

BADIN SPECIAL EVENT APPLICATION AND GUIDE FOR USE OF TOWN PROPERTY

SPECIAL EVENT APPLICATION AND ALL FORMS MUST BE COMPLETED BEFORE SUBMITTAL TO BADIN TOWN COUNCIL. BADIN TOWN COUNCIL MEETS THE SECOND TUESDAY OF EACH MONTH. IMPROPERLY FILLED APPLICATIONS OR ANY OTHER APPLICATION MAY BE DENIED BY COUNCIL.

HOST ORGANIZATION

NAME AND ADDRESS: _____

PHONE NUMBER: _____

IS HOST ORGANIZATION A 501(C)3? NO YES

TAX ID (EIN #): _____

E-MAIL ADDRESS: _____

HOST ORGANIZATION PRESIDENT INFORMATION:

NAME: _____ PHONE NUMBER: _____

E-MAIL ADDRESS: _____

PRIMARY EVENT CONTACT

MUST BE ONSITE AND RESPONSIBLE FOR ALL EVENT OPERATIONS AT ALL TIMES DURING EVENT.

NAME: _____

PHONE NUMBER: _____

ALTERNATE NUMBER: _____

ADDRESS: _____

INSURANCE COMPANY, AGENT AND COVERAGE INFORMATION

TOWN OF BADIN REQUIRES LIABILITY INSURANCE IN THE AMOUNT OF \$1 MILLION.

HOST ORGANIZATION INSURANCE COMPANY NAME: _____

ADDRESS: _____

E-MAIL? _____

PHONE NUMBER: _____

AMOUNT OF INSURANCE YOU HAVE: _____

HOST ORGANIZATION INSURANCE AGENT: _____

AGENT ADDRESS: _____

AGENT E-MAIL: _____

AGENT PHONE NUMBER FOR: _____

INSURANCE POLICY TYPE: _____

INSURANCE POLICY NUMBER: _____

PLEASE NOTE: A VALID COPY OF YOUR INSURANCE CERTIFICATE (COI) WITH THE TOWN OF BADIN NAMED AS ADDITIONAL INSURED MUST BE PRESENTED TO THE BADIN TOWN MANAGER BEFORE THE EVENT IS ALLOWED TO HAPPEN)

EVENT

EVENT NAME: _____

WEBSITE: _____

WEBSITE ADDRESS: _____

HOURS: _____

START DATE AND TIME: _____

END DATE AND TIME: _____

EVENT SET-UP START DATE AND TIME: _____

EVENT BREAK DOWN FINISH DATE AND TIME: _____

ESTIMATED ATTENDANCE AT EVENT: _____

TOWN PROPERTY YOU WISH TO USE: _____

IS THERE A STREET CLOSURE INVOLVED WITH YOUR EVENT? YES: NO:

WHAT STREET OR STREETS WILL BE AFFECTED? _____

DATE AND TIMES OF REQUESTED STREET(S) CLOSURE? _____

FALLS ROAD IS STATE ROAD (SR1719)*. IF FALLS ROAD IS CLOSED – IT WILL BE BLOCKED AT THE EAST SIDE OF THE ENTRANCE TO BADIN BAPTIST CHURCH PARKING LOT, THE WEST CORNER OF WALNUT STREET, AND THE WEST CORNER OF BOYDEN STREET. ADA ACCESS TO HOMES AND BUSINESSES MUST BE ACCOMMODATED DURING STREET CLOSURE. OTHER STATE ROADS MAY BE REQUESTED FOR CLOSURE. BADIN TOWN COUNCIL WILL DECIDE WHERE, WHEN OR IF MUNICIPAL STREETS WILL BE CLOSED.

*IF A STATE ROAD IS REQUESTED FOR CLOSURE, NCDOT REQUIRES A 60 DAY LEAD NOTICE. BADIN TOWN MANAGER WILL FACILITATE THE REQUEST IF DIRECTED BY BADIN TOWN COUNCIL TO DO SO. A COPY OF THE DOT REQUIREMENT IS LOCATED IN BACK OF THIS GUIDE.

IF A TOWN STREET IS REQUESTED FOR CLOSURE, BADIN TOWN COUNCIL REQUIRES A PERIOD OF AT LEAST THE NEXT REGULAR TOWN COUNCIL MEETING AFTER THE APPLICATION’S INITIAL COUNCIL REVIEW. BARRELS WILL BE PLACED BY TOWN OF BADIN FOR STREET CLOSURES. YOU MUST PROVIDE A MAP SHOWING CLOSING POINTS FOR ALL STREETS REQUESTED FOR CLOSURE.

ARE YOU PLANNING FIREWORKS AT YOUR EVENT? YES: NO:

TO INCLUDE FIREWORKS YOU MUST OBTAIN AND PRESENT TO BADIN TOWN COUNCIL:

1. WRITTEN PERMISSION FROM THE BOARD OF STANLY COUNTY COMMISSIONERS
2. WRITTEN PERMIT FROM THE STANLY COUNTY FIRE MARSHALL.
3. A STATE LICENSED TYRO-TECHNICIAN TO SHOOT THE FIREWORKS. (MAY TAKE 60 DAYS)

THE BOARD OF STANLY COUNTY COMMISSIONERS AND THE FIRE MARSHALL APPROVAL WILL BE REVIEW THE APPLICATION. ALL PARTS, RULES, AND REGULATIONS AND COMPLIANCE REQUIREMENTS FOR FIREWORKS WILL BE THE SOLE RESPONSIBILITY OF THE HOST ORGANIZATION. CHIEF OF BADIN POLICE AND BADIN VOLUNTEER FIRE CHIEF MUST BE NOTIFIED PRIOR TO SHOOTING FIREWORKS.

WILL THERE BE ALCOHOL SALES? (LIQUOR, BEER, WINE)? YES: NO:

IF YES, INDICATE ALL THAT APPLY:

FREE/HOST ALCOHOL: _____ GENERAL ALCOHOL SALES: _____ BEER: _____ WINE: _____
BEER & WINE: _____ LIQUOR: _____

APPLICANT MUST PROVIDE A MAP SHOWING DESIGNATED AREA FOR SALES AND CONSUMPTION OF ALCOHOL. A NORTH CAROLINA ABC PERMIT IS REQUIRED. A COPY OF YOUR PERMIT MUST BE SUBMITTED WITH YOUR APPLICATION.

ESTIMATED TOTAL ATTENDEE VEHICLES: _____

ESTIMATED TOTAL ATTENDEE VEHICLES AT PEAK ATTENDANCE: _____

EVENT CATEGORY: PLEASE CHECK ALL THAT APPLY

<input type="checkbox"/> ASSEMBLY	<input type="checkbox"/> FESTIVAL/OUTDOOR MARKET
<input type="checkbox"/> RUN/WALK	<input type="checkbox"/> PARADE
<input type="checkbox"/> DEMONSTRATION	<input type="checkbox"/> CONCERT/PERFORMANCE
<input type="checkbox"/> BLOCK PARTY	<input type="checkbox"/> ROADSIDE SOLICITATION
<input type="checkbox"/> EDUCATIONAL	<input type="checkbox"/> PRIVATE GATHERING
OTHER _____	

SPECIAL CONSIDERATIONS: PLEASE CHECK ALL THAT APPLY

<input type="checkbox"/> ALCOHOL BEVERAGE SALE OR SERVICE	<input type="checkbox"/> FOOD SALES
<input type="checkbox"/> COOKING	<input type="checkbox"/> MERCHANDISE SALES
<input type="checkbox"/> PETS/ ANIMALS	<input type="checkbox"/> ELECTRICAL UTILITY
<input type="checkbox"/> SOUND AMPLIFICATION	<input type="checkbox"/> TICKETED ADMISSION
<input type="checkbox"/> PORTABLE RESTROOMS	<input type="checkbox"/> TENTS
<input type="checkbox"/> FIREWORKS	
OTHER _____	

REGARDING BANNERS ACROSS FALLS ROAD OR ELSEWHERE: ALL BANNERS, ROPE, BANNER HARDWARE, CARABINERS ETC. MUST BE PROVIDED BY THE EVENT APPLICANT. BANNERS DEEMED UNSUITABLE FOR INSTALLATION OR DISPLAY WILL BE DENIED

A PROPOSED **SECURITY PLAN** MUST BE SUBMITTED TO AND APPROVED BY THE CHIEF OF BADIN POLICE. YOUR SECURITY PLAN MUST BE FOLLOWED OR THE POLICE WILL CLOSE YOUR EVENT. THE CHIEF OF BADIN POLICE WILL ADVISE YOU HOW MANY SPECIAL-DUTY OFFICERS YOU WILL NEED. THOSE OFFICERS WILL BE HIRED BY THE HOST ORGANIZATION. ONLY BADIN POLICE OFFICERS OR STANLY COUNTY SHERIFF DEPUTIES ARE ELIGIBLE FOR HIRE.

A PROPOSED **PARKING PLAN** MUST BE SUBMITTED TO THE CHIEF OF BADIN POLICE. YOUR PARKING PLAN MUST BE FOLLOWED OR THE POLICE WILL CLOSE YOUR EVENT.

IF YOU PLAN TO USE THE LARGE ALCOA PARKING LOT, YOU MUST HAVE IT PERMITTED BY ALCOA.

ALL STREETS IN BADIN MUST BE ACCESSIBLE TO EMERGENCY VEHICLES. ROADS MUST NOT BE BLOCKED BY PARKING. ALL ROADS USED MUST ALLOW HOMEOWNER PROPERTY EGRESS.

EMERGENCY PLAN MUST BE SUBMITTED WITH APPLICATION. YOU MAY BE REQUIRED TO PROVIDE ON-SITE EMERGENCY MEDICAL RESPONDERS DEPENDING ON EVENT ATTENDANCE OR OTHER FACTORS. HOST ORGANIZATION IS RESPONSIBLE FOR FURNISHING CERTIFIED EMS.

IF YOU OR VENDORS PLAN TO COOK FOOD TO SELL, YOU MUST CHECK WITH THE STANLY COUNTY HEALTH DEPARTMENT TO DETERMINE TEMPORARY FOOD ESTABLISHMENT (TFE) PERMIT. IF REQUIRED, HOST ORGANIZATION IS RESPONSIBLE FOR OBTAINING SAME FROM STANLY COUNTY HEALTH DEPARTMENT. STANLY COUNTY HEALTH DEPARTMENT CAN CLOSE YOUR EVENT.

IF YOU OR YOUR VENDORS PLAN TO USE TENTS. YOU MUST CONTACT THE STANLY COUNTY FIRE MARSHALL TO FIND OUT THE PLACEMENT AND OTHER RESTRICTIONS THAT MAY APPLY TO YOUR TENT USAGE. THE FIRE MARSHALL CAN CLOSE YOUR EVENT.

IF FOODS ARE COOKED OR SERVED ON FALLS ROAD THE REQUIRED PLACEMENT OF COOKING TENTS AND FOOD TRUCKS WILL BE ON THE SOUTH SIDE BEGINNING AT THE ROAD BLOCKAGE IN FRONT OF BADIN BAPTIST CHURCH.

TEMPORARY RESTROOMS WILL BE NEEDED. EXPECTED ATTENDANCE WILL AFFECT THE NUMBER NEEDED. THE STANLY COUNTY HEALTH DEPARTMENT WILL ADVISE. LOCAL MERCHANTS ARE NOT EXPECTED TO OFFER OR FURNISH RESTROOMS FOR EVENT USE.

TOWN PROPERTY REQUESTED FOR USE SHOULD BE DISCUSSED WITH THE BADIN TOWN MANAGER. THE HOST ORGANIZATION SHOULD NOT CONTACT TOWN STAFF DIRECTLY FOR ANY NEEDS. A NEEDS LIST MUST BE PRESENTED WITH THE APPLICATION.

SOME TOWN PROPERTIES INCLUDE ELECTRICAL UTILITIES. IF YOUR EVENT REQUIRES POWER, CONTACT THE BADIN TOWN MANAGER FOR HELP WITH DUKE ENERGY METERS AND ACCOUNTS.

FEES

THE NONREFUNDABLE APPLICATION FEE IS \$100. IT MAY BE WAIVED BY BADIN TOWN COUNCIL IF THE HOST ORGANIZATION IS A 501(c)3. BEING A 501(c)3 DOES NOT GUARANTEE FEE WAIVER.

A DEPOSIT FEE OF \$300 MAY BE REFUNDED AFTER THE EVENT IF THE TOWN IS SATISFIED CLEAN UP OR REPAIRS OF DAMAGES FROM THE EVENT, EVENT SET-UP, AND/OR EVENT BREAKDOWN.

BADIN WATERFRONT PARK, - **IF USED FOR PARKING ONLY** - INCLUDES A FEE OF \$100.

EAGLE CREEK RENEWABLE ENERGY (ECRE) MANAGES PARKING IN THE NC740 PUBLIC ACCESS LOT FOR LAKE ACCESS PATRONS ONLY. VEHICLES IN THAT LOT MAY BE TOWED BY (ECRE).

CHECK LIST:

1. ____ PORTABLE RESTROOM MAP
2. ____ SITE MAP FOR RUN / WALK
3. ____ MAP OF STREET CLOSURES
4. ____ PARKING PLAN MAP
5. ____ MAP OF DESIGNATED ALCOHOL SALES AND CONSUMPTION
6. ____ SECURITY PLAN/EXTRA OFFICERS REQUIRED FOR ALCOHOL SALES AND
CONSUMPTION
7. ____ EMERGENCY PLAN WITH MAP SHOWING EMS PLACEMENT
8. ____ CALENDAR SHOWING DATES OF USE (STARTING SET UP TO FINISHING TAKE
DOWN)
9. ____ CERTIFICATE OF INSURANCE
10. ____ ABC PERMIT NEEDED IF YOU HAVE ALCOHOL SALES
11. ____ LAND USE AGREEMENT SIGNED BY BADIN TOWN MANAGER
12. ____ LIST OF YOUR TOWN SUPPLIED NEEDS
13. ____ FIREWORKS APPROVAL
14. ____ APPLICATION FEES
15. ____ APPLICATION DEPOSIT

ANY INCOMPLETE OR MISSING EVENT APPLICATION MAY BE DENIED.