



Apex Parks, Recreation and Cultural Resources Special Event Permits Application

Permit applications are accepted no later than **120 days** prior the start of the Special Event

Halle Cultural Arts Center
Attn: Special Event Permit Coordinator
PO Box 250
Apex, NC 27502

For Staff Use		
Application fee:	\$25 non refundable	
Other Permit fees:	\$ _____	
Receipt #:	_____	
Date:	____/____/____	Staff: _____
Attachments:	YES	NO
Maps:	YES	NO

Name of Event: _____	Event Date(s): _____
Event Organizer (Sponsor): _____	Rain Date(s): _____
Contact Person: _____	501 (c) 3 Organization? <input type="checkbox"/> Yes <input type="checkbox"/> No
Street Address: _____	City: _____ ZIP: _____
Primary Phone: _____ Cell: _____	Email: _____
Website: _____	Projected Attendance: _____

Event Purpose:

Location:
 (Exact street address) _____

Are you requesting Town of Apex Co-Sponsorship? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will Town facilities be utilized (i.e. Streets, Parks, Greenways, Sidewalks, Multi-Use Trails) <input type="checkbox"/> Yes <input type="checkbox"/> No
Is Fire Department required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are Emergency Medical Services required? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will security be provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will streets/sidewalks be closed during the event? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are sales/vendors being anticipated at the event? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will amplified sound be used for or during the event? <input type="checkbox"/> Yes <input type="checkbox"/> No
Does this event seek to include the sale, distribution, possession, or consumption of alcoholic beverages on public property? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Event Description	A site map must be included with the application showing sidewalks/greenways or multipurpose paths to be closed, tent placement, parade/run/walk routes or other similar activities, location of electrical needs, restroom, trash and water as needed
Describe type, size and area of event (including stages, entertainment, parking, etc.): _____ _____ _____	
Time event is scheduled to begin: _____	Time event is scheduled to end: _____
Time set up is scheduled to begin: _____	Time clean-up/take down will end: _____

SPECIAL EVENTS SPONSOR/ CO-SPONSOR AGREEMENT

We, _____ do hereby agree to the following conditions in order to be considered for sponsorship or co-sponsorship by the Town of Apex.

1. Group or organization must be recreational in nature or principle, or provide tangible benefit to the community.
2. Group or organization must be a non-profit group as defined by N.C. State Law and be accountable for all income and expenditures to the Town of Apex. Provide a detailed financial statement to the Town annually or after completion of the event. Any or all financial records are subject to audit by Town of Apex.
3. Group or organization must submit **by January 15 of the calendar year in which your event is scheduled** an *event application, which* includes the following:
 - a written plan for the event together including a narrative description of the event
 - a budget for the event
 - a marketing plan for the event
 - a logistics plan for the event.
4. Group or organization’s activities must be open to the general public.
5. Group or organization must include in **ALL PUBLICITY**, including print, video, television and radio, that the activity is co-sponsored by the Town of Apex with the Town receiving significant name, logo and banner representation in tandem with the co-sponsors name, logo and banner representation.
6. Events held by the group to raise funds must obtain permission in writing **by January 15 of the calendar year in which your event is scheduled**. This permission will be based on the following:
 - How the funds will be raised?
 - Proposed use of the funds raised?
 - Group or organization’s history of rendering community benefit.
7. No activities/events may be held at a facility, which – would result in monetary gain for an individual.
8. **NO ALCOHOLIC BEVERAGES** will be allowed at any outdoor event, without prior approval and all necessary permits.
9. Partisan political events or activities will not be permitted during a town sponsored or co-sponsored event. If political figures are invited to participate, it must be clearly understood that it is because of the office they now hold and not because of the office for which they are seeking election or re-election.
10. The Town of Apex shall appoint a representative to serve as staff/liaison to the group or organization.
11. Group or organization must provide a \$1,000,000 certificate of insurance which specifically lists the Town of Apex as an additional insured.
12. Group or organization hereby assumes all risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of the Permittee’s operation. Event Organizer hereby expressly agrees to indemnify, defend and save the Town harmless from any penalties for violation of law, ordinance, or regulation affecting its activity and from any and all claims or suits for damages or losses (including, but not limited to, attorney’s fees and other litigation expenses) for personal injury and for property damage directly or indirectly arising out of or in connection with the permitted activity or conduct of its operation or resulting from the negligence or intentional acts or omissions of Permittee or its officers, agents and employees.
13. Group or organization must provide information and/or perform such other duties as may be required by the Town of Apex
14. After the initial event and approval, this co-sponsorship agreement may be reviewed annually by Town of Apex representative and group/organization representative provided that the parameters, purpose, and organization of the event to not substantively change.
15. The Event Organizer will provide a booth space (or equivalent thereof), at a mutually agreeable location at the event, for the use of Town of Apex free of cost. Any cost associated with this shall be borne by the applicant.
16. Applicant will provide clear spoken recognition of the Town of Apex and its contribution at any events or functions utilizing live entertainment or speakers. Any cost associated with this shall be borne by the applicant.
17. The Event Organizer will provide for The Town of Apex a wrap up package of copies of all media coverage including, radio, print and television ads and feature stories that relate to the event. Any cost associated with this shall be borne by the applicant.

Special Event Organizer Date _____

President of Group/Organization Date _____

Address _____ City _____ State _____ Zip _____

Primary Phone _____ Email Address _____

ACCEPTED: _____ Date _____
Town of Apex