



# City of Hendersonville SPECIAL EVENT APPLICATION



An application for a permit to conduct a special event pursuant to Section 28-39, Hendersonville City Code.  
Please reference the City's Special Event Policy for additional information about the application process.

**Note: The person responsible for the special event, or his/her designee, must be present for the duration of the event.**

**Submit This Completed Application & All Supporting Material Outlined Below To:**

Community Development Department City of Hendersonville  
100 N. King Street Hendersonville, NC 28792 Phone #: (828) 233-3219

Name of Special Event: \_\_\_\_\_

Event Sponsor: \_\_\_\_\_ Phone #: \_\_\_\_\_

Sponsor Address: \_\_\_\_\_

Authorized Event Coordinator: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Requested Event Date(s): \_\_\_\_\_ Requested Event Hours: \_\_\_\_\_

Estimated Past Attendance: \_\_\_\_\_ Predicted Attendance: \_\_\_\_\_

Past Vendor Participation: \_\_\_\_\_ Predicated Vendor Participation: \_\_\_\_\_

*"Hold Harmless Agreement"*

By signing this agreement, the sponsor will hold harmless the City of Hendersonville, its officers, employees and agents, the Public Works Department and staff free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges professional and attorney's fee or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind and character in connection with or arising directly or indirectly out of this event and/or the performance hereof and caused by the negligence of the Sponsor. The Sponsor will take full responsibility. The City of Hendersonville will not be responsible for personal items or property used as part of event.

Signature of Authorized Event Representative: \_\_\_\_\_ Date: \_\_\_\_\_

### APPLICANT CHECKLIST

Please reference the City of Hendersonville's Special Event Policy for additional information about the requirements listed in the checklist below.

- Event Description, Statement of Public Benefit & Public Services Required (REQUIRED) - Page #2 in application
- Event Marketing Strategy & Budget (REQUIRED) - Page #3 in application
- Event Site Plan (REQUIRED) - Page #4 in application
- Event Impact Notification (REQUIRED) - Page #5 in application
- Formal Event Notice (REQUIRED)
- Vendor Application & Electrical Needs (AS NEEDED) Page #6 in application
- Event Insurance (REQUIRED)



**City of Hendersonville  
SPECIAL EVENT APPLICATION  
EVENT DESCRIPTION, STATEMENT OF  
PUBLIC BENEFIT AND PUBLIC SERVICES REQUIRED**



Please provide a detailed “Event Description” along with your “Statement of Public Benefit” and “Public Services Required” for review.

Please reference the City’s Special Event Policy for additional information about this application requirement. Feel free to attach your response to this sheet.

Name of Special Event: \_\_\_\_\_

Event Description:

Statement of Public Benefit:

Public Services Required:



**City of Hendersonville**  
**SPECIAL EVENT APPLICATION**  
**EVENT MARKETING: STRATEGY AND BUDGET**



Please provide an "Event Marketing Strategy" along with your "Marketing Budget" for review. Please reference the City's Special Event Policy - page 5 for additional information about this application. Feel free to attach your response to this sheet.

Name of Special Event: \_\_\_\_\_

Event Marketing Strategy:

Marketing Budget:



**City of Hendersonville  
SPECIAL EVENT APPLICATION  
EVENT SITE PLAN**



Please provide a detailed "Event Site Plan" and your notification guarantee. Please reference the City's Special Event Policy - page 5 for additional information about this application requirement. Feel free to attach your site plan to this sheet.

Name of Special Event: \_\_\_\_\_

Event Site Plan:



**City of Hendersonville  
SPECIAL EVENT APPLICATION  
EVENT IMPACT NOTIFICATION REQUIREMENT  
(FOR COMMERCIAL AREAS)**



Event applicants are required to notify, by a formal notice, all residents, businesses, places of worship and schools that are affected by street and sidewalk impacts related to your event. This notice must be submitted with the event application to the Special Events Committee for review prior to notification delivery, and example format for this notification is included in the City's Special Events Policy appendices.

Once approved by the Special Events Committee the notice must then be mailed or hand delivered to impacted areas at least twenty days prior to your event. Information on the notice should include, but not be limited to; the name of the event, event date(s), time(s) of event and overall impacts (including set-up and tear down), specific location of impacts, type of activity and telephone number where the public can contact your organization about the event.

Failure to comply with the notification requirement can result in the cancellation, postponement or other significant restrictions to your event or future events. The Special Event Committee requires that the Authorized Event Organizer verify that this notification will take place, please see below.

**NOTIFICATION GUARANTEE: I hereby certify that all residents, businesses, places of worship and schools affected by any street closures and sidewalk impacts related to this event and outlined in this application's "Event Site Plan" will be notified at least 20 days prior to the event with the attached notice by the Authorized Event Coordinator or designee.**

**Authorized Event Coordinator's Signature** \_\_\_\_\_



**City of Hendersonville  
SPECIAL EVENT APPLICATION  
VENDOR PERMITS AND ELECTRICAL NEEDS**



Complete the form below based on the number of vendors and types of electrical connections required for your event. If you have questions about the electrical requirements for your event please contact the City Public Works Department at (828) 697-3000.

Name of Special Event: \_\_\_\_\_

Authorized Vendor Coordinator: \_\_\_\_\_ Phone #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Please calculate your event vendor fees & electrical usage fees below.

Total # \_\_\_\_\_ of Retail Vendors X \$15 = \_\_\_\_\_

Total # \_\_\_\_\_ of Single-Day Food Vendors X \$30 = \_\_\_\_\_

Total # \_\_\_\_\_ of Multi-Day Food Vendors X \$55 X Total # \_\_\_\_\_ of days = \_\_\_\_\_

**Total Vendor Fee Due:** \_\_\_\_\_

Electrical Requirements: Location of electrical needs to be included on Event Site Plan.

((Total # of connections @ 20 Amps or less \_\_\_\_\_) x (# of days \_\_\_\_\_)) x \$25 = \_\_\_\_\_

((Total # of connections @ 21 to 50 Amps \_\_\_\_\_) x (# of days \_\_\_\_\_)) x \$50 = \_\_\_\_\_

((Total # of connections @ 50 Amps or more \_\_\_\_\_) x (# of days \_\_\_\_\_)) X \$100 = \_\_\_\_\_

**Total Electrical Usage Fee:** \_\_\_\_\_

**Total of All Event Fees:** \_\_\_\_\_

All Event and Vendor Fees are to be submitted prior to the event. Checks can be made out to the "City of Hendersonville." Payment is accepted in person at

145 Fifth Avenue East  
Hendersonville, NC 28792

Please remit payment along with the final invoice you receive from the Community Development Department.