



TOWN OF PILOT MOUNTAIN, NC

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TOWN OF PILOT MOUNTAIN PUBLIC EVENTS/FESTIVALS CONTRACT/APPLICATION

Purpose:

It is the purpose of the Town of Pilot Mountain Board of Commissioners to ensure that all public gatherings held on public property is safe for the community and those who are directly participating in the event. This document serves as both the application and contractual agreement between the Town and the event organizer. The Mount Pilot Now Committee is the authorizing committee for any event that takes place outside your physical place-of-business (building). This contract/application should be completed at least one month before the event is proposed to take place and submitted to the Mount Pilot Now Committee. The Town of Pilot Mountain Police Department will work with the Committee to ensure that all needed public safety staff is available.

General Information:

Type of Permit Requested: (Please Circle)

Is this event?: Juried or Public

(Circle One, "Juried" means that the organization organizing the event reserves the right to select participants based on theme and/or appropriateness - "Public" requires that anyone be allowed to participate.)

Downtown Festival Side Walk Sale Cycling Parade Marathon

Other Please Explain: _____

Timeframe:

Times: Commencing _____ Ending _____
Dates: Commencing _____ Ending _____

If parade, cycling, or marathon please indicate route. If downtown festival please indicate what streets you would like blocked off and at what times. *Be very specific* and use additional sheets if needed for clarity.

Contact Organization/Persons:

(At least two of the following individuals must be present at all times during an event. Each individual is also required to have a working cellular telephone in their possession. Those cell numbers must be listed below.)

Contact Organization (Event Organizer): (If organization has an Executive Officer please indicate so here)

Name: _____
Address: _____
Phone Number: _____

Contact Person 1:

Name: _____
Address: _____
Phone Number: _____
Cell Number: _____

Will this person be present during the entire event? Y or N

Contact Person 2:

Name: _____
Address: _____
Phone Number: _____
Cell Number: _____

Will this person be present during the entire event? Y or N

Contact Person 3:

Name: _____
Address: _____
Phone Number: _____
Cell Number: _____

Will this person be present during the entire event? Y or N

Contact Person 4:

Name: _____
Address: _____
Phone Number: _____
Cell Number: _____

Will this person be present during the entire event? Y or N

Requirements:

Insurance:

The event organizer is required to show proof of General Liability Insurance in the amount equal to or exceeding one million dollars each occurrence and two million dollars aggregate. The General Liability Insurance should also cover Liquor Liability Insurance if the organization is authorized by the Board of Commissioners to serve alcohol at the event. The Liquor Liability Insurance must be included at the same insurable rates at the General Liability Insurance.

Staffing:

The event organizers should maintain staff at the event to aid the public as needed. The staff level should be at a ratio of 1 staff member to each 200 attendees.

Restroom Facilities:

Restroom facilities must be made available by event organizers. Portable toilets must be readily available onsite. The event organizer should seek permission from any property owner before placing any type of portable toilet on that property. The following chart shall serve as guide for the number of portable toilets needed. If the event organizer owns a business that has available public restroom facilities in the immediate area these restrooms may count towards number of available facilities in so long as the business is clearly marked "Public Restrooms."

Number of People	Hours in Event									
	Number of Portable Toilets									
	1	2	3	4	5	6	7	8	9	10
0-500	4	4	4	6	6	6	8	8	8	8
1000	4	6	6	6	6	8	8	8	8	12
2000	4	8	8	8	8	12	12	12	12	16
3000	8	8	10	10	10	12	16	16	20	20
4000	8	8	12	12	16	16	20	24	24	28
5000	12	12	12	16	20	30	30	30	30	34
6000	12	12	16	16	20	30	30	36	36	40
7000	12	12	16	20	30	32	40	40	52	52
8000	12	12	20	24	32	32	40	44	52	54
9000	16	16	24	28	40	40	52	52	60	64
10000	16	16	28	40	40	52	52	60	60	72

Trash

Event organizer is required to provide adequate trashcans and pickup. Trash pickup and temporary trashcans should be arranged through Waste Management at event organizer's expense. Customer service for Waste Management can be reached at 336.723.5744. There should be adequate notice given to Waste Management so they can prepare for the event. Loose trash not in designated containers should be picked up every night of the event by organization's staff. At close of event all trash should be removed from public property, including containers, before 5am of the next day. If Town of Pilot Mountain Staff is required to remove waste because of an event the event organizer will be charged a minimum of \$50 per hour, per employee, of cleanup time.

Incllement Weather

Event organizer must have a plan for events that require good weather. In case of bad weather describe what actions will be taken:

Other Provisions/Notes:

Initial _____ Town of Pilot Mountain Initial _____ Event Organizer

Town of Pilot Mountain

(Seal)

Witness

Date

Mount Pilot Now Committee

(Seal)

Event Organizer: _____

Witness

Date

Executive Director