

## Road Closure for Public Event Request Frequently Asked Questions

### How do I request a street closure for a privately planned event?

Submit a public event application for the events committee to review. Do not wait to submit an application. The Board of Commissioners must authorize your street closure request. **Be aware of the time your organization needs to implement your planned event, once town authorization is provided.**

Board of Commissioners Meeting	Material Due for the Agenda	Event Application Due No Later Than
September 12, 2022	August 22, 2022	July 15, 2022
October 3, 2022	September 19, 2022	August 22, 2022
November 7, 2022	October 24, 2022	September 23, 2022
December 5, 2022	November 17, 2022	October 14, 2022

### What should be included in an application and prepared for discussion with staff?

- Description of the event and all activities.
- Description of the requested event location.
- Event time to include event set up and break down.
- A description of health and safety measures the applicant will take.
- Proposed Site Plan.
- Proof of coordination with private property owners if the private property will be utilized for your event in addition to public property.
- Identify contact people and event planners for the event. Demonstrate the ability of the organization to plan and implement the event.
- Identify the estimated number of people expected in attendance.
- Additional information may be required depending upon the event activities described by the event planner.

### Are there fees associated with a street closure?

The Town requires at least one police officer to be on location of any street closure. The applicant is responsible for hiring an off duty officer at their expense. Additional officers may be required as determined by the Police Department based on the event. The Town will charge fees associated with the street closure conducted by the Town per the fee schedule. If the applicant’s event requires services from other departments, additional fees per the fee schedule may apply.

**Is insurance required?**

The applicant will provide a general liability insurance policy (and liquor liability insurance policy if applicable) in the amount of \$1,000,000 (or higher dependent upon the size or nature of the event) per claim naming the Town of Zebulon as additional insured covering claims for injuries, deaths, and/or property damage arising out of the use of the premises by Licensee. Proof of this liability insurance coverage must be provided to the Town of Zebulon no later than 2 weeks prior to the event, and if not, the Town may cancel this agreement, and Licensee shall forfeit all rights to refund of any monies paid. The Town may require the applicant provide a certificate of insurance naming the town of Zebulon as additionally insured from vendors used by the applicant (Ex: bounce house vendors).

**What happens once the application is submitted?**

The Town has a Special Event Committee that consists of representatives from each department. The committee will review the application and provide feedback on the request. A meeting will be held with the applicant to identify event specific requirements to close the roads.

The decision to approve the request will fall with the Board of Commissioners at a regular board meeting. Please review the table on the first page to understand upcoming Board meeting dates and deadlines for material submission and event applications for consideration.

If approved, the applicant will sign a contract agreeing to terms authorized by the Town. Failure to meet the terms of the contract may result in cancellation of the street closure and/or fees.