



*The City of Henderson, NC*

*134 Rose Avenue*

*Henderson, NC 27536*

*(252-430-5700)*

10/1/2016

# Event Manual

Permit Guide

City of Henderson NC Special Events Manual

# City of Henderson NC Special Events Manual

## Permit and Application Guide

Thank you for taking the time to consider hosting an event in the Henderson area!

The City has compiled this document for you and/or your organization to follow as a guideline toward City requirements for your event. These requirements and procedures are intended to help preserve the health, safety and welfare of all persons and property that may be affected by the event's activity. It will be necessary for you to schedule a pre-application conference. The pre-application conference can be done in person { 134 Rose Ave., Henderson, NC } or by telephone { (252) 430-5700 }. Please ask for the City Manager's Executive Assistant and request an appointment with the City's Special Events Team\*. Your event's Responsible Party\*\* must attend the pre-application conference. If an event is small or if this is not the first time your event has been held in the City, then an abbreviated application may be appropriate. The pre-application conference is expected to determine the needed information. However, the City reserves the right to request additional information or clarification before and after approval of your request.

This guide has been designed to answer most of your questions and contains references to much of the information that may be required for approval of your event. We suggest you delay filling out the application until after the pre-application conference determines what may be needed. All requests will then be reviewed by the City's Special Events Team with potential recommendation that the event or activity should be modified, changed or hopefully, approved as submitted. Once the application has been reviewed the requestor will then be notified of the next required steps.

**Application Fee:       \$25.00**

**Special Events Team\* - composed of the City Manager, Fire Chief, Police Chief and Public Services Director, or their designees.**

**Responsible Party\*\* – an adult of mental competency over the age of 21 years who will be present at the event location for its entire duration and will have authority, by written or oral agreement with all the event's on-site operators, to direct their activities.**

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**Street Closing Guidelines**

- The City Manager or his designee, may consider and give approval for small neighborhood street events without review by the entire Special Events Team; this requires that the event not be on a heavily traveled street or thoroughfare; there are no tents or other structures requiring any health or safety inspection; there will be no use of alcoholic beverages and the requesting entity must be a non-profit organization as defined under §501 (c ) of the United States Internal Revenue Code.
- The duration of any street closing is not to exceed five (5) hours unless otherwise authorized by the City Manager.
  - If alcohol is being served at a City Council approved “closed street event”, the request for street closing shall not be for more than two (2) city blocks (also see alcohol guidelines).
  - Requesting organizations will be responsible for securing officers from the Henderson Police Department as noted in this event manual and permit guide. Permission for Henderson Police Department personnel to work as security for an event is at the discretion of the Chief of Police.
  - Similarly, requesting organizations will be responsible for securing medical stand-by personnel as may be required for the size of the event. If the Henderson Fire Department is asked to provide such services, permission for personnel to work is at the discretion of the Fire Chief.

- The requesting organization will be responsible for necessary clean-up after the event, as noted in the event manual and permit guide.
- The requesting organization will be responsible for notifying all addresses in the area of street closure at least ten (10) days prior to the event. The Special Events Team will determine what notice procedure is required and may impose a burden of proof of delivery.
- The application for closing streets (other than small neighborhood events) should be made at least ninety (90) calendar days prior to the requested event date. The Special Events Team may waive part of this lead time depending on the complexity of the event and the application's timing relative to planned (or special) sessions of City Council.
- Roads or streets which are part of the State of North Carolina Road System are subject to NC Department of Transportation local Highway Division or District Office verification that the proposed event will not (1) interfere with other planned special events and (2) impact, or be impacted by, planned maintenance or other related activities. No other action by the NCDOT is required, however the City Council must pass an ordinance approving the event and directing that signage giving notice of the special event, in accordance with NCGS §20-169, be placed. A copy of the ordinance is forwarded to the local NCDOT Highway Division office for their records. Bicycle races are in accordance with NCGS §20-171.2.
- If streets are approved for closing, all tents and equipment must be removed from the street thirty (30) minutes prior to the requested re-opening.

### **Special Events Guidelines – Alcohol**

The issuance of a Citywide Special Use Permit may allow for the sales, service, possession and consumption of alcoholic beverage on city streets or public properties as allowed by NCGS §18B-300 and Henderson City Code Section 10-1. All other laws in regards to the sale, service, purchase, possession and consumption of alcohol are subject to law enforcement action up to and including arrest.

If you propose to sell or furnish alcoholic beverages at your event, you will be required to obtain a permit from the North Carolina Department of Alcoholic Beverage Control (ABC) in addition to your Citywide Special Event Permit. In addition, the requesting organization must meet the insurance requirements set forth by the City on the following pages. Please note that the State ABC Permit has separate time-lines for submission and approval that must be adhered to under State guidelines.

The City of Henderson Police Department and State ABC representatives will independently review your event plans and alcohol management strategies before your license is approved. If the proposed

event will take place on City public park land; within a City-owned facility; or other City-managed property, then both the Police Department and managing City department may place additional restrictions on the way in which alcohol is managed at your proposed event. More information is available at [www. http://abc.nc.gov/](http://abc.nc.gov/). You should allow for up to ninety (90) calendar days to obtain a Citywide Special Use Permit for alcohol.

**Special Events Liability Insurance Requirements**

**Insurance Requirements**

**Limits of liability**

	Each Occurrence	Aggregate
<u>General Liability</u> Bodily Injury & Property Damage Combined Single Limit	\$1,000,000	\$3,000,000
<u>Automobile Liability</u> Bodily Injury and Property Damage Combined Single Limit	\$1,000,000	
Worker’s Compensation Statutory Limits (if required by law) \$500,000 Employer’s Liability Limit		
Liquor Liability (If Alcohol is Being Served) Bodily Injury & Property Damage Combined Single Limit	\$1,000,000	\$1,000,000
Excess Liability (If Exposure Merits)	\$5,000,000	\$5,000,000

NOTE: The City of Henderson must be included as an additional named insured on the General Liability Policy and as a certificate holder.

A “Blanket Waiver of Subrogation” shall apply in favor of the City of Henderson and All additional insureds as required by contract for Worker’s Compensation and General Liability.

**Alcohol Management Permit Conditions**

The sales, services, and consumption of permitted alcoholic beverages must take place in a designated and approved area. Approval must come from an ordinance passed by City Council for the Citywide Special Use Permit issuance.

▪ **Only the following alcoholic beverages are permitted to be served:**

**Malt Beverage**-beer, lager, malt liquor, ale, porter, and any other brewed or fermented beverage containing at least one-half of one percent (.05%), and not more than fifteen percent (15.0%), alcohol by volume.

**Unfortified wine:** any wine of sixteen percent (16%) or less alcohol by volume, made by fermentation from grapes, fruits, berries, rice, or honey; or by the addition of pure cane, beet, or dextrose sugar; or by the addition of pure brandy from the same type of grape, fruit, berry, rice, or honey that is contained in the base wine and produced in accordance with the regulations of the United States.

- Consumption will be in the designated area and a map of that area must be included in the permit application. The area of consumption cannot deviate from the mapped area as indicated in the application. A brief narrative describing the consumption area shall accompany the map.
- Alcohol consumed in the event area must be purchased from or provided by the event host or contracted provider. No other sources of Alcohol are permitted.
- The event applicant/host shall provide monitors at major entry and exit points to assist in the regulation of alcohol entering or leaving the event area.
- No additional dispensing points outside of the area shall be authorized.
- The issuance of a Citywide Special Use Permit may allow for the sales, service, possession and consumption of alcoholic beverage on city streets or public properties as allowed by NCGS 18B-300 and Henderson City Code Section 10-1. All other laws in regards to the sale, service, purchase, possession and consumption of alcohol are subject to enforcement action up to and including arrest.
- Each time a person purchases an alcoholic beverage the person's age shall be verified with valid identification at the point of sale. The use of hand stamps, tickets or wrist bands will not serve as valid confirmation of age.
- Service of alcoholic beverages must be done by a licensed and insured caterer.
- Alcoholic beverages can only be sold or provided to people 21 years or older.

- All distribution of alcoholic beverages must be performed by designated and trained Safe Service Training, or equivalent, event staff.
- All alcoholic beverages must be consumed from a single serving container that complies with the following guidelines: 16 ounce cup or smaller for beer; 5 ounce cup or smaller for wine.
- Glass containers may not be used at public events.
- The use of beer luges, drinking funnels, or similar free pouring devices; is prohibited.
- Licensed and approved vendor staff shall be present to check identification for the purposes of verifying that people being served within the designated area meet the age requirements set forth by the State of North Carolina.
- Henderson Police are required to be present in the area where consumption is taking place at all times that the license privileges are being exercised. The number of officers assigned to work the said event will be determined by the HPD Chief or his designee. If a non-city sponsored event, the host organization assumes the cost of the designated officers. Medical stand-by personnel (first responders) are required to be near the area where consumption is taking place. The number of such personnel will be determined by the HFD Chief or his designee. If a non-city sponsored event, the host organization assumes the cost of stand-by medical services.
- Commencement of alcohol service shall not begin prior to the start time of the event. Last service shall be conducted no later than one-half hour prior to the end of the event.
- The Host Organization is responsible for resolving any problems associated with the event and/or issues of concern raised by neighbors.
- Host is responsible for securing the proper number of restrooms and all litter accumulated within the serving area.
- Appropriate number of restroom facilities must be accessible to attendees. Adequacy is the judgement of the Special Events Team based on the size of the event, its duration and distance to proposed facilities. If port-a-johns are approved they must be equipped with hand washing stations and at least one port-a-john must be handicap accessible, more for larger crowds. (A rough guideline for facilities assuming an 8 hour event: {# toilets : # attendees}, 1 : 50, 3 : 100, 4 : 250, 5 : 500, 34 : 10,000. If food & drink are not included in the event or the duration is 4 hours or less, these requirements decrease somewhat.)

**Tent and Canopy Permit Conditions**

**Tents/Canopies**

Tents, canopies, and other membrane structures are regulated by the North Carolina Fire Code and enforced by the Henderson Fire Department. The following information related to tents, canopies, and other membrane structures is not all inclusive, but is to be utilized as a quick reference guide. Henderson Fire Department personnel will conduct an on-site inspection of any tent, canopy, or other membrane structure requiring a permit. Questions related to these structures should be directed to the Henderson Fire Department Inspections at 252-438-7315.

### **PERMIT REQUIREMENT**

A permit shall be obtained from the Henderson Fire Department prior to erecting any tent, canopy, or membrane structure meeting the following specifications:

- All tents and membrane structures with sides in excess of 400 square feet.
- Canopies or tents open on all sides in excess of 700 square feet.
- Canopies or tents open on all sides placed side by side exceeding 700 square feet aggregate area.
- Any canopy or tent open on all sides located within twelve (12') of a structure or an enclosed tent.

### **LOCATIONS**

- A twenty-foot (20') fire access lane shall be maintained. The access route must be outside of support ropes and guy wires.
- Tents or tent components may not obstruct any fire hydrant or egress from any structure.

### **GUIDELINES FOR ALL TENTS**

- Exits shall be clearly marked. Exit signs shall be installed when the exit serves an occupant load of fifty (50) or more persons.
- All tents, canopies, and membrane structures must be flame retardant. Proof of flame propagation shall be provided.
- Tents or other membrane structures shall have a permanently affixed label bearing the identification of size and fabric or material type
- Smoking shall not be permitted in tents or membrane structures. Approved "No Smoking" signs shall be posted.
- Fire extinguishers of a minimum 2A:10BC rating shall be mounted for a maximum travel distance of seventy-five (75') to an extinguisher.
- Tents, canopies, and other membrane structures shall be adequately secured and anchored to withstand the elements of weather and prevent collapse or uplift.
- Open flames are prohibited within any tent with the exception of those meeting the requirements for authorized cooking.
- LP gas containers shall be located outside of tents. Tank capacity will determine required distance from tank to tent.

### **TENTS USED FOR COOKING**



- Open flame or other devices emitting a flame, fire or heat or any flammable or combustible liquids, gas, charcoal, or other cooking device or any other unapproved devices shall not be permitted inside or located within twenty feet (20') of the tent or membrane structures while open to the public.
- Cooking equipment shall not be located within ten feet (10') of exits or combustible materials.
- There shall be a minimum of three feet (3') between the sides of the tent and any heat producing device.
- Any tent used for cooking must be at least twenty feet (20') from property lines, buildings, other tents, canopies, or temporary membrane structures; support ropes and guy wires are considered part of the tent.
- Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within (20') of a tent or membrane structure.

## ***APPLICATION***

### **SUMMARY OF EVENT**

EVENT TITLE \_\_\_\_\_

DESCRIPTION \_\_\_\_\_

ADMISSION (NC admission tax laws may apply)    \_\_\_\_\_ Yes    \_\_\_\_\_ No

ADMISSION INFORMATION: \_\_\_\_\_

EVENT CATEGORY

Festival/Celebration

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- Parade/Procession/March/Run
- Exhibits/Misc.
- Concert/Performance
- Farmer/Outdoor Market
- Dance
- Other \_\_\_\_\_

ANTICIPATED ATTENDANCE \_\_\_\_\_

ANTICIPATED PARTICIPANTS \_\_\_\_\_

DATE/TIME

Setup	Date _____	Time _____	Day of Week _____
Event Start	Date _____	Time _____	Day of Week _____
Event Ends	Date _____	Time _____	Day of Week _____
Take-Down	Date _____	Time _____	Day of Week _____

**LOCATION (Description/Name of Park or Facility/Routes/Streets)(Specify also all intersections affected)**

**CONTACTS**

Host Organization \_\_\_\_\_

Professional Organizer Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cellphone: \_\_\_\_\_

Non-public Contact (Internal use only) Name: \_\_\_\_\_

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Telephone: \_\_\_\_\_ Cellphone: \_\_\_\_\_

Responsible Party\*\* Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cellphone: \_\_\_\_\_

Vendor/Catering Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cellphone: \_\_\_\_\_

Web Address \_\_\_\_\_

Email Address \_\_\_\_\_

Is this an annual event? \_\_\_\_\_ Yes \_\_\_\_\_ No

How many years has this event taken place? \_\_\_\_\_

Is your event part of a larger marketing campaign? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain: \_\_\_\_\_

**APPLICANT AND HOST ORGANIZATION INFORMATION**

A written communication from the Chief Officer of the Host Organization authorizing the applicant and/or professional event organizer to apply for this Special Event Permit on their behalf must be submitted with your permit applications.

Host Organization \_\_\_\_\_

Chief Officer of Host Organization \_\_\_\_\_

Applicant Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Daytime \_\_\_\_\_ Cell \_\_\_\_\_ Evening \_\_\_\_\_

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Please list any professional event organizer, event service provider, of commercial fund-raiser hired by you that is authorized to work on your behalf to plan, produce and/or manage your event.

Applicant Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Daytime \_\_\_\_\_ Cell \_\_\_\_\_ Evening \_\_\_\_\_

**SITE PLAN/ROUTE MAP**

Your event site plan/route map must be submitted and include (but is not necessarily limited to):

- An outline of the entire venue including the names of all streets or areas that are part of the venue and the surrounding areas. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures.
- The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, beer “gardens”, cooking areas, trash containers and dumpsters and other temporary structures.
- The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- The location of first aid facilities and emergency management vehicles.
- A detailed close-up of the food booth and cooking area configuration including booth identification of all vendors cooking with flammable gasses or barbecue grills.
- Generator locations and/or sources of electricity.
- Placement of vehicles and/or trailers.
- Identification of all event components that meet accessibility standards.
- Emergency operations staging area and emergency vehicle access to the staging area
- Other related event components not listed above.

**NARRATIVE**

Please provide a narrative and time-line of your event. You may provide this information as an attachment if necessary.

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**SECURITY**

All proposals must be reviewed by the Henderson Police Department, City of Henderson Street Department and the Henderson Fire Department to ensure that public safety is not compromised. Security personnel needs will be evaluated, and may be required, upon review of the Event Plan (*other than events where alcohol is sold, consumed or distributed*) by the Chief of Police. Hiring Henderson Police Department officers or Vance County Sheriff's deputies to work event security is the responsibility of the organization or person hosting the event. Terms of payment for officers working security for an event will be agreed upon and arranged prior to the start of the event at the rate set by the individual law enforcement agency. Should the Henderson Fire Department be requested to provide stand-by medical personnel, similar terms must be arranged with that Department prior to the start of the event.

**ENTERTAINMENT AND RELATED ACTIVITIES**

YES	NO	
		<p>Are there any musical entertainment features related to your event?</p> <p>If “yes”, complete the following information or provide an attachment listing all bands/performers, type of music, sound check and performance schedule.</p> <ul style="list-style-type: none"> <li>• Number of Stages _____</li> <li>• Number of Performers/Bands _____</li> <li>• Performer/Band name and music type _____</li> </ul>
		<p>Will the event need access to electrical power?</p> <p><b>NOTE: There are limitations on power throughout the downtown area. Generators are recommended.</b></p>
		<p>Will sound checks be conducted prior to the event?</p> <p>If “yes”, start time _____ Finish time _____</p>
		<p>Will sound amplification be used?</p> <p>If “yes”, start time _____ Finish time _____</p>
		<p>Please describe the sound equipment to be used for your event:</p> <p>_____</p> <p>_____</p>
		<p>Will inflatables or similar devices be used at your event?</p> <p>If “yes”, describe: _____</p> <p><b>*NOTE: Insurance requirements must be met in order to offer this activity.</b></p>
		<p>Does your event include the use of fireworks, lasers or other pyrotechnics?</p> <p>If “yes”, describe: _____</p> <p><b>*NOTE: These requests will be subject to the approval of the Henderson Police Department and Henderson Fire Department in conjunction with state laws governing this type of activity.</b></p>
		<p>Will your event include the use of any signs, banners, decorations, or special lighting?</p> <p>If “yes”, describe: _____</p>
		<p>Will you be marketing your event?</p> <p>If “yes” you must provide samples of communications that will be distributed to impacted residents, businesses, schools, places of worship and other entities.</p>

**ALCOHOL**

When serving alcohol, state laws apply to all dispensing and sale of beverages.

***\*NOTE: If alcohol will be part of your event, you will be required to fill out the proper information on the following pages and obtain the required permits from the NC Alcoholic Beverage Control Board.***

Does your event involve the use of alcoholic beverages? \_\_\_\_\_ Yes \_\_\_\_\_ No

If “yes”, please check all that apply:

- Free/Host Alcohol
- Alcohol Sales
- Host and Sale Alcohol
- Beer
- Wine
- Beer and Wine

Please describe your security plan to ensure the safe sale or distribution of alcohol at your event:

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Alcohol consumption will be in the designated area and a map of that area must be included in the permit application. The area of consumption cannot deviate from the mapped area as indicated in the application. A brief narrative describing the consumption shall accompany the map. The request to serve alcohol must meet all guidelines set forth in pages 3-6.



**INSURANCE REQUIREMENTS**

Please provide the following information of the responsible party, caterer or organization:

Name of Insurance Agency: \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Telephone Day \_\_\_\_\_

Evening \_\_\_\_\_

Cell \_\_\_\_\_

Name of Policy Holder: \_\_\_\_\_

Required Policy Amount: \_\_\_\_\_

Policy Number \_\_\_\_\_

Policy Type \_\_\_\_\_

***\*A certificate of liability listing the City of Henderson as the “additional insured” must be presented to the representing City Attorney for approval as stated on page 4 of this document.***

**FOOD AND CONCESSIONS**

**All food preparations, storing, cooking and serving must meet the regulations set forth by the Vance County Health Department and the State of North Carolina. See Page 7 for cooking regulations from the Henderson Fire Department. All regulations set forth must be followed.**

Does your event include food concession and/or preparation areas? \_\_\_ Yes \_\_\_ No

If yes, please describe how food will be served and/or prepared:

\_\_\_\_\_  
\_\_\_\_\_

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Do you intend to cook food in the event area? \_\_\_ Yes \_\_\_ No

- Gas
- Electric
- Charcoal
- Other (specify)\_\_\_\_\_

**PORTABLE RESTROOMS**

You are required to provide rest room facilities at your event, unless you can substantiate the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event site which will be available to the public during your event.

Do you plan to provide portable rest room facilities at your event? \_\_\_ Yes \_\_\_ No

If yes: Total number of portable toilets\_\_\_\_\_

If no, please explain: \_\_\_\_\_  
\_\_\_\_\_

Rest Room Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Number\_\_\_\_\_

Equipment Setup: Date\_\_\_\_\_ Time\_\_\_\_\_

Equipment Pickup: Date\_\_\_\_\_ Time\_\_\_\_\_

**SANITATION AND RECYCLING**

**The City of Henderson does not provide trash services for private events. All approved applicants are responsible for providing a safe and clean atmosphere during the event. The requesting applicant shall be responsible for the proper disposal of all trash and recyclables generated during the event. All receptacles for the collection of trash and recyclables as well as the disposing of such contents shall be the applicant's responsibility. No garbage will be permitted to be left on any streets and/or sidewalks within the approved area.**

Name of Event Coordinator overseeing garbage: \_\_\_\_\_

Contact Numbers: Cell: \_\_\_\_\_ Other: \_\_\_\_\_

Number of Trash Cans \_\_\_\_\_

Number of Trash Cans w/ Lids \_\_\_\_\_

Number of Dumpsters w/Lids (One for every increment of 400 people) \_\_\_\_\_

Number of Recycling Containers \_\_\_\_\_

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Application Fee:** **\$25.00**; Please note the fee applies to any request for the use of City property as a venue for a public or private special event; whether or not the application is required in an abbreviated form or in its totality. City sponsored events are exempt from this processing fee.

**AFFIDAVIT OF APPLICANT**

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the City of Henderson Municipal Code and I understand that this application is made subject to the rules and regulations established by the City Council and/or City Manager or the City Manager's designee. Applicant agrees to comply with all other requirements by the City, County, State, Federal Government, and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. In the event that a possessory interest subject to taxation is created by virtue of this use permit, I agree to pay all possessory interest taxes and the City shall not be liable for the payment of such taxes. I further agree that the payment of any such taxes shall not reduce any consideration paid to the City pursuant to this use permit. I agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Henderson.

Print Name of Applicant/Host: \_\_\_\_\_

Organization \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name of Professional Event Organizer \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Thank you for completing your Special Event Permit Application. Before you submit your application to the City of Henderson, please make sure that the following steps have been completed***

**Have you....**

- Signed and dated your application?
- Attached your event site plan and map?
- Attached your event security plan?
- Attached a copy of your accessibility plan?
- Attached your Certificate of Insurance?
- Included any County, State, Federal or City of Henderson permits that may be required to hold your event in the selected venue? (Should include alcohol permits, fire permits etc.)

**Please submit your COMPLETED application in person to:**

**City of Henderson Special Events Team  
134 Rose Avenue  
Henderson, NC 27536**

**For additional questions, comments or concerns, please call 252-430-5702.**