



**CITY OF HICKORY SPECIAL EVENTS/ACTIVITIES APPLICATION  
PRIVATE PROPERTY EVENTS**

City of Hickory  
PO Box 398  
Hickory, NC 28603  
Phone 828-323-7410

*Submit to Planning & Development Permit Center*

The purpose of this application is to provide information about your event or activity for various departments and agencies to determine if they need to be involved in the approval and/or permitting process. City staff may contact you with specific questions. Any City staff may require a pre-planning meeting with appropriate staff and the applicant. The applicant is responsible for notifying the Planning & Development Permit Center of any changes to this application. Applicant is responsible for obtaining permission from property owner.

**Incomplete applications will not be accepted. A complete and accurate application must include and meet the following:**

- Attached detailed site plan from a GIS or Google map
- Submitted at least 30 days prior to the planned event to allow for sufficient review time from staff.
- Depending on the specific event, a permit application and/or fee(s) from individual departments may be required.

**Event date availability:**

- Applicant should contact permit center to verify date availability prior to submission of application
- Applications and events are prioritized based on a first come-first served basis.
- The City may approve or disapprove an event's requested date based on availability of resources.
- Events that occur on an annual basis will receive priority the following year.

**APPLICANT INFORMATION**

Name of Event: \_\_\_\_\_

Applicant Name & Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Mailing (Billing) Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Description of the Event: \_\_\_\_\_

<b>Event Address:</b>	
<b>Date of Event:</b>	<b>Rain Date (if applicable):</b>
<b>Event Start Time:</b>	<b>Event End Time:</b>
<b>Set-Up Begins:</b>	<b>Clean-Up Ends:</b>
<b>Preferred Date &amp; Time of Inspection:</b>	
<b>Estimated Attendance:</b>	
<b>The Event is:</b>	
<input type="checkbox"/> Private (by invitation only); <input type="checkbox"/> Open to General Public	

**APPLICANT'S SIGNATURE** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## TENTS & MEMBRANE STRUCTURES

**\*\* Tent is a structure, enclosure, or shelter, with or without sidewalls or drops \*\***

Will tent(s) be used for the event?  Yes  No If so, number of tent(s) planned: \_\_\_\_\_

Size of Tent(s) planned: \_\_\_\_\_

Percentage of side walls, if any, to be used for each tent: \_\_\_\_\_

*Detail tent location, size, percentage of side walls and spacing for each on required site plan.*

**\*\* Membrane structure is an air-inflated or air supported structure \*\***

Will membrane(s) structures be used for the event?  Yes  No If so, number of membrane structures planned: \_\_\_\_\_

Size(s) air inflated/air supported membrane structures planned: \_\_\_\_\_

*Detail membrane structure location(s), size, and spacing for each on required site plan.*

## POWER SOURCES

Will you use electric generators?  Yes  No If yes, will Power Distribution boxes be used?  Yes  No

Provide contact information for contractor supplying generator power:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Will you use electric power from an existing structure?  Yes  No

If yes, will direct wiring to breakers be required?  Yes  No

Provide contact information for person responsible for setup of power:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## HAZARDOUS MATERIALS

Will there be any portable heaters??  Yes  No

Will there be any deep fat fryers??  Yes  No

Will the event have any hazardous materials such as propane, butane, gasoline, diesel tanks, helium cylinders, or other upright tanks?  Yes  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 fireworks, lasers, torches, candles or pyrotechnics?  Yes  No

**If yes, contact the Hickory Fire Department Division of Fire and Life Safety at (828) 323-7522 for more information.**

## MECHANICAL RIDES

Does the event include mechanical rides, or other similar attractions?  Yes  No

If yes, please describe attractions: \_\_\_\_\_

**Applicants contracting with amusement ride companies are required to provide the City of Hickory with a certificate of insurance, naming the applicant and the City of Hickory (if applicable) as additional insured on general liability. Please contact the NC Department of Labor to determine what requires inspection.**

## VOICE/MUSIC AMPLIFICATION

Are there any musical entertainment features related to your event?  Yes  No If no, proceed to next section.  
 If yes, state the number of bands and type of music: Number of bands: \_\_\_\_\_  
 Type(s) of music: \_\_\_\_\_

Will a portable or temporary stage be utilized?  Yes  No  
 If yes\*, state the number of portable or temporary stages: \_\_\_\_\_

Will stage have canopy with frame that supports equipment (lighting, etc.)?  Yes  No  
 If yes\* state the size of canopy: \_\_\_\_\_

Provide contact information for contractor providing stage:  
 Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*\*A Temporary Stage Certification Form must be completed for Catawba County Building Services\**

Will your event have amplified sound?  Yes  No  
 If yes, indicate times: Start time: \_\_\_\_\_ Finish time: \_\_\_\_\_

## ALCOHOL

Will alcoholic beverages be served?  Yes  No (If yes, NC ABC permit required.)  
 Will alcoholic beverages be sold?  Yes  No (If yes, NC ABC permit required.)  
 What type of alcohol will be served?  
 Draft Beer  Can/Bottle Beer  Wine  Liquor  
 Who will be serving the alcohol? \_\_\_\_\_  
 Times for alcohol to be served: \_\_\_\_\_  
 Locations within event site where alcohol will be served: \_\_\_\_\_

**Upon approval of this application, applicant will provide their North Carolina ABC permit to the Permit Center.**

## VENDORS

Does the event include food vendors?  Yes  No  
 If the event will have food vendors, please check the following that apply:  
 Served  Sold  Free  Catered  Prepared Outdoors  
 Does the event include food concession and/or cooking areas?  Yes  No

**If yes, please list each vendor. Use additional sheet, if necessary.**

VENDOR	COOKING METHOD <i>(gas, electric, charcoal, other)</i>	FOOD ITEM

***Fire Code requires a fire extinguisher at each cooking location. Food and beverages shall not be sold at an event unless approved and licensed, if necessary, by the Catawba County Health Department.***

***Event organizers are responsible for arranging health inspections for their events.***

**An applicant having any food service must contact the Catawba County Health Department at (828) 465-8270 for approval of any food preparation or service.**



**TRASH AND RECYCLING PLAN**

How many trash bins are you requesting for trash? \_\_\_\_\_

How many recycle bins are you requesting? \_\_\_\_\_

Delivery Location? \_\_\_\_\_

Date and Time for trash or recycling bins to be emptied\picked up: \_\_\_\_\_

*Applicants are responsible for cleaning and restoring the site after the event. The cost of any employee overtime incurred because of an applicant’s failure to clean and/or restore the site following the event will be paid for by the applicant. If you reasonably believe that no litter will be generated during your event, please state this in your plan.*

**SAFETY AND SECURITY (CHECK TYPES OF SECURITY REQUESTED):**

Beer/Alcohol Security    Stage Security    Event Area Security    Gate Security

Road Closure Security    Money Handling 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 City of Hickory police officers to provide security to ensure public safety. The Hickory Police Department will determine the number of security personnel required on site.*

**FIRE AND EMS STANDBY (CHECK TYPE OF SERVICES REQUESTED):**

FIRE WATCH/STANDBY    MEDICAL STANDBY

Dates requested: \_\_\_\_\_

Times requested: From \_\_\_\_\_: \_\_\_\_\_ To \_\_\_\_\_: \_\_\_\_\_

*The City of Hickory Fire Department will determine the number of personnel and apparatus required on site. The applicant will be required to pay standby fees, as outlined in the City of Hickory Fee Schedule, for all personnel and apparatus standby at events.*

**SITE PLAN/MAP**

**A detailed map and site plan of the event from either GIS or Google Maps is required. Included in the event map (if applicable):**

- Outline or diagram of the entire event venue, including the names of all streets or areas that are part of the venue and the surrounding area.
- 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, alcohol sales, etc.
- Identify location of all cooking devices and open flames.
- Location of all fencing, barricades, or other restrictions that will impair access to and from the event or property.
- Identify all designated parking areas.
- Identify location of any generators and fuel storage.

## ATTACHMENT CHECKLIST

In addition to the Special Event Application form, the following supporting documents are required to complete your application package and begin the review process:

**All Events:**

- Detailed Site Plan from GIS or Google Maps
- Parking Plan for participants and volunteers (May be included in site plan)
- Volunteer Plan for events with an anticipated attendance of 100 participants or more (how many, their duties)