



Special Events/ Activities Application

Town of Dallas
 210 North Holland Street
 Dallas, NC 28034-1625
 (704) 922-3176
 Fax: (704) 922-4701

The purpose of this application is to provide information about your event or activity in order for the Town of Dallas to best assist you. Depending on the specific event, a permit application and/or fee(s) from other departments may be required. The applicant is responsible for providing complete and accurate information on the application, The applicant is responsible for notifying the Town of Dallas of any changes. **A complete application must be submitted by no later than 5:00 p.m. on the Tuesday preceding the date of the Board meeting at which the event is to be approved, for an event which is to occur no sooner than 14 days following its date of approval.**

APPLICATION INFORMATION

Name of Event:	<input style="width: 90%;" type="text"/>		
Facility Requested:	<input style="width: 90%;" type="text"/>		
Applicant Name:	<input style="width: 90%;" type="text"/>		
Organization:	<input style="width: 90%;" type="text"/>		
Mailing Address:	<input style="width: 90%;" type="text"/>		
City / State / Zip:	<input style="width: 90%;" type="text"/>		
Daytime Phone:	<input style="width: 150px;" type="text"/>	Cell:	<input style="width: 150px;" type="text"/>
		E-Mail:	<input style="width: 150px;" type="text"/>
Description of the Event:	<input style="width: 90%;" type="text"/>		
	<input style="width: 90%;" type="text"/>		
	<input style="width: 90%;" type="text"/>		
Does the event have a Facebook, Twitter, or other social networking page:	<input style="width: 90%;" type="text"/>		
If yes, please list URL(s):	<input style="width: 90%;" type="text"/>		
Date (s) Requested for Event:	<input style="width: 90%;" type="text"/>		
Event Start Time:	<input style="width: 150px;" type="text"/>	Event End Time:	<input style="width: 150px;" type="text"/>
Road Closure Time Begins (if applicable):	<input style="width: 100px;" type="text"/>	Road Closure Time Ends:	<input style="width: 100px;" type="text"/>
Set Up Begins:	<input style="width: 150px;" type="text"/>	Set Up Ends:	<input style="width: 150px;" type="text"/>
Preferred Date & Time of Inspection (if required):	<input style="width: 90%;" type="text"/>		
Estimated Attendance:	<input style="width: 90%;" type="text"/>		
The Event is:	<input style="width: 50px;" type="checkbox"/>	Private (by invitation only)	or <input style="width: 50px;" type="checkbox"/> Open to General Public
Describe the procedures to be used for selecting vendors and exhibitors for this event:			
<input style="width: 90%;" type="text"/>			
<input style="width: 90%;" type="text"/>			

Applicant's Signature: _____ Date: _____

A pre-event meeting may be required and will be scheduled to include appropriate staff. The event applicant must attend the meeting.

TENTS / CANOPIES / MEMBRANE STRUCTURES

Will tents/canopies/membrane structures be used for events? <input type="checkbox"/> Yes <input type="checkbox"/> No (if no proceed to next section.)	
# of Canopies	<input type="text"/> (fabric structure that is open without sidewalls on 75% or more of perimeter)
# of Tents	<input type="text"/> (fabric structure that is enclosed with sidewalls on more than 25% of perimeter)
# of Membrane structures	<input type="text"/> (air supported or air inflated structure)
Other type of structure (provide description) <input type="text"/>	

Notes

VOICE / MUSIC AMPLIFICATION

Are there any musical entertainment features related to your event? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no proceed to next section.)	
If yes, state the number of stages, number of bands and type of music:	
Number of stages: <input type="text"/>	Number of Bands: <input type="text"/>
Type(s) of music: <input type="text"/>	
Will your event use amplified sound: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please indicate times: Start Time: <input type="text"/>	Finish Time: <input type="text"/>
Will sound checks be conducted prior to the event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please indicate times: Start Time: <input type="text"/>	Finish Time: <input type="text"/>

* Must comply with Town of Dallas general entertainment ordinance.

HAZARDOUS MATERIALS

Will the event have any hazardous materials such as propane, butane, gasoline, diesel tanks, helium cylinders or other upright tanks? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, all tanks must be secured in a manner to prevent accidentally being knocked over. All helium tanks not being used shall have their caps in place.	
Will there be any portable heaters? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will there be any deep fat fryers? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will there be any fireworks, lasers, torches, candles or pyrotechnics? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will generators or electrical power be used? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, provide electrical load data and location of connection. In the case of extraordinary use or hookups, fees may apply.	

RIDES / ATTRACTIONS

Does the event include mechanical rides, or other similar attractions? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, company name? <input type="text"/>	
Company address: <input type="text"/>	
List details, if any: <input type="text"/>	
Applicants contracting with amusement ride companies are required to provide the Town of Dallas with a certificate of insurance, naming applicant and the Town of Dallas (if applicable) as additional insured on general liability.	
ALL rides must be inspected and approved by The Department of Labor.	

SERVICES

The Town of Dallas does not provide amenities such as portable washrooms/toilets, sound systems, tables, chairs, tents, canopies or other equipment. The applicant is responsible for arranging and providing services such as event clean up, traffic control, etc.

TRASH CONTAINERS

In order to determine what types of containers best suit the needs of the event, please answer the following questions:

Will the event be serving/selling/distributing beverages? Yes No

If yes, in what containers will they come packaged in?

aluminum cans glass bottles/jars plastic bottles/jugs/jars

How many trash cans are you requesting for trash?

How many recycle carts are you requesting?

Delivery Location?

Date and Time for rollout carts to be emptied?

Date and Time for rollout carts to be picked up?

Applicants are responsible for cleaning and restoring the site after the event. Please pick up all trash including paper, plastic, bottles, cans and event marketing signs. Clean-up fees may be incurred because of an applicant's failure to clean and/or restore the site following the event. If you reasonably believe that no litter will be generated during your event, please state this in your plan.

PUBLIC PROPERTY CLEAN-UP

Contracted personnel or volunteers may be used if indicated below. What is the clean-up plan for the event?

SAFETY AND SECURITY (CHECK ALL TYPES OF SECURITY USED)

Stage Security Event Area Security Road Closure Security

Other

Overnight Security From : To :

Dates & Times security will be on site:

Security provided by: Number of Security Personnel:

Applicant may be required to hire sworn off-duty Town of Dallas police officers or Sheriff's Department personnel to provide security to insure public safety. The Town of Dallas will determine the number of security personnel required on site.

SITE PLAN

Provide a detailed Site-Plan sketch of the event. Include maps, outline or diagram of the entire event venue including the names of all streets and the surrounding area. The plan should include the following information:

- Location of the event/activity on the property with approximate distances from roads, fire hydrants, existing buildings, etc.
- Location of temporary structures that will be used during the event. Must indicate size of temporary structures, distances between temporary structures and existing buildings.
- Identify how each temporary structure will be used. Example: type of vendor, food preparation, etc.
- Identify location of all cooking devices and open flames; generators and fuel storage.
- Location of all fencing, barricades, or other restrictions that will impair access to and from the event or property.
- Identify all designated parking areas.

ROUTE AND TRAFFIC PLAN

<input style="width: 80%;" type="text"/> PARADE (Includes floats, vehicles, and persons)	<input style="width: 80%;" type="text"/> BICYCLES
<input style="width: 80%;" type="text"/> MARCH OR WALK (persons only)	<input style="width: 80%;" type="text"/> FOOT RACE
<input style="width: 80%;" type="text"/> VEHICLES ONLY (Includes motorcycles)	
<input style="width: 80%;" type="text"/> OTHER (Description: <input style="width: 100%;" type="text"/>)	
Number of Persons: <input style="width: 80%;" type="text"/>	% Children: <input style="width: 80%;" type="text"/>
Number of Vehicles: <input style="width: 80%;" type="text"/>	Vehicle Types: <input style="width: 100%;" type="text"/>
Number of Animals: <input style="width: 80%;" type="text"/>	Kinds: <input style="width: 100%;" type="text"/>
DESCRIBE BELOW THE EVENT ROUTE. IF THERE IS MORE THAN ONE SEGMENT TO AN EVENT, INCLUDE START AND FINISH TIMES FOR EACH SEGMENT. (Example: The "GENERIC AWARENESS RUN" may include a 5k, a 10k, and a Fun Run).	

ROAD CLOSURES

If your event involves road closures, a parade, a foot or bike race, any type of procession, or more than one location, attach a Route and Traffic Plan. Include the required information (listed below) and any additional information you believe applies to your event. When planning a moving route, the Dallas Police Dept. is available to assist you.

- NC and US roadways will also require approval from the NCDOT.
- The proposed route to be traveled including the requested starting and termination point. Please also clarify the directions of movement of your event.
- Routing plans for traffic. Illustrate a plan to include roads that you are requesting to be closed to vehicular or other traffic for your event. Include planned arrangements to resolve conflicts with people trying to reach businesses, their own residences, places of worship and public facilities including public transportation.
- Whether the event will occupy all or a portion of the street(s) requested for use.
- Proposed locations for barricades, signs and police/volunteers.
- The provision of twenty foot (20') minimum emergency access lanes throughout the event site.
- White temporary water base paint can be used to mark the route on the street pavement (May be purchased at common hardware stores such as Lowes Home, Home Depot, etc.).

Please Note: All road closure requests will be strictly reviewed by the Town of Dallas. Approval, denial, or modification of all road closure requests are at the sole discretion of the Town of Dallas. The Town has final discretion over your Route and Traffic Plan including, but not limited to the route, placement and number of all barricades, signs, and police/volunteer locations.

DO NOT ASSUME, ADVERTISE, OR PROMOTE YOUR EVENT UNTIL YOU HAVE A SIGNED PERMIT FROM THE TOWN OF DALLAS. CONFLICTS DO ARISE AND CHANGES TO THE REQUEST MAY BE NECESSARY.

Applicant's Signature: _____ **Date:** _____



Guidelines for Special Events

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This information has been prepared to assist you while planning, to ensure a safe and enjoyable special event. If you have questions that are not answered on this page, please contact the Town of Dallas at (704) 922-3176.

EVENTS MUST BE APPROVED AT LEAST 14 DAYS IN ADVANCE OF THE EVENT.

Special event permit applications must be submitted to the Town of Dallas by **no later than 5:00 p.m. on the Tuesday preceding the date of the Board Meeting at which the event is to be approved.**

Typical events are defined below:

Parade: A march or procession which interferes with pedestrian and/or vehicular traffic.

Athletic Events: An occasion when a group of participants collectively engage in sport or other form of physical exercise, including an organized Walk or Race. This may interfere with vehicular and/or pedestrian traffic.

Special Events: Include street fairs, arts and crafts shows, carnivals, rallies, etc. Special events often interfere with pedestrian and/or vehicular traffic.

Block Party: A gathering which requires closure of a street.

IMPORTANT INFORMATION:

- All Special Events must comply with all Town ordinance requirements, Gaston County Health Department regulations, policies, procedures, rules, and regulations pertaining to use of parks.
- All of the following services or requirements shall be the responsibility of the applicant, unless the applicant specifically seeks and receives approval for any or all of the services or requirements to be waived as unnecessary, or provided by the Town of Dallas.
- The applicant must provide sufficient portable toilets for the expected number of participants at the requested event.
- The applicant must provide proof of insurance acceptable to the Town of Dallas, for any event.
- The applicant shall be responsible for the security or protection of any items, merchandise, booths, or other property owned by the applicant or others participating in the Special Event.
- The applicant shall provide authorized law enforcement personnel for each special event, as determined by the Town of Dallas.