



Town of Kure Beach
117 Settlers Lane • Kure Beach, NC 28449
Town Hall (910) 458-8216 • Fax (910) 458-7421
Nikki Keely, Event Marketing Coordinator

SPECIAL EVENT PERMIT APPLICATION

A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH EVENT DATE

FOR OFFICE USE ONLY

Number of days until
event: _____

Number of total hours
for event: _____

Rain date necessary:
Yes _____ No _____
Date: _____

Town Facilities Used?

Reservation Obtained?
Yes _____ No _____
Not Required _____

Trash carts needed?
Yes _____ No _____
Number _____

Portable toilets
needed?
Yes _____ No _____
Not Required _____

Health Department
permit obtained?
Yes _____ No _____
Not Required _____

1. Description of event: _____

2. Event Date: _____ **Time:** _____ am/pm to _____ am/pm

3. Estimated number of participants (including spectators): _____

4. Location _____

5. Individual making request: _____

Complete Mailing Address: _____

Phone Number: _____ E-mail: _____

6. Individual who will be on site and in charge of activity: _____

Complete Mailing Address: _____

Phone Number: _____ E-mail: _____

7. Sponsoring organization/corporation (if applicable): _____

Contact: _____

Complete Mailing Address: _____

Phone Number: _____ E-mail: _____

8. Briefly describe provision for the following:

Toilet facilities _____

Trash disposal _____
(Plastic and aluminum must be recycled. Use of Styrofoam and glass is prohibited.)

Parking _____

Electrical power needs _____

Water needs _____

9. Will food be served? _____ **If yes, has permit from Health Dept. been obtained?** _____

Describe type of containers, cooking equipment, etc. to be used _____

FOR OFFICE USE ONLY

Site plan included?

Yes _____ No _____

Non-Profit Organization?

Yes _____ No _____

Tax Exempt ID

Vendors requested?

Yes _____ No _____

Privilege license

obtained?

Yes _____ No _____

Not Required _____

Police support required?

Yes _____ No _____

Not Required _____

Ocean Rescue support

required?

Yes _____ No _____

Not Required _____

Certificate of Insurance

obtained?

Yes _____ No _____

Not Required _____

10. Will there be any music, PA system, or loud activities (If any, briefly describe)? _____

If yes, provide information specifying location and direction of noise-emulating devices along with proposed noise level, and duration: _____

11. Will any banners, tents, stages, chairs, nets, decorations, etc. be used at this activity? _____

If so, what company is provided the equipment? _____

Describe equipment in detail and provide a sketched plan: _____

12. Will there be sales of any types of souvenirs, T-shirts, food, drinks or other products on public property? _____

If so, describe in detail: _____

13. Is police assistance necessary? _____ Are you requesting the closing of any streets? _____

If so, please specify: _____

Depending on the nature of the event, it may require police assistance with traffic/crowd control and/or additional Ocean Rescue support. Additional fees may be incurred.

I hereby certify that I am the authorized and responsible representative of the applying group and that I am at least 18 years of age. I understand that if any information is found not to be accurate, additional fees and/or fines may be assessed and/or my permit may be revoked.

I agree to comply with all town ordinances, rules, regulations and other applicable laws.

I agree to save and keep the Town free and harmless from any and all loss or damages or claims for damages, including attorney's fees and litigation costs, arising from or out of the special event.

I agree to, upon request, provide proof of general liability insurance listing the Town as an additionally insured with limits no less than 1 (one) million dollars.

I understand that if the event is cancelled, I will receive a refund of my application fees less a \$20 administration fee.

See attached memo for additional stipulations.

Signature: _____ Date: _____

This application is hereby approved this _____ day of _____ 20____.

Special Events Coordinator, Town of Kure Beach, North Carolina

SPECIAL EVENT PERMITS – GENERAL INFORMATION AND STIPULATIONS

Permit Application Fee: The application fee is based on general use impact as follows:

Low Impact (minimal use of public property)	\$150 per day min.
Medium Impact (includes intermittent traffic control)	\$300 per day min.
High Impact (includes closing of public streets)	\$500 per day min.

Portable Toilets – For events with expected attendance of 150 people or more, portable toilets must be provided by the Event Director. Portable toilets may not be set up more than 48 hours prior to the activity, and must be removed within 48 hours afterwards. Location of portable toilets must be coordinated with John Batson, Code Enforcement Officer.

Litter – Event Director will be responsible for litter pickup of areas used. If activity is on the beach strand, any litter (boxes, etc.) that will not fit in cans must be removed from the beach strand. All food litter must be removed from the beach strand. All plastic and aluminum litter must be recycled; use of Styrofoam and glass products for serving refreshments is prohibited. **Litter subject to a \$250 fine.**

Obstructions – Obstruction of any public beach right-of-way, parking areas or public streets is prohibited unless approved by Town Council.

Music – Beach Park and Beach Strand – Any amplified music or PA system on the beach strand must be directed toward the ocean and away from any residences. Noise ordinance will be enforced by Town Beach Police and/or other Town personnel.

Tents, Banners, Stages, Nets, etc. – Any tents, banners, stages, trailers, nets, etc. on the public property, may not be set up more than 12 hours prior to the activity, and must be removed within 12 hours afterwards.

Traffic/Crowd Control – Event Director will coordinate traffic and crowd control with the Kure Beach Police Department.

Decoration – No Balloons, plastics, confetti, etc. may be used as part of any decorations placed on public property. All decorations (flowers, streamers, etc.) must be removed from the site immediately following the event.

Fires/Cooking – Beach Strand – Town ordinance prohibits fires or cooking of any kind on the beach strand. No open flames are allowed on the beach strand including **fireworks** and tiki torches.

Alcoholic Beverages - Town ordinance prohibits the consumption of alcoholic beverages of any kind on the beach strand or any public property unless approved by Town Council.

“Rain Dates” - If no “rain date” is included on the original permit request, the make up date, if any must be approved.

Surfing Events – All requests for Special Event Permits for surfing competitions must be presented to the Town Council for approval.

Any additional pertinent Town Ordinance will apply at the discretion of the SEC.

TOWN OF KURE BEACH POLICE DEPARTMENT

REQUEST FOR OFF-DUTY POLICE OFFICER EMPLOYMENT

Contract: Four-hour minimum; rate \$40.00 per hour, per officer

Off-Duty employment is strictly voluntary; thus, all requests may not be filled.

Name of Applicant: _____ Applicant's Cell #: _____

Business name: _____ Business Telephone #: _____

Applicant's Relation to Business: _____ Alternate phone #: _____

Billing address: _____

Street address: _____

Description of Business Activity: _____

TERMS Additional notes on the back of this form. Please provide a summary of expected duties:

Start date/time: _____ End date/time: _____

Name of on-site contact person (present at event): _____ Phone _____

Number of officer requested: _____ @ \$40.00 per hour. Total Amount: \$ _____

*The applicant understands that all officers may be called back to active duty in the event of an emergency.
A prorated invoice will be generated if such an instance should arrive.*

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CANCELLATION NOTICE: Due to scheduling, a 24-hour cancellation notice is required. If you should need to cancel the request, contact _____ at 910 _____ or by email at _____. If the applicant fails to comply with the 24-hour cancellation notice, payment is due in full. The applicant hereby agrees to the terms listed above and is responsible for payment of services incurred under this agreement.

Signature of applicant: _____ Date: _____

FOR TOWN STAFF USE ONLY: SPECIAL EVENT PERMIT REQUIRED ___Y ___N

Approved by Chief of Police Date

Approved by Town SEC Date

Invoice mailed by (initial, date) _____

Payment received by (initial, date) _____

Town of Kure Beach Special Event Rates

General Use Impact Fees

Low Impact (minimal use of public property)	150.00 per day min
Medium Impact (includes intermittent traffic control)	300.00 per day min
High Impact (includes closing of public streets)	500.00 per day min

Personnel

Police (4 hour minimum, includes overhead)	40.00 per hr
Sanitation (includes overhead)	40.00 per hr
Street (includes overhead)	40.00 per hr
Volunteer Fireman (includes overhead)	40.00 per hr

Facilities Rental

Council Chambers	100.00 per day
Public land per site	100.00 per day
Public building	100.00 per day

Tents

If your tent is over 200 square feet	\$250.00
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Equipment

All equipment rented is on a per-hour basis or any part thereof.

Police or Fire or Other Town Vehicle	25.00 per hour
Trash pickup (per cart per pickup)	15.00 each

Minimum of 2 carts required for recyclable materials and one for regular trash.

Damages to right of ways, infrastructure, parking areas, trees, plants or any property owned or controlled by the Town of Kure Beach, shall be repaired immediately. Charges for damages not repaired within a reasonable period, shall be determined by the Director of Public Works.

RENT COMMUNITY CENTER & OCEAN FRONT PARK PAVILION—SECURITY DEPOSIT
\$250 Deposit is required per facility but is refundable after satisfactory inspection.

RENT COMMUNITY CENTER & OCEAN FRONT PARK—PER HOUR (2 HR MINIMUM)
COMMUNITY CENTER OR OCEAN FRONT PARK (PAVILION ONLY)

KB Resident/Property Owner & Non-Profit Organization	\$75.00
Nonresident & Commercial Organization For Profit	\$100.00
OCEAN FRONT PARK (PAVILION & LAWN)	
KB Resident/Property Owner & Non-Profit Organization	\$125.00
Nonresident & Commercial Organization For Profit	\$150.00

Non refundable fee each time existing contract is revised	\$10.00
Service charge for cancellation of contract	\$50.00

Rental fee will not be refunded for cancellation of lease by lessee made within 30 days before the event. Security deposit will be refunded.

The Community Center and Ocean Front Park are available for rent through the Event Marketing Coordinator at Town Hall. Please call 910-458-8216 to schedule your event.