Use of Town of Andrews streets or right of ways
- On street and/or venue parking
- Fire, Police or other municipality agency participation
- Sales events, sidewalk sales, parking lot sales
- Tents and/or semi-permanent structures utilized
- Alcohol and/or food served
- Adjacent to residential property
- 12-24 hour event duration
- Use of amplified music and/or entertainment
- Waste/recycling collection
- Special Lighting
- Portable Restrooms

Please provide information on any of the checked items above:

INSURANCE

A Certificate of Insurance is required. Please provide the name and contact information for the insurance company that is providing the Certificate of Insurance. Please note that the Town of Andrews must be listed as an Additional Insured.

STANDARD EVENT CONDITIONS

The sponsor(s) and/or applicants(s) certify that they have read and thoroughly understand the Town of Andrews Ordinance requiring this permit in order to conduct public street festivals and special events within the Town of Andrews. All questions on the Application are answered honestly and completely. All required forms and documentation are attached.

It is understood that the Town of Andrews may require an officer in place as security for the event. The rate of pay for each off-duty officer is currently \$ _____ per hour, and this expense shall be incurred solely by the event sponsor/applicant.

By signing this Application, We are certifying that I/we are authorized to act for the sponsor(s)/ applicant(s) identified in this Application. I/We understand that approval of this permit in no way constitutes or signifies Town sponsorship of the activity or function conducted by the sponsor(s)/applicant(s). I/We shall defend, save harmless and indemnify the Town of Andrews against any tort, liability, claim, demand or other legal action; whether groundless or otherwise arising out of an alleged act or omission occurring by the use of this permit.

This the _____ day of _____

_____(SEAL)
Applicant/Sponsor Signature

APPROVAL PROCESS

This Special Event Application is:

APPROVED: _____ With Stipulations (If none, please indicated): _____

Certificate of insurance received on: _____

DENIED: _____ Reason for Denial: _____

This the _____ day of _____

_____(SEAL)
Chief of Police

This the _____ day of _____

_____(SEAL)
Town Clerk