

Town of Morrisville, NC



Morrisville

Live connected. Live well.

Special Event Permit Procedures

Physical Address

Development Services Building
260B Town Hall Drive
Morrisville, NC 27560

Mailing Address

Morrisville Town Hall
100 Town Hall Drive
Morrisville, NC 27560

Updated August 2023



Morrisville

Live connected. Live well.

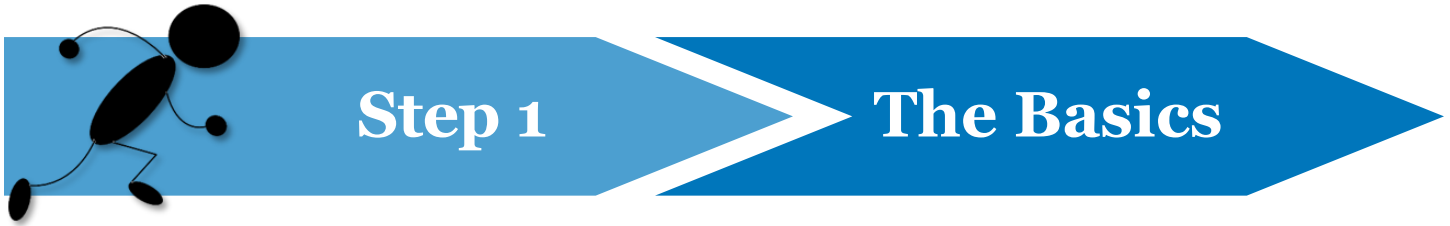
We are glad you have chosen the Town of Morrisville to host your special event! We have worked to simplify our Special Event Permit Application and streamline the accompanying permit review process to provide an easier experience for the applicant, while continuing to ensure that all required safety and compliance regulations are met.

In this Special Event Procedures Packet, you will find all necessary information, rules, and forms, as well as helpful maps and contact information. If at any point in the process, you need assistance, please call us at (919) 463-6210. Thank you for considering the Town of Morrisville for your special event!

Sincerely,

Michele Stegall
Planning Director, Town of Morrisville

The Special Event Permit Application Process in Three Easy Steps....



Step 1

The Basics

What is a special event?

A Special Event Permit is required for all temporary activities or events conducted by civic, philanthropic, educational, or religious organizations, or activities of a business or organization that is not part of its daily activities and are open to the public. Such activities include, but are not limited to closeout sales, grand openings, fundraising or membership drives, carnivals, fairs, circuses, and tent revivals.

What are special event tiers?

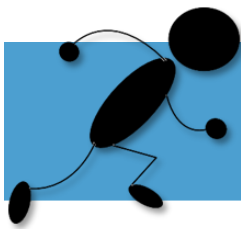
There are two classifications of special events: Tier I and Tier II. Details as to what triggers each Tier, as well specific submittal information, can be found in the table below.

Event Specifications*	Tier I	Tier II
Outdoor event with estimated attendance of 400 or more people	X	
Organized run/walk	X	
Use of public or private road	X	
Use of pyrotechnics or fireworks	X	
Estimated attendance of 399 and below		X
Five or more food trucks		X
Parking needs exceed on-site capacity/require off-site parking		X
Use of public or private parking lot/driveway for event activities		X

*If a proposed event includes activities that fall under more than one Tier, a Tier I permit is required.

Fees & Submission Timeframes	Tier I	Tier II
Application fee	\$100	\$25
Additional late fee	\$250	\$50
Applications must be submitted in advance of the event date	60 days	21 days
Staff reviews all applications within*	10 business days	5 business days

*Revisions to the application may be needed to address staff comments.



Step 2

Submittal

Did you double-check the list?

Prior to submission, be sure to review the special event permit application checklist (pages 10-11) to ensure all of the requirements for submittal are met. Once you are confident that your application is complete, it is time to submit.

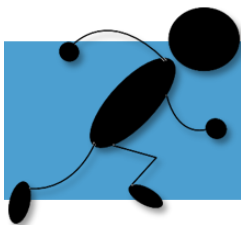
Where do you submit?

Special Event permit applications must be submitted through our [customer self-service \(CSS\) portal](#). The portal can be accessed from the Town's homepage by selecting "e-Permits & Applications." Please register for an account prior to submitting an application. All applications must be complete at the time of submittal. Please upload all accompanying documents to the portal with your application. An application fee will be assessed after your application is submitted. You will receive an email when your invoice is ready. Application fees must be paid through the portal before your application will be reviewed. For questions about application submittal or fees, contact (919) 463-6210.

Are any other permits and fees required?

Depending upon the details and activities of the event, the following applications may be required in addition to the special event permit:

- Building Permit Application
- Extra-Duty Police Employment Application
- Food Truck Permit Application
- NCDOT Special Event Request Form
- Wake County Health Department Temporary Food Permit



Step 3

Staff Review

What's involved with a special event application review and approval?

- All special event applications are reviewed against the standards in Section 4.4. of the Unified Development Ordinance (UDO) to ensure compliance with Town Code. Town staff also reviews the application to determine if any additional documentation or permits may be needed.
- Once staff completes the initial review, comments will be returned to the applicant through the CSS portal within ten (10) business days for a Tier I event, or five (5) business days for a Tier II event. Staff comments will provide details as to any outstanding issues or documentation that must be addressed prior to the special event application being approved.
- For all Tier I events, the applicant is required to meet in-person with the reviewers to discuss the details and logistics of the event. The Tier I event meeting is typically scheduled after the initial review letter has been sent to the applicant.
- Once all outstanding items and issues have been addressed, the applicant will receive a conditional letter of approval, which will outline the conditions the special event application approval is contingent upon. The approval conditions may include required inspections, which often occur the day of the event.



Town of Morrisville

Special Event Rates & Fees

Special Event Permit Application

Special Event Permit—Tier 1	\$100
Special Event Permit—Tier 1 Late Fee	\$250
Special Event Permit—Tier 2	\$25
Special Event Permit—Tier 2 Late Fee	\$50

Fire/Rescue Services

Public Fireworks Display	\$150
Tents, Membrane Structures, & Bounce Houses	\$70 each
Company Stand-By—Engine Company	\$200

All other requests, please contact the Morrisville Fire Department at (919) 463-6931

Police Services

Upon reviewing the application, the Morrisville Police Department will determine how many extra-duty officers may be required for the event.

Extra-Duty Rate	\$35 per officer per hour (minimum 3 hours)
Thanksgiving Day and Christmas Day Rate	\$52.50 per officer per hour

All other requests, please contact the Morrisville Police Department at (919) 463-1660

Inspections Services

Building permit for temporary structure	\$80
Inspection Conducted During Business Hours (M-F 8am to 5pm)	No fee
Inspection Conducted M-F after 5pm	\$75 per hour (minimum 2 hours)
Inspection Conducted Saturday or Sunday	\$125 per hour (minimum 3 hours)
Re-Inspection Fee	\$80

All other requests, please contact the Morrisville Inspections Department at (919) 463-6190

Town Facility Rental

Please visit www.townofmorrisville.org/parks or call (919) 463-7110 for facility fees and availability. Rental rates are subject to change without notice. Shelter rental hours are 9am—Sunset. During the months of November-February, only one rental is scheduled per day.



Town of Morrisville Special Event Requirements & Information

In accordance with Section 4.4 of the Unified Development Ordinance (UDO), all special events are subject to the following standards.

Applicability

In accordance with Section 11.5 of the Unified Development Ordinance, the Town of Morrisville defines special events as temporary activities or events conducted by civic, philanthropic, educational, or religious organizations, or activities of a business or organization that is not part of its daily activities and are open to the public. Such activities include, but are not limited to, closeout sales, grand openings, fundraising or membership drives, carnivals, fairs, circuses, and tent revivals.

General Review & Approval Requirements

All special events must comply with the general requirements in Section 4.4.3 of the UDO applicable to all temporary uses:

1. Obtain any other applicable Town, County, State or federal permits;
2. Not involve the retail sales or display of goods, products, or services within a public right-of-way, except as part of an authorized not-for-profit, special, or Town-recognized or authorized event;
3. Not be detrimental to property or improvements in the surrounding area or to the public health, safety, or general welfare;
4. Be compatible with the principal uses taking place on the site;
5. Not have substantial adverse effects or noise impacts on any adjoining permanent uses or nearby residential neighborhoods;
6. Not include permanent alterations to the site;
7. Comply with temporary signage standards in Section 5.16.5 of the UDO, Standards for Temporary Signs;
8. Not maintain temporary signs associated with the temporary use or structure after the activity ends;
9. Not violate the applicable conditions of approval that apply to a site or a use on the site;
10. Not interfere with the normal operations of any permanent use located on the property; and
11. Be located on a site containing sufficient land area to allow the temporary use, structure, or special event to occur and accommodate associated pedestrian, parking, and traffic movement without disturbing environmentally sensitive lands.

Special events must also comply with the specific standards for special events set forth in Section 4.4.5.B.7 of the UDO:

1. Special event applicants must obtain a Special Event Permit from the Town of Morrisville Planning Department.
2. Adequate off-street parking, traffic management, and accessibility must be provided.
3. Upon review, the Fire Department and Police Department will determine whether the site is accessible for public safety vehicles and equipment.
4. Upon review, the Inspections Department will determine whether any existing or proposed permanent or temporary structures comply with applicable State Building Code regulations.
5. Adequate restroom facilities are provided.

Morrisville Police Officers

Extra-duty officers may be required by the Town for crowd, noise, and traffic management. Police staff will review the application and determine how many officers may be needed. For additional information about the extra-duty police officer process, please see the Extra-Duty Employment Job Site Application (pages 13-14).

Fireworks Displays & Pyrotechnics

1. In accordance with the North Carolina Fire Code, applicants must obtain an approved permit from Wake County for all firework displays and/or pyrotechnics.
2. In accordance with the National Fire Prevention Association Codes & Standards 1123, company stand-by is required for all pyrotechnics. There is a fee of \$200 per hour for this service.
3. The Town Fire Marshal coordinates the permitting for the show, site inspection, and the company stand-by.

Tents & Inflatables

It is the applicant's responsibility to ensure that all conditions are in accordance with applicable State and Local Fire Regulations. A site inspection will be conducted to verify compliance. The following items are required:

- Building permit and on-site inspection are required for open-air tents over 1800 square feet, enclosed tents over 800 square feet, and membrane structures (including inflatables) over 400 square feet;
- Must meet all applicable requirements of Chapter 31 of the North Carolina Fire Code;
- Must have a tent/inflatable representative on site during fire inspection;
- For all inflatables, the applicant must provide a copy of the Department of Labor certification and insurance certificate received from the vendor; and
- A re-inspection fee will be applied for failure to meet any of the listed requirements.

Drone Operations

Due to the proximity of the Town of Morrisville to the Raleigh-Durham Airport (RDU), a waiver may be required from the Federal Aviation Administration (FAA) for any drone usage within the Town's jurisdiction. For additional information about drone usage and requirements please contact the Police Department at (919) 463-1600.

Food Sales

If the event includes the sale or preparation of food, a Temporary Food Establishment Permit may be required from Wake County Environment Services (WCES). The organizer is responsible for ensuring that any applications for food vendors are submitted and approved prior to the start of the event.

Alcohol Sales

If the event includes the distribution of alcohol, a permit must be obtained from the North Carolina Alcohol and Beverage Control Commission (NCABC). Permit requirements are available on the [NCABC website](#) or by contacting (919) 779-0700. Event organizers are responsible for all aspects of their alcohol permit and should ensure that patrons are in compliance with relevant policies.

Food Truck Requirements

All vendors must obtain a valid Town of Morrisville Food Truck Permit on an annual basis. A list of all food truck vendors must be included with the Special Event application. Town staff will verify if the proposed vendors have up-to-date permits. For inquiries, please contact the Planning Department at (919) 463-6210.

In accordance with Section 4.4.5.B.2 of the Town of Morrisville Unified Development Ordinance, all food trucks must comply with the following:

1. Ice cream trucks may stop and operate from a permitted curbside parking area along a street only where the speed limit is no more than 35 miles per hour.
2. Food trucks shall not locate on any street or within any area of a parking lot in a manner that impedes, endangers, or interferes with pedestrian or vehicular traffic.
3. Food trucks shall be located at least 15 feet from any hydrant.
4. Food trucks shall not occupy any accessible parking space.
5. No free-standing signage shall be permitted as part of the food truck's vending operation.
6. No audio amplification is allowed except for ice cream trucks, which shall comply with the noise regulations in Article II, *Noise*, of Chapter 18, *Environment*, of the Code of Ordinances.
7. Outdoor seating areas associated with a food truck's vending operation are not permitted.
8. Hours of operation for food trucks shall be limited to the hours between 6:00 am and 12:00 am (midnight) unless the designated location on the lot accommodating the food truck is located within 150 feet of a lot containing a single-family detached or duplex dwelling, in which case the hours of operation shall be limited to the hours between 7:00 am and 10:00 pm.
9. The food truck operator or designee must be present at all times except in cases of an emergency.
10. Food trucks shall not be stored, parked, or left overnight on any public street.
11. The food truck operator is responsible for the proper disposal of waste and trash associated with the operation. Town trash receptacles are not to be used for this purpose. Operators shall remove all waste and trash associated with their truck at the end of each day. The operator shall keep all areas within five feet of the truck clean of grease, trash, paper, cups, or cans associated with the vending operation. No liquid waste or grease is to be disposed in tree pits, storm drains, or onto the sidewalks, streets, or other public space. Under no circumstance shall grease be released or disposed of into the Town of Cary's sanitary sewer system.
12. All equipment required for the operation shall be contained within, attached to, or located within three feet of the food truck. All food preparation, storage, and sales/distribution shall be in compliance with all applicable County, State, and federal sanitary regulations.
13. Approval shall be obtained from the property owner for any lot proposed to accommodate one or more food truck businesses. If at any time evidence is provided that the food truck business is not in compliance with these regulations such as those limiting the number of food trucks allowed on the lot, outdoor seating, or hours of operation), the property owner and/or food truck may be held responsible for the violation.
14. All required Town, County, and State permits and licenses shall be clearly displayed on the food truck.
15. Before start of an approved food truck business, the vendor shall provide evidence of having established:
 - County Vending Permit;
 - NC Sales and Use Certificate for collecting and paying the proper sales taxes and prepared meals taxes; and
 - Means for the disposal of grease within an approved grease disposal facility as part of their food truck application.
16. If at any time the County revokes or suspends the issued food vending permit, the Town approval of the food truck permit shall be immediately revoked or suspended.

NCDOT Maintained Roads in Morrisville

A permit is required from the NC Department of Transportation (NCDOT) for events taking place in Morrisville on any State road. A list of State roads is below. The attached NCDOT Special Event Request Form should be submitted to [NCDOT Division 5 District 1](#) by contacting (919) 733-3213.

- Airport Boulevard
- Aviation Parkway
- Chapel Hill Road
- Church Street
- Davis Drive
- Evans Road
- Jerusalem Drive
- Kit Creek Road—Portion
- Lichtin Boulevard
- Louis Stephens Drive
- McCrimmon Parkway
- Morrisville Carpenter
- Morrisville Parkway
- Northwest Cary Parkway
- Slater Road—Portion
- Sorrel Grove Church Road
- Watkins Road—Portion
- Wilson Road

Greenways

The Town encourages the use of its greenways for organized walks and runs. For suggested routes, please see the greenway maps included on pages 18—20 of this packet. Additional information about Town greenways can be found at www.townofmorrisville.org/parks.



Town of Morrisville

Special Events Contacts

Planning Department

UDO standards, application submittal, and review coordination

Brooke Dodson, Planning Technician
(919) 463-6926
bdodson@townofmorrisville.org

Mae Golden, Planner I
(919) 463-6921
mgolden@townofmorrisville.org

Fire Department

Tents, membrane structures, inflatables, fireworks, pyrotechnics, and fire trucks as educational services

Charles Eldridge, Fire Marshal
(919) 463-6176
celdridge@townofmorrisville.org

Mike Chorney, Deputy Fire Marshal
(919) 463-6122
mchorney@townofmorrisville.org

Parks, Recreation, and Cultural Resources Department

Town facility rental

Jerry Allen, Community Services Supervisor
(919) 463-7111
jallen@townofmorrisville.org

Matt Leaver, Recreation Superintendent
(919) 463-7110
mleaver@townofmorrisville.org

Public Works

Street closures, cones, barricades, etc.

Steve Dickinson, Public Works Operations Analyst
(919) 463-7072
sdickinson@townofmorrisville.org

Steven Spruill, Assistant Public Works Director
(919) 463-7075
sspruill@townofmorrisville.org

Police

Extra-duty officers, traffic control

Derek Schmitt, Administrative Police Officer
(919) 463-1614
dschmitt@townofmorrisville.org

Joshua Almond, Traffic Crash Reconstructionist
(919) 463-1624
jalmond@townofmorrisville.org

Inspections

Temporary structure and stage canopy permits and inspections

Shandy Padgett, Inspections Director
(919) 463-6182
spadgett@townofmorrisville.org

Robert Key, Operations Manager
(919) 463-6935
rkey@townofmorrisville.org



Town of Morrisville Special Event

Permit Application Checklist

For each listed item, check (✓) if provided or write "n/a" if feature does not exist or is not proposed.

Application Materials Required for All Events

	All applicable application fees per the Rates & Fees form included in this packet.
	Narrative statement describing the event, including the proposed event location, date(s), estimated number of attendees, information about activities to be offered, location of any proposed off-site parking, description of any planned shuttle service and information about any vendors or food sales.
	A site layout sketch plan showing locations of: 1) all available parking areas for the event, 2) tents/temporary structures, 3) bounce houses, 4) performance spaces, 5) restroom facilities, 6) vendor locations, 7) food stations, 8) food trucks, 9) shuttle stops, 10) signs, 11) barricades, 12) cones, as well as any other proposed activities or structures and the boundaries of any proposed road closures. Include dimensions for tents, temporary structures and bounce houses.
	Written permission to use any parking areas not owned by the applicant. Such permission must be provided by the owner or manager of the subject property. (Please note that Restrictive Covenants or other similar documents cannot be used in lieu of written permission.)
	Proof of notification to surrounding property owners will be required before final approval.

Application Materials Required for Events on Town Property

	Signed Event Space Release & Liability Waiver included in this packet.
	An executed Facility/Park Space Rental Agreement must be completed with the Parks, Recreational and Cultural Resources Department for use of Town facilities, with the exception of roads. The Facility Rental Form can be found at www.TownofMorrisville.org .

Application Materials Required for Events with Tents over 800 square feet, Membrane Structures over 400 square feet and/or Bounce Houses

	Dimensions of all tents, membrane structures and inflatables.
	Information about whether or not tents will be equipped with side walls.
	Information about the proposed use of each tent.
	For tents with an occupancy load of 50 or more, details must be included that indicate the means of egress, seating capacity, and arrangement of exits.
	Department of Labor certification and insurance certificate for each bounce house.
	Flame resistant certificate for each tent being used - must match tent use.
	Information about the proposed use of any portable generators, L/P Gas, or heating equipment.
	Information about any cooking operations proposed in conjunction with the requested tent or bounce house permit.
	Distance of all tents and/or inflatables from any buildings, other tents, lot lines and the public right-of-way must be identified on the sketch plan to verify compliance with the 20-foot separation requirement.

Application Materials Required for Fireworks and Pyrotechnics

	Fireworks must be approved by Wake County. Town of Morrisville Fire Department requires confirmation of approval from Wake County before Town Fire approval will be issued.
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Application Materials Required for Food and Food Trucks

	Information about any food to be offered at the event should be included in the narrative statement. Please indicate if food is to be sold and provide names of food vendors.
	List of any proposed food trucks. (Town staff will verify if food truck vendors have a valid Town of Morrisville permit).

Application Materials Required for Signs and Banners	
	Sign plan depicting the proposed location and dimensions of any proposed special event directional signage located inside or outside of the event space.
Request for Extra-Duty Officers	
	If it is determined that extra-duty officers are required to support the event, the attached Extra-Duty Employment Job Site Application will need to be signed and submitted prior to the event.
Runs and Walks	
	Route map for any course events with information about the number of cones and cone spacing. Diagrams showing how cones/barricades will be set up at intersections, to block streets, or for any other purpose should also be submitted.
	A copy of the submitted NC Department of Transportation Special Event Request Form for any events proposed on state roads.
Alcohol	
	A copy of the submitted ABC Commission Permit application with the special event application submittal. A copy of the approved ABC Permit is required prior to special event approval. Visit ABC.nc.gov for application.
Stage Canopy 400 Square Feet or More in Size	
	Construction documents prepared by a registered design professional.
	Designation of responsible party - the owner of the temporary stage canopy shall designate in writing a person to have responsibility for the temporary stage canopy on site. The designated person shall have sufficient knowledge of the construction documents, manufacturer's recommendations and operations plan to make judgements regarding the structures safety.
	Operations plan - the plan shall reflect the manufacturer's operational guidelines, procedures for environmental monitoring and actions to be taken under specified conditions consistent with the construction documents.
	Independent inspector - the owner of a temporary stage canopy shall employ a qualified, independent approved agency or individual to inspect the installation of the temporary stage canopy. An inspection report will be required from the independent inspector during the setup of the temporary stage canopy and prior to approval from the building official and the fire official.
	A Town of Morrisville building permit. It is recommended to apply for the permit at least one week prior to the event date.
Temporary Structures that Exceed 120 Square Feet Per Structure	
	Details of use, size, and type of temporary structure - depending on type and use, additional drawings/schematics from a registered design professional may be required.
	Site plan showing the location of each structure.
	Obtain an inspection of the temporary structures from the Inspections Department.



Town of Morrisville Event Space Release & Liability Waiver

Event Name:

Date of Event:

Event Location:

This Event Space Waiver and Release of Liability (“**Release**”) is entered into this the ____ day of _____, 20__ between the Town of Morrisville (“**Town**”) and _____ (“**Applicant**”).

WHEREAS Applicant desire(s) to host the Event, described above (“Event”) at the Event Space, as herein identified above (“Event Space”), and such Event requires the permission and approval of the Town.

IN CONSIDERATION for being permitted and approved to host the Event at the Event Space, Applicant hereby agrees to the following terms and conditions:

- A. The Applicant assumes full responsibility and liability for the Event Space and the Event’s invitees during the time of its use for the Event, and Applicant hereby agrees that it shall waive, release, and forever discharge, for itself and for its personal representatives, spouse, assigns, heirs, next of kin, agents, and/or employees, the Town and its elected officials, employees and agents from any and all claims, causes of action, or liability which may hereafter accrue against them in any form as a result of the Event or any condition existing in the Event Space.
- B. The Applicant further agrees and covenants to hold harmless, defend, reimburse and indemnify the Town for any and all damages, losses, costs, or expenses (including legal fees) incurred by the Town or paid by it to any person (including its insurers) in response to any accident, injury (including death), loss, or property damage, however caused, resulting from, arising out of, or otherwise in connection with the Event. Applicant shall indemnify the Town should any individual or entity make a claim against the Town in connection with the Event, including, without limitation, any accident Applicant may be involved in or any injury, loss, or damage to Applicant, third parties, or property however caused.
- C. This Event Release and Liability Waiver shall be binding upon and enforceable against Applicant, its personal representatives, spouse, assigns, heirs, and next of kin, agents, and/or employees without limitation. It is Applicant’s intent that the words, terms, provisions, covenants, and remedies contained in this Release shall be enforceable to the fullest extent permitted by the Laws of the State of North Carolina. If any portion of this Release and Waiver is held invalid, the remainder shall not be affected and shall continue in full legal force and effect.

BY SIGNING, APPLICANT ACKNOWLEDGES THAT THEY HAVE READ AND UNDERSTOOD ALL OF THE TERMS OF THIS EVENT RELEASE AND LIABILITY WAIVER AND THAT THEY ARE VOLUNTARILY GIVING UP SUBSTANTIAL LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE THE TOWN OF MORRISVILLE.

APPLICANT:

Name of Person or Entity: _____

By: _____

Its: _____



MORRISVILLE POLICE DEPARTMENT EXTRA-DUTY EMPLOYMENT JOB SITE APPLICATION

Applicant	Owner/Manager (If Not Applicant)
Name:	Name:
Organization:	Organization:
Mailing Address:	Mailing Address:
Email:	Email:
Phone:	Phone:
Event Name (If Applicable):	

Additional Information

Date and Time Requested:	Number of Attendees (If Applicable):
Property Address:	
Type of Business: <input type="checkbox"/> Retail <input type="checkbox"/> Church <input type="checkbox"/> School <input type="checkbox"/> Other*	
*If Other, please describe:	

Type of Duty to be Performed: <input type="checkbox"/> Uniform Security <input type="checkbox"/> Plain Clothes Security* <input type="checkbox"/> Traffic
*Describe why you are requesting plain clothes security:

Briefly describe duties to be performed:
--

Special Instructions:

TO BE COMPLETED BY SECONDARY EMPLOYMENT OFFICE:

<input type="checkbox"/> Employment Approved	<input type="checkbox"/> Approved Subject to the Following Conditions:
<input type="checkbox"/> Employment Disapproved	
Reviewed by:	Secondary Employment Coordinator Signature/Date:

TERMS AND CONDITIONS OF EXTRA-DUTY EMPLOYMENT FOR MORRISVILLE POLICE OFFICERS

This information is provided for persons or organizations wishing to employ extra-duty Morrisville Police Officers for security and traffic control needs.

The secondary employment of extra-duty Morrisville Police Officers is limited to those jobs that, by nature, will not detract from the image of the Town of Morrisville or the Morrisville Police Department.

The employing agency must complete and submit **an application** for approval. The application will be approved or denied based on the type of business and needs of those requesting employment of extra-duty police officers. This application must be approved before procuring the employment of Morrisville Police Officers.

The employing agent is paying for the services of a law enforcement officer but shall not dictate to the Morrisville Police Officer(s) orders concerning the enforcement of laws. All Federal and North Carolina state laws, town, and county ordinances will be enforced. Morrisville Police Officers are prohibited from enforcing business policies, procedures, or regulations and will not do so.

An employing agent will be required to compensate the assigned officer for a minimum of three (3) hours despite the duration of the assignment, unless exception is approved by the Chief of Police or his designee. Cancellation of an Off-Duty event 24 hours prior to the start of the event will require the minimum three (3) hour payment.

When an employing agent decides there is a need to extend the time for a police officer to remain at the assignment beyond that which was scheduled, and the officer already assigned at the site is able to work, the officer(s) shall be compensated at the minimum established rate for each hour worked per officer. A full hour's pay shall be given for any portion of an hour worked beyond the regular scheduled time.

Off-duty rates for police officers are \$35 per hour minimum. Off-Duty that occur during Thanksgiving Day or Christmas Day are \$52.50 per hour (1 1/2 x rate). In the event an Extra Duty application is submitted 48 hours prior to the start of the event, the Off-duty rate for police officers will increase to \$45 per hour minimum. Off Duty submitted 48 hours prior to the start of the event during Thanksgiving Day or Christmas Day are \$67.50 per hour (1 1/2 x rate). The employing agent is to make individual checks payable to the officer. Payment shall be made within ten working days following the assignment.

For further information, please contact the Support Services Captain at (919) 463-1602.

Both the "Application" and this signed page of the "Terms and Conditions" must be submitted to the Support Services Captain prior to the employment of any extra-duty officers. Faxes and emails are acceptable, please forward request via fax to (919) 380-6717 and email requests to OffDuty@townofmorrisville.org

As the owner/manager or managing agent for this business, organization, or firm, I do hereby agree to the above terms and conditions of the employment of extra-duty Morrisville Police Officer(s) as indicated by my signature below.

Name of Business

Date

Printed Name of Owner/Manager

Signature of Owner/Manager

North Carolina Department of Transportation
Special Event Request Form
Effective 7/31/15, Revised 7/3/19

This request form is required for non-governmental entities for all special events requiring a road, lane, and/or shoulder closure, or repurposing a State Highway System facility for something other than its intended use, except where a county or municipality is regulating the use of the highways in accordance with [General Statute §20-169](#). This form must be submitted with a formal request to the appropriate Division Engineer(s) at least sixty (60) days prior to the scheduled beginning of the event. See a listing of the Highway Divisions and their contact information at the following URL:

<https://apps.dot.state.nc.us/dot/directory/authenticated/UnitPage.aspx?id=630>

Section A: Event Information

Name of Event: _____

Type of Event: _____

County/Counties: _____

City/Cities: _____

Event Date(s): _____

Event Time(s): _____

Primary Sponsoring Organization: _____

Anticipated number of participants (estimate): _____

Anticipated number of spectators (estimate): _____

Approximate distance in miles: _____

Requested Action(s): Road Closure* Lane Closure* Shoulder Closure*
(Check all that apply) Repurposing a State Highway System facility for something other than its intended use

*For closures, anticipated time road/lane/shoulder will actually close: _____ and re-open: _____

Section B: Contact Information

Director/Organizer Name: _____ Email: _____

Mailing Address: _____

Telephone 1: _____ Telephone 2: _____ Fax: _____

Responsible Local Government: _____

Local Government Contact: _____ Email: _____

Telephone 1: _____ Telephone 2: _____ Fax: _____

Responsible Law Enforcement Agency: _____

Law Enforcement Contact: _____ Email: _____

Telephone 1: _____ Telephone 2: _____ Fax: _____

Section C: Support Material (check list)

The following support documentation must be attached to this request before it will be considered (as applicable following discussions with the local Highway Division(s))...

- 1. Detailed location(s) of event including maps indicating proposed route(s) used by the event. Any changes to the proposed routes shall be submitted as soon as the change is made.
- 2. Detailed description of the event and how it will affect the route(s) used by the event.
- 3. Written acknowledgement and approval by all local governments whose jurisdiction the event is being held in.
- 4. Written acknowledgement and approval by local law enforcement and/or the State Highway Patrol.
- 5. Type, description, and location of any proposed temporary lane closures/interference, road closures/interference, traffic control and signing with appropriate maps, sketches, detour routes, and written acknowledgement from the agency providing the temporary closures/interference, traffic control, and/or signing accepting responsibility for such.
- 6. Description of notification to residents along the route as a safety and informational service.
- 7. Waiver modification or insurance (select one)
 - a. Addition of the State of North Carolina and the North Carolina Department of Transportation into participant release waivers (see Appendix A for example). A copy of a blank waiver shall be provided.

– OR –
 - b. Certificate of liability insurance as follows:
 - General Liability, Each Occurrence: minimum amount of \$1,000,000
 - Description field: name and type of the event (as indicated in Section A, above)
 - Description field: the State of North Carolina and the North Carolina Department of Transportation named as additional insured parties (this is at the discretion of the individual insurance company)
 - Note – Additional liability insurance may be requested at the discretion of the Department

Section D: Terms and Conditions

The following applies to all approved events...

- 1. Requestor shall be responsible for proper closure of the lanes/roads according to the [Manual on Uniform Traffic Control Devices \(MUTCD\)](#).
- 2. Requestor shall be responsible for providing all necessary traffic control using the appropriate law enforcement agency/agencies or individuals trained in traffic control as set forth in [General Statute §20-114.1](#).
- 3. Requestor shall be responsible for notification of all emergency services and other responders of any impending closures and/or interference.
- 4. Event shall be supported by, or endorsed by, the local governing body/bodies.
- 5. If the event is a bicycle race, requestor shall be responsible for following rules and statutes specific to bicycle racing as provided for in [General Statute §20-171.2](#).
- 6. Requestor shall ensure that all debris, litter, decorations, and other items associated with the event are removed following the event.

Section E: Signatures

Requestor Signature: _____ Date: _____

Appendix A

Example of Including the State of North Carolina and the North Carolina Department of Transportation in Release Waivers

*** Only required if not submitting a certificate of liability insurance ***

[EVENT NAME]

AGREEMENT TO PARTICIPATE RELEASE WAIVER

In consideration of being allowed to participate in any way in [Organization Name] related events and activities; the undersigned acknowledges, appreciates and agrees that:

1. The risk of injury from the activities involved in [Event Name] is significant, including the potential for permanent paralysis and death; and,
2. I knowingly and freely assume all such risks, both known and unknown, even if arising from the negligence of the releasees or others, and assume full responsibility for my participation; and,
3. I willingly agree to comply with the stated and customary terms and conditions for participation. If, however, I observe any unusual significant hazard during my participation, I will remove myself from participation and bring such to the attention of the nearest [Organization Name] representative; and,
4. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, hereby release and hold harmless [Organization Name], their officers, officials, agents and/or employees, volunteers, other participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners and lessors of premises used to conduct the event.
5. **I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, hereby release and hold harmless the State of North Carolina, the North Carolina Department of Transportation, [County Name] County, [Municipality Name, if applicable], their officers, officials, agents and/or employees, volunteers.**
6. I grant to [Organization Name] my permission to use without charge any and all photographs, video reproductions or other like kinds of image productions taken during the event.
7. I understand that [Event Name] and its staff are not responsible for the loss, theft, or any damages to personal property which includes, but is not limited to bicycles, vehicles, tents, trailers, luggage, etc.
8. I understand that I can be removed from the ride at any time for any reason with no refund.

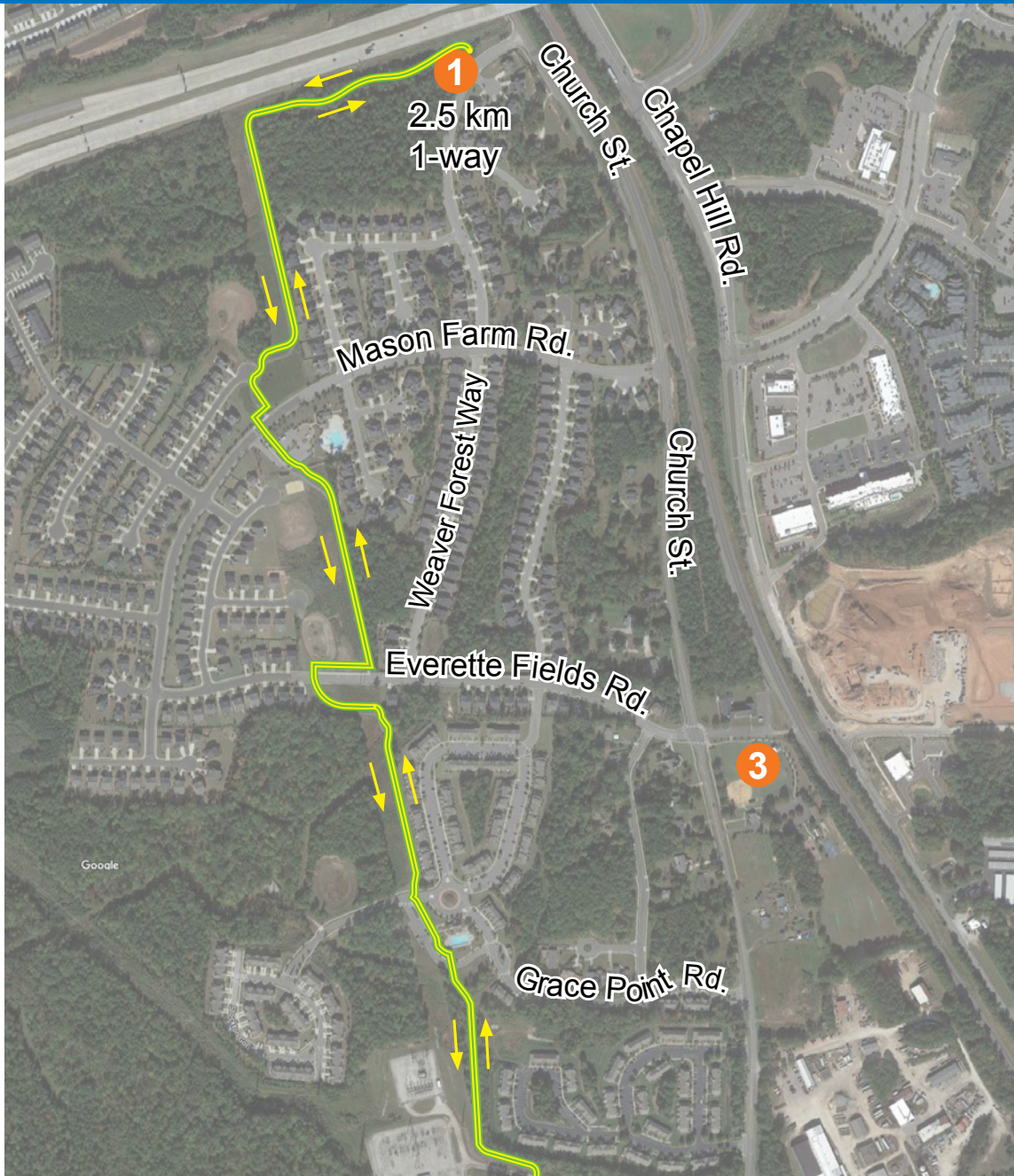
I have read this release of liability and assumption of risk agreement, fully understand its terms, understand that I have given up substantial rights by signing it, and sign it freely and voluntarily without any inducement.

Name

Signature

Date



SHILOH GREENWAY WALK/RUN MAP

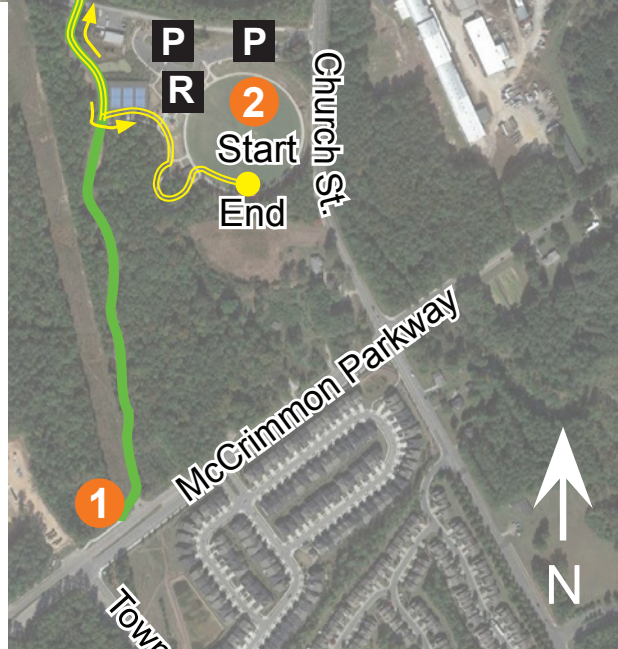


Shiloh Greenway Map Key

- 1 - Greenway Beginning/End
- 2 - Church Street Park (Restrooms and Parking Lot)
- 3 - Shiloh Park

Greenway Distance - 1.68 miles, 2.70 km

- P** Parking
- R** Restrooms
-  Greenway
-  5k Walk-Run Path



HATCHER CREEK GREENWAY

Current Constructed Greenway Distance - 1.4 Miles (2.2 km)

- P** Parking
- R** Restrooms
-  Greenway
-  5k Walk-Run Path



Greenway Map Key

1. Morrisville Community Park
2. Indian Creek Trailhead
3. Morrisville Town Hall
4. Morrisville Fire Station
5. Morrisville Parks and Recreation
6. Morrisville Police Department

INDIAN CREEK GREENWAY



GREENWAY MAP KEY

1. INDIAN CREEK TRAILHEAD
2. MORRISVILLE TOWN HALL
3. MORRISVILLE FIRE DEPARTMENT
4. MORRISVILLE POLICE STATION
5. MORRISVILLE FARMER'S MARKET
6. MORRISVILLE PARKS AND REC
7. SHILOH GREENWAY

- P** Parking
- R** Restrooms
- Greenway
- 5k Walk-Run Path

TOTAL GREENWAY DISTANCE -
1.70 MILES (2.73 KM)

