



Town of Duck
 PO Box 8369
 1200 Duck Road
 Town of Duck, North Carolina 27949
 (252) 255-1234

Date Received: _____

Permit #: _____

Special Event Permit Application

Special Event Permits are required for planned events with an anticipated attendance of 100 or more persons. Permit applications must be submitted at least 60 days in advance of a planned event. Fee \$100.

PLEASE DO NOT LEAVE ANY BLANKS (MARK N/A AS APPROPRIATE AND USE ADDITIONAL SHEETS AS NEEDED).

1) Applicant, person, group or organization conducting the event:

Mailing Address: _____

Phone 1: _____ H W C Phone 2: _____ H W C

Email: _____

2) Briefly Describe the Purpose and Title of the Event _____

3) Event Coordinator (if different than applicant):

Mailing Address: _____

Phone 1: _____ H W C Phone 2: _____ H W C

Email: _____

4) Name of responsible party that will be on-site and available the day of the event(s):

Cell Phone of On-Site Responsible Party: _____

(Note that the responsible party should be someone who is readily accessible with this cell phone on his or her person during the event in case the Town should need to make contact)

5) Event Information:	Date(s) of Event	Time(s) of Event
Event #1 _____	_____	_____
Event #2 _____	_____	_____
Event #3 _____	_____	_____
Event #4 _____	_____	_____

(When stating the time please include start and estimated end time.)



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Special Event Permit Application (continued)

6) Event Map: Please include a map depicting the event. The map should include the details below. Please check those that apply and be sure they are noted on the map.

a. Event location <input type="checkbox"/>	b. Parking locations/details <input type="checkbox"/>
c. Concession areas <input type="checkbox"/>	d. Tent locations <input type="checkbox"/>
e. Vendor locations <input type="checkbox"/>	f. Pedestrian/vehicle egress areas <input type="checkbox"/>
g. Major congregation points <input type="checkbox"/>	h. Restroom locations <input type="checkbox"/>
i. Other related activities <input type="checkbox"/>	

7) Expected number of participants, spectators, volunteers and employees: _____

8) General Plan Summary: Please include a summary narrative detailing the general plans concerning the following matters. Please check those that apply and be sure they are noted on the map.

a. Crowd control procedures <input type="checkbox"/>	b. Traffic and parking control <input type="checkbox"/>
c. Event impacts** <input type="checkbox"/>	d. Music details/locations/times/source <input type="checkbox"/>
e. Fire control and prevention plan <input type="checkbox"/>	f. Provision for EMS and first aid <input type="checkbox"/>
g. Provisions for solid waste/sanitation control <input type="checkbox"/>	h. Post-event clean up <input type="checkbox"/>

** as they relate to parking, streets and the expected burden on public safety to assist with traffic and/or crowd and security control

9) Concessions: Please provide a detail regarding the number and types of concessions to include any applicable approval from Dare County Health Department.

10) Signage: Please provide a detail regarding the size, location and type of all temporary signage to include date and times of installation and removal.

See Chapter 95 of the Town of Duck Code of Ordinances for the full ordinance pertaining to Special Events. By signing this form, the applicant hereby certifies that all information provided herein is true and correct and that all provisions of laws and ordinances governing these activities will be complied with whether specified herein or not.

 Applicant Signature

 Date

 Property Owner Signature
 (if different from applicant)

 Date