



Temporary Street Closing Permit Application

1. Applicant and Sponsoring Organization Information:

Sponsoring Organization Name: _____

Type of Organization: Non-Profit For Profit Other: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

Event Coordinator's Name(s): _____

Telephone: _____ Email: _____

Day of Event Contact Name: _____

Telephone: _____ Email: _____

2. Event Information

Event Name: _____

Event Website: _____

Type of Event: (please check all that apply)

Block Party Festival Run/Walk Other: _____

Is the Event Open to the General Public? Yes No

Estimated Attendance: _____

Purpose of Event: _____

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Event Date(s): _____ Inclement Weather/Rain Date: _____

Event Time Period: From: _____ To: _____

Event Set-Up Time: From: _____ To: _____

Event Clean-Up Time: From: _____ To: _____

Event Location(s): (Please list streets to be closed) _____

Please attach a detailed site map or route plan.

Parking and Transportation:

Will the event utilize private parking areas, such as a school or shopping center lot? Yes No

Traffic Control:

Will the event need the Town to provide traffic control? Yes No

Additional Information about the event: _____

3. Hold Harmless / Indemnification Agreement

The Applicant has requested permission from the **Town of Carrboro** to host an event, which involves the **temporary closure of public rights-of-way** or other Town property.

In consideration of such permission, the **Applicant** hereby fully **releases and discharges** the **Town of Carrboro**, its elected officials, officers, employees, agents, and volunteers from any and all claims, demands, actions, liabilities, damages, losses, costs, and expenses — including but not limited to those involving **personal injury, death, or property damage** — which may arise or may be alleged to have arisen out of, or in connection with, the Applicant's event.

The **Applicant further agrees to indemnify, defend, and hold harmless** the Town of Carrboro, its elected officials, officers, employees, agents, and volunteers from and against **any and all claims, liabilities, damages, or losses** — including those asserted by third parties or members of the public — which may arise or may be alleged to have arisen out of, or in connection with, the Applicant's event, its preparation, execution, cleanup, or any related activity.

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In addition, the Applicant agrees to maintain, at its sole cost, insurance coverage that meets or exceeds the Town’s **minimum insurance requirements** as outlined in the **Temporary Street Closing Policy**. The **Town of Carrboro** must be listed as an **Additional Insured** on all applicable insurance policies. The Certificate(s) of Insurance must be submitted at least **30 days prior to the event** and approved by the Town’s Special Events Committee.

By signing below, the Applicant acknowledges that they have read, understood, and agreed to abide by the **Temporary Street Closing Policy** and this **Hold Harmless / Indemnification Agreement** as a condition of receiving a Temporary Street Closing Permit.

Applicant’s Signature

Date

FEE: \$100.00 application fee. Application fee must accompany the submittal of this application.

For Town Use Only		
	<u>Date completed</u>	<u>Completed By</u>
Permit Application and Fee Received	[_____]	[_____]
Preliminary Permit Approved	[_____]	[_____]
Insurance Certificate	[_____]	[_____]
Public Notification	[_____]	[_____]
NC DOT Approval (if applicable)	[_____]	[_____]
Crowd Manager Certification (if applicable)	[_____]	[_____]
Private Parking Permission (if applicable)	[_____]	[_____]
Street Signs Posted	[_____]	[_____]
Notify OC EMS (5 days prior to event)	[_____]	[_____]
Chapel Hill Transit Notified (if applicable)	[_____]	[_____]