



# Special Event Permit Application Guidelines for Special Events

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A special event is any activity that occurs upon public or private property that affects the ordinary use of parks, public streets, rights-of-way or sidewalks. Special events may include but are not limited to such activities as festivals, fairs, tours, concerts, holiday celebrations, grand opening celebrations, certain outdoor business promotional events, bicycle races, runs, parades, marches and processions and motorcades.

Individuals or groups wishing to hold events on public property, or on private property but with an impact on public property such as streets, within the City limits, including City parks, must obtain a Special Event Permit from the City of Dunn. Event sponsors should submit applications at least 60 days prior to the proposed event.

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## Some Key Points

**Permit posting:** Special event permits should be posted at greeting areas or main entrances at events. Event producers should keep in mind they may be asked by City staff, to show proof of permit during event.

**Hours/Noise:** Event activities are prohibited after 9:00 p.m. and before 7:00 a.m. in any area without a Noise Permit issued by the Police Department. Loudspeakers, amplified music, bullhorns, public address systems, any loud disruptive noises are regulated by the City's noise ordinance. (Section 13-36 through 13-41) and issue of permit is required no matter the time of day.

**Alcohol:** If alcohol is to be served or sold, event organizers must take those measures required for compliance with the Alcoholic Beverage Ordinance (Section 13-4), including the hire of private security officers to prevent alcohol from being removed from the premises. Alcohol is prohibited in Dunn public parks. The only City property that alcohol can be allowed is within the City of Dunn "Municipal Service District". Required ABC Permit from the NC ABC Commission must be attached.

**Restrooms/Trash/Cleanup:** The City may require portable restrooms at its discretion. Trash must be disposed of in approved containers. Daily cleanup is required. The applicant must clean the right-of-way or public property of all rubbish and debris, returning it to its pre-event condition within 24 hours of the conclusion of the event. If the applicant fails to clean up such refuse, cleanup will be arranged by the City and the costs charged to the applicant.

**Traffic and Parking:** Traffic Patterns and Parking must be shown on a map prepared by applicant. The Fire Inspector requires that all entries, exits and fire lanes be maintained.

**Signs:** Must complete a Temporary Sign Permit Application and comply with the City of Dunn's Sign Ordinance [Section 22-296(3) and Section 22-296(6)].

**Smoking:** Tobacco use and smoking is prohibited in all City of Dunn buildings, grounds, and parks.

**Fireworks:** Fireworks are NOT permitted without a Fireworks Permit from the Harnett County Fire Marshall, which requires approval of the Harnett County Board of Commissioners, so it is important that the permit is applied for well in advance (60+ days).

**Security/Traffic Control:** Events may require the hiring of police officers to provide for security and/or traffic control. The number required will be determined by the City during its permit review at the cost of \$25.00 per hour, per officer with exceptions only for City affiliated events.

**Tents/Temporary Membranes (Inflatables):** Tents having an area in excess of 200 sq. ft. or canopies (tents without sides) in excess of 400 sq. ft. and/or inflatables require an inspection and permit by the City Inspector. Such structures require a flame resistant certificate issued by an acceptable testing laboratory, and a site plan indicating a fire lane accessing the tent, a 2A-10BC fire extinguisher on-site, and acknowledgement that no smoking, fireworks, or open flames will be permitted in the tent. Please contact the City of Dunn Inspections Department to ensure compliance. Carnival Rides must go through the NC Dept. of Labor.

**Insurance:** In addition to the nonrefundable application fee, producers of each event are responsible for any additional cost incurred by the City as determined by representatives of each department prior to issuance of the Special Event Permit. Attach Proof of Comprehensive Liability Insurance naming the City as an additional insured, when the event requires staffing by city employees or includes the consumption of alcoholic beverages as required by Ordinance [Section 13-4(6)a].

**Food Trucks:** Food Trucks, participating in any event within the City of Dunn limits, must have a valid Food Truck Permit from the City of Dunn Planning Department.

**Street Closures:** Any closures of any public right-of-way must be approved by City Council.

You will need a **Neighborhood Event Permit Application**, if neighborhood or block events in residential districts require closing a public street or right of way and for Demonstrations, Pickets and Parades that do not require street closures, you need to complete an **Application for Group Demonstration, Parade, Picket Line, or March**. If either of these applications work for your event, you will need to complete the required application and will not need to proceed with the Special Event Permit Application form.

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## Contact Information

### City of Dunn

Manager's Office – 910-230-3500

Police Department – 910-892-2399

Planning & Inspections – 910-230-3505

Information on ABC permits – <https://abc.nc.gov/Permit/SpecialPermits>

Harnett County Fire Marshall—<https://www.harnett.org/fire/fire-marshall-information.asp>

## Event Information

Type of Event:      \_\_\_ Festival      \_\_\_ Concert      \_\_\_ Run/Walk      \_\_\_ Parade  
\_\_\_ Other—Type \_\_\_\_\_

Name of Event and Sponsoring Organization: \_\_\_\_\_  
\_\_\_\_\_

Point of Contact for this Event:

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_

Purpose of Event \_\_\_\_\_  
\_\_\_\_\_

Event Location: \_\_\_\_\_

Event Date(s) \_\_\_\_\_

Setup Date(s) \_\_\_\_\_

Actual Event Hours \_\_\_\_\_

Setup/Assembly  
Hours \_\_\_\_\_

Dismantle Date and Time \_\_\_\_\_

Projected Attendance \_\_\_\_\_

Will there be the use of fireworks at this event? \_\_\_ Yes \_\_\_ No

Will alcohol be served or sold? \_\_\_ Yes \_\_\_ No  
*If yes, please provide required documentation.*

Will Tent(s) be installed? \_\_\_ Yes \_\_\_ No

If yes, Size \_\_\_\_\_ Number of Tents \_\_\_\_\_  
*If, applicable, please attach Tents/Temporary Membranes Permit Application.*

Will Inflatables be used? \_\_\_ Yes \_\_\_ No  
*If yes, please attach Tents/Temporary Membranes Permit.*

Will this event require signs/banners? \_\_\_ Yes \_\_\_ No  
*If yes, please attach Temporary Sign Permit Application.*

Do you need access to city electrical outlets? \_\_\_ Yes \_\_\_ No

Do you need access to water for your event? \_\_\_ Yes \_\_\_ No  
*Additional Fees may apply for water and electricity. You will be contacted to discuss.*

Applicant should include a detailed Traffic and Parking Plan.

Will your event require the closing of any City streets or parking lots? \_\_\_\_ Yes \_\_\_\_ No  
If yes, the application must be received 60 days in advance of the event.

*Request to close any state-maintained roads must be handled through the  
NC Department of Transportation*

List any street(s) and parking lots to be closed. Include street name with date and time to be closed and reopened. Also include a detailed Map showing streets to be closed.

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Please attach map/drawing accurately depicting proposed locations, activities, and traffic flow, with proposed parking plan.

As a condition to the issuance of a temporary Special Event Permit, the permittee shall indemnify and hold the City harmless from claims, demand or cause of action which may arise from activities associated with the special event.

By signing this permit, I acknowledge that I have read completely including all necessary ordinances and answered all questions truthfully and understand that the event should NOT be promoted until a Special Event Permit has been issued.

Submittal of an application does NOT guarantee approval and the \$25 Fee is Non-Refundable. Violations could result in forfeiting the right to apply for future Special Events for a minimum of two (2) years.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please Return Completed Application with Fees to:

City of Dunn Planning Department  
102 N Powell Ave  
PO Box 1065  
Dunn NC 28335  
Telephone (910) 230-3505

## Checklist for Attachments

Please make sure all required permits and information with necessary permit payments are included.  
Check or mark n/a

\_\_\_ ABC Permit (if alcohol is to be served or sold)

\_\_\_ Tents/Temporary Membranes Permit Application

\_\_\_ Noise Permit

\_\_\_ Temporary Sign Permit

\_\_\_ Proof of Insurance or Signed Waiver

\_\_\_ Please be sure to include Map(s) or Drawing(s) showing location of event, activities, requested street closures, parking and traffic patterns.

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### FOR OFFICE USE:

Planning Department:

Inspections Department:

Police Department:

City Clerk, if required:

City Manager, if required:

Date Received: \_\_\_\_\_

Date Approved/Denied: \_\_\_\_\_

Date of Notification to Applicant: \_\_\_\_\_

Staff Name \_\_\_\_\_

Staff Signature \_\_\_\_\_