



## 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. Refer to the Special Events Policy and Town of Dallas Fee Schedule for all Special Events requirements. Applicants are 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 is required to be submitted to the Town Manager for approval. Events must receive approval at least 14 days prior to the scheduled date.**

**INCOMPLETE APPLICATIONS WILL BE RETURNED.**

### 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: 15%;" type="text"/>	Cell: <input style="width: 15%;" type="text"/>	E-Mail: <input style="width: 20%;" 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: 20%;" type="text"/>	Event End Time:	<input style="width: 20%;" type="text"/>
Road Closure Time Begins (if applicable):	<input style="width: 10%;" type="text"/>	Road Closure Time Ends:	<input style="width: 10%;" type="text"/>
Set Up Begins:	<input style="width: 20%;" type="text"/>	Set Up Ends:	<input style="width: 20%;" 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: 5%;" type="checkbox"/>	Private (by invitation only)	or <input style="width: 5%;" 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"/>			
<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? (Circle one)    Yes / 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

Will amplified sound be used during the event? (Circle one)    Yes / 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"/>	
Indicate times of amplified sound.    Start Time: <input type="text"/> Finish Time: <input type="text"/>	
Will sound checks be conducted prior to the event? <input type="text"/> Yes <input type="text"/> No	
If yes, please indicate times:    Start Time: <input type="text"/> Finish Time: <input type="text"/>	

**\* Must comply with Town of Dallas general entertainment and noise ordinance.**

## HAZARDOUS MATERIALS (helium, propane, butane, gasoline, etc.)

Will hazardous materials in tanks/cylinders be used? (Circle one)    Yes / No    (if no, proceed to next section)	
<b>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.</b>	
Will there be any portable heaters?	<input type="text"/> Yes <input type="text"/> No
Will there be any deep fat fryers?	<input type="text"/> Yes <input type="text"/> No
Will there be any fireworks, lasers, torches, candles or pyrotechnics?	<input type="text"/> Yes <input type="text"/> No
Will generators be used?	<input type="text"/> Yes <input type="text"/> No
Electric Connections requested?	<input type="text"/> Yes <input type="text"/> No <b>*If yes, provide load/location.</b>
<b>In the case of extraordinary use or hookups, extra fees may apply.</b>	

## RIDES / ATTRACTIONS

Will mechanical rides or similar attractions be used? (Circle one)    Yes / No    (if no, proceed to next section)	
If yes, company name?	<input type="text"/>
Company address:	<input type="text"/>
List details, if any:	<input type="text"/>
<b>**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 as additional insured on general liability.</b>	
<b>ALL rides must be inspected and approved by The Department of Labor.</b>	

## VENDORS

*A vendor is anyone who is serving, selling, sampling, or displaying food, beverages, merchandise or services*

Will the event include any vendors? (Circle one)    Yes / No    (if no, proceed to next section)
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If the event will have food vendors, please check the following that apply:

Served     Sold     Catered     Prepared Outdoors

Does the event include food concession and/or cooking areas?     Yes     No

If yes, please list each food vendor and specify cooking method (Gas, Electric, Charcoal, etc.)  
*(Use additional sheet if necessary)*

Vendor Name	Address	Phone Number	Cooking Method	Food Item

Food and beverages shall not be sold at an event unless approved and licensed, if necessary by the Gaston County Health Department  
**Event organizers are responsible for arranging health inspections for their event.**

*List all other vendors who will be present during the event (serving, selling, sampling, or displaying).*

VENDOR NAME	ADDRESS	PHONE NUMBER (S)

## EVENT SCHEDULE

Provide a detailed schedule of the event including dates and times for entertainment, activities, hours of event, start time, finish time, etc. If the event requires an extended time frame for set-up, include details with a timeline listing the times and locations where streets or public property will be impacted and when dismantling will be complete  
**(Use additional sheet of paper if necessary)**

DATE	TIME	ACTION	ADDITIONAL NOTES

## 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.

## SERVICES

The Town of Dallas does not provide amenities such as portable toilets, sound systems, tables, chairs, tents, canopies or other equipment. The applicant is responsible for arranging and providing services such as 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?

Delivery Location?

Date and Time for trash cans to be picked up?

**\*\*Applicants are responsible for cleaning and restoring the site after the event.**

**Clean-up fees may be incurred due to applicant's failure to clean and/or restore the site following the event.**

### 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:

## ROUTE AND TRAFFIC PLAN

**PARADE** (Includes floats, vehicles, and persons)

**BICYCLES**

**MARCH OR WALK** (persons only)

**FOOT RACE**

**VEHICLES ONLY** (Includes motorcycles)

**OTHER** (Description: )

Number of Persons:  % Children:

Number of Vehicles:  Vehicle Types:

Number of Animals:  Kinds:

**DESCRIBE BELOW THE EVENT ROUTE. IF THERE IS MORE THAN ONE SEGMENT TO AN EVENT, INCLUDE START AND FINISH TIMES FOR EACH SEGMENT. (Ex: A "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: \_\_\_\_\_

**\*Once approved, a Special Event Fee will be assessed based on the current Town of Dallas Fee Schedule. The event fee is due and payable NO LATER THAN five (5) business days prior to the event. Events will be cancelled if fees are not paid when due.**