



NEIGHBORHOOD EVENT PERMIT APPLICATION

Please submit applications to:

City of Wilmington
Downtown Services & Special Events
PO Box 1810
Wilmington, NC 28402

*For information or assistance completing application, please contact Kayla Perkins
(910) 772-4177 / specialevents@wilmingtonnc.gov*

This application is for neighborhood events/block parties only. A neighborhood event is a small-scale event that closes a street on a local-service, residential street. These small-scale gatherings, such as neighborhood potlucks or barbecues, are initiated by and are intended to attract only local residents who live on or in close proximity to the street being closed. **They are not intended for the general public, birthday parties, graduation parties, or other events/parties that solely benefit a single residence on the block.**

Note that the contact information provided may be available to the public to allow citizens to contact the event organizer with relevant questions or concerns.

Date of Application: _____

Event Title: _____

Location of Event: _____

Sponsoring/Production Organization: _____

Applicant Status:

☐ Not for profit, Federal Tax ID: _____

☐ For profit

Event Organizer/Contact Person: _____

Phone: _____ **Email:** _____

Organization Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Event Website: _____

Day of Event Contact: _____

Cell: _____ **Email:** _____



Description and purpose of Event (provide a few sentences about your event that will be included on your permit):

Have you held this event in previous years? ☐ Yes ☐ No

Is this an annual event? ☐ Yes ☐ No

Event Date(s):

☐ Single Date: _____

☐ Consecutive Dates (list all event dates): _____

Event Operating Hours Start Time: _____

Event Operating Hours End Time: _____

Event Setup Start Time: _____

Event Breakdown Time: _____

Estimated Event Attendance: _____

Approximate # of Event Staff/Volunteers: _____

Will streets need to be closed for this event? ☐ Yes ☐ No

What streets will be closed? (Please be specific, example - Willard Street between 3rd and 4th streets):

Number of barricades required: _____ (Initial street closure permit includes two barricades. Additional barricades can be provided at a cost of \$10.00 each).

Location for the barricades to be dropped off/picked up (must be the same):

*Barricades that are removed from thoroughfares should be placed neatly to the side - out of the path of vehicles, pedestrians, handicap ramps and crosswalks. Barricades must be returned in same condition as they were issued. Repair/replacement cost of \$60.00 per barricade will be charged to the permittee.



Food:

- ☐ Yes, this event involves food for sale and I will attain any required permitting as mandated by New Hanover County Health Department.
- ☐ No, this event does not involve food for sale

Portable Restrooms (Minimum Portable Toilet Requirement is 1 for every 300 persons with 5% being ADA compliant):

- ☐ Yes - Number of regular units: _____ Number of ADA complaint units: _____
- ☐ No

Amplified Sound:

- ☐ Yes - Describe: _____
Start and finish times: _____
- ☐ No

Vendors:

- ☐ Yes - Provide number of and type of vendors: _____
- ☐ No

Fire Department Permits (Select any of the following that may apply to your event):

- ☐ Tents or inflatable structures over 400 square feet
- ☐ Fireworks, pyrotechnics, open flame performances, or bonfires
- ☐ Special amusements or rides
- ☐ None of the above

Event Plans: Submit Site Plan, Traffic Control Plan & Waste & Recycling Plan

- **Site Plan:** Provide a Site Plan of the Special Event clearly illustrating the footprint of the entire event venue and/or event route including street closures, set up, staging, transition and finishing areas, the location of entrances and exits, retail, food, and alcoholic beverage vendors, controlled alcohol consumption areas, tents, stages, bleachers, grandstands, fencing, amplified sound, signs or banners, portable restrooms, electric and water hookups, generators, first aid stations, fire extinguishers, garbage and recycling receptacles, hazardous materials, exhibits, amusement rides, inflatables, parking, road closures, barricades, dimensions of all temporary structures, event command center and security
- **Traffic Control Plan:** Provide a Traffic Control Plan (TCP). Events which impact the normal flow of traffic and/or restrict access to residences and businesses must provide a traffic control plan showing how the organizer will control access to homes and/or businesses effected by the event.
 - Please be aware that a 14 feet wide emergency access lane is required throughout the event site (In other words, no permanent or immovable structures may be erected on the route).
 - Please be aware that pedestrian access must be maintained on public sidewalks throughout the event.
- **Waste & Recycling Plan:** Provide a detailed Waste and Recycling Plan. The City requires that event spaces be thoroughly cleaned during and following each event.



APPLICATION CONDITIONS

I understand that I am required to pay the corresponding non-refundable permit fee for this event, and that my permit will not be issued until this payment has been received.

I understand that additional fees, rental expenses, permits, and requirements will apply depending on event location and needs and that all necessary fees & deposits, insurance, outside permits, etc. must be submitted before the issuance of the event permit.

I have read and understand the Special Event Notification Requirements and agree to abide by these city policies.

I agree to conform to all city, state, and federal laws and regulations.

I accept responsibility for the general cleaning and removal of trash, recycling, etc. from the premises. In the event that the site area is not cleaned after use, the cleanup fee may be taken out of the deposit or the applicant will be billed for additional clean-up by the City of Wilmington.

I agree to be accountable for any damage to the event site as well as surrounding properties resulting from event activities and/or attendees.

As an authorized representative for the above requested special event, I have read and understand all of the Neighborhood Event Permit Application conditions and requirements

Applicant signature: _____

Date: _____