



**STREET CLOSING PERMIT APPLICATION
CONCERNING THE USE OF STREETS AND PUBLIC RIGHT-OF-WAY
FOR STREET FAIRS, FESTIVALS, CARNIVALS, AND OTHER PUBLIC EVENTS**

EVENT: _____

EVENT SPONSOR: _____

IS THE SPONSOR A: ____ NON-PROFIT ____ FOR PROFIT ____ OTHER: _____

ANY OTHER INFORMATION ABOUT SPONSOR OR EVENT: _____

EVENT COORDINATOR INFO:

NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

PROPOSED DATE AND TIME PERIOD PROPOSED FOR CLOSING:

DATE: _____ **TIME PERIOD: FROM:** _____ **TO:** _____

RAIN DATE: _____

CLEAN-UP TIMETABLE: FROM: _____ **TO:** _____

APPROXIMATE NUMBER OF PERSONS EXPECTED TO ATTEND THE EVENT: _____

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UPDATED 2023-06

ARE ANY SPECIFIC SERVICES REQUESTED OF THE TOWN? YES _____ NO _____

(Traffic control may be required, and event organizers may be required to reimburse the Town for any related expenses):

If YES, PLEASE SPECIFY: _____

ATTACH A SKETCH SHOWING:

- *Area where event is to take place.*
- *Any streets to be closed or obstructed.*
- *Any barriers or traffic control devices to be erected.*
- *Location of any concession stand, booth, or other temporary structures.*
- *Location of proposed fences, stands, platforms, stages, benches, or bleachers.*

OTHER INFORMATION: _____

INSURANCE INFORMATION: _____

NOTIFICATION OF CENTRAL COMMUNICATIONS (911):

*The **APPLICANT** is responsible for notifying Central Communications (911):*

- *at least five (5) days in advance of the event in writing (Orange County EMS, Post Office Box 8181, Hillsborough, NC 27278)*
- *on the day of the closing, prior to the actual closing of the street (dialing 911)*
- *on the day of the closing, when the street is re-opened (dialing 911)*

FEE: \$85.00 application fee. Application fee must accompany the submittal of this application.

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EVENT / STREET CLOSING CHECKLIST

	<u>Date completed</u>	<u>Completed By</u> <u>(initial)</u>
Permit Application and Fee Received	[_____]	[_____]
Staff Review (See attached notes if applicable)	[_____]	[_____]
Insurance Certificate (if required)	[_____]	[_____]