



Winston-Salem

# SPECIALIZED PERMIT APPLICATION

## TYPE OF PERMIT REQUESTED:

Special Event **Complete Form A**  
(Race, Run, Parade, Festival, Block Party, Filming)

The **Preliminary** Application should be submitted not less than **60 days** prior to event date. As per City Code Sec 74, 284(B) a completed application which includes an executed Notification Affidavit **must** be received by Office of Business Inclusion and Advancement not less than **30 days** prior to the event date. Submission of a permit application in no way constitutes permit approval. \_\_\_\_\_ **Initial**

Pushcart/Mobile Food Unit **Complete Form B**

Foot Peddler **Complete Form C**

Sidewalk Café/Dining **Complete Form D**

Office of Business  
Inclusion and Advancement

City of Winston-Salem  
P.O. Box 2511  
Winston-Salem, NC 27102  
CityLink 311 (336.727.8000)  
[www.cityofws.org](http://www.cityofws.org)

## Applicant Information

Applicant's Name: \_\_\_\_\_  
(Applicant's Name must be same as Insured's Name shown on Certificate of Liability Insurance)

Applicant's Address: \_\_\_\_\_

Applicant's Contact Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

## Agreement

I have read and understand this application and the requirements placed upon this applicant and organization. I agree to abide by the City of Winston-Salem's rules, regulations and ordinances should my permit application be approved. I will fulfill the requirements placed upon this permit application. \_\_\_\_\_ **Initial**. **Violation of ANY City Regulations and or terms of approved permit during Special Event may hinder approval of future Special Event Permits granted to applicant or organization.** \_\_\_\_\_ **Initial**

## **NOTE:**

- Special Event – Complete Permit Application (Pages 1 - 2) and **Form A (3 pages)**
- Pushcart/Mobile Food Unit – Complete Permit Application (Pages 1 - 2) and **Form B (1 page)**
- Foot Peddler – Complete Permit Application (Pages 1 - 2) and **Form C (1 page)**
- Sidewalk Café/Dining – Complete Permit Application (Pages 1 - 2) and **Form D (2 pages)**

## **Permits may be submitted via:**

Email: [vanessab@cityofws.org](mailto:vanessab@cityofws.org)

Mail or In Person: Office of Business Inclusion and Advancement  
City Hall, Suite 232  
101 N. Main Street  
Winston-Salem, NC 27101  
Attn: Permits

**CityLink311**  
Call 311 or 336-727-8000  
[citylink@cityofws.org](mailto:citylink@cityofws.org)

City Council: Mayor Allen Joines; Vivian H. Burke, Mayor Pro Tempore, Northeast Ward; Denise D. Adams, North Ward; Dan Besse, Southwest Ward; Robert C. Clark, West Ward; John C. Larson, South Ward; Jeff MacIntosh, Northwest Ward; Derwin L. Montgomery, East Ward; James Taylor, Jr., Southeast Ward; City Manager: Lee D. Garrity



## Office of Business Inclusion and Advancement Specialized Permit Payment Form

*Permit application will not be processed until receipt of payment is received.*

DATE: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

<u>TYPE OF PERMIT NUMBER</u>	<u>FEE</u>	<u>ACCOUNT</u>
<input checked="" type="checkbox"/> Foot Peddler Permit	\$ 25.00	0172-42402
<input type="checkbox"/> Push Cart/ Mobile Food Unit	\$ 75.00	0172-42403
<input type="checkbox"/> Sidewalk Dining Permit	\$100.00	0172-42404
<input type="checkbox"/> Special Events Permit (1 to 2 Events)	\$ 50.00	0172-42401
<input type="checkbox"/> Special Events Permit (Series: 3-5 Events)	\$100.00	0172-42401
<input type="checkbox"/> Special Events Permit (Series: 6 or More Events)	\$200.00	0172-42401
<input type="checkbox"/> Street Performer/Busking Permit	\$ 10.00	0172-42405

### Mailing Address

Office of Business Inclusion and Advancement  
City Hall, Suite 232  
101 N. Main Street  
Winston-Salem, NC 27101  
Attn: Permits

Applicable Code Ordinances can be obtained at the City of Winston-Salem's Website or by contacting Community and Business Development Department. Form A Codes listed in Appendix A- pages 1 - 3, Form B and C Codes listed in Appendix B – pages 5 - 9, and Form D Codes listed in Appendix D – pages

# PRELIMINARY

FORM A

## SPECIAL EVENT PERMIT APPLICATION

*The Preliminary Application should be submitted to Office of Business Inclusion and Advancement not less than 60 Days prior to Event date. A completed application which includes an executed Notification Affidavit must be received by Office of Business Inclusion and Advancement not less than 30 days prior to the event date.*

Type of Event: [Please check all that apply]

Race  Run/Walk  Parade  Festival  Block Party  Filming  Other \_\_\_\_\_  
(Explain)

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

1. Name and contact information of person(s) who will be in direct charge and present at the Special Event:

<u>Name</u>	<u>Email</u>	<u>Contact Number(s)</u>
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_____	_____	_____
_____	_____	_____

2. Describe Type of Event and Activities:

Day(s)/Date(s) of Event: \_\_\_\_\_

\_\_\_\_\_

Time of Event: Start: \_\_\_\_\_ End: \_\_\_\_\_

Time of Street Closing (to include set-up and breakdown): Start: \_\_\_\_\_ End: \_\_\_\_\_

Requested Street(s) closure \_\_\_\_\_

3. **Bulk or Loose Material:** City Ordinance Section 75-6 (a) (1) states, "It shall be unlawful for any person to allow, directly or indirectly, anything other than stormwater, whether solid, liquid or vegetative, to be discharged, deposited or placed in such a location that may reach or be blown or scattered into the municipal separate storm sewer system MS4..."

Will there be bulk or loose material brought to the event site or used during the event (i.e. dirt, sand, woodchips, gravel, or water)?  Yes  No If yes, list items and amount to be used:

<u>Item</u>	<u>Quantity Used</u>
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_____	_____
_____	_____

To make appropriate arrangements for Stormwater approval, contact: 336-747-6965 or [johns@cityofws.org](mailto:johns@cityofws.org)

**VENDOR/EVENT INFORMATION**

**FORM A**

- 4. Will there be any animals involved in the Event? Yes No  
If Yes, how many \_\_\_\_\_ Types: \_\_\_\_\_
- 5. Are there any vehicles participating in your Event? Yes No  
If Yes, how many \_\_\_\_\_ Types: \_\_\_\_\_
- 6. Are there any floats in your Event? Yes No If Yes, how many \_\_\_\_\_
- 7. Are there any Marching Bands in your Event? Yes No If Yes, how many \_\_\_\_\_
- 8. What is the expected attendance for event? \_\_\_\_\_
- 9. Is there a timeframe in which attendance is anticipated to peak during the course of the event? \_\_\_\_\_
- 10. How many non-food vendors to operate during the event? \_\_\_\_\_
- 11. How many food vendors to operate during the event? \_\_\_\_\_
- 12. Will alcohol consumption or sale be permitted at event? Yes  No  
*(If yes, you must also provide liquor liability coverage on your Certificate of Liability Insurance – Item 7 on Application)*
- 13. How many alcohol distribution/vending stations will be utilized? \_\_\_\_\_  
*(List location of alcohol vending stations site map)*

**SOUND**

***Section 46-33 of City Code applies. Please note if "Yes" please complete Sound Amplification Permit Application***

- 14. Will your Event utilize ANY sound amplification devices (microphone, bullhorn, sound truck etc.)? Yes No  
If "Yes", please explain type: \_\_\_\_\_  
Maximum Amp/Watts: \_\_\_\_\_  
If sound truck or other conveyance to be used, print license number/VIN: \_\_\_\_\_  
\_\_\_\_\_  
License Tag Number    Vehicle Identification Number (VIN)

**TRAFFIC CONTROL/SECURITY**

**To schedule Officers, please contact Winston-Salem Police Department at 336-773-7846 or [wspdpermits@wspd.org](mailto:wspdpermits@wspd.org)**

- 15. Will the Event utilize the right-of-way? Yes No If yes, which portion? Half Entire
- 16. What is the source of Security and Traffic Control? \_\_\_\_\_
- 17. What parking arrangements have been made? \_\_\_\_\_
- 18. Will adult volunteers be utilized to assist patrons in parking or other services? Yes  No
- 19. List any area of the event in which visible security is critical: \_\_\_\_\_
- 20. What arrangements have been made for Medical Assistance? \_\_\_\_\_

21. The Following Documents and Information **MUST** be included with Preliminary Application:
- a. **Map:** Include a sketched map/site plan defining the exact area of the event, including stages, entertainment, vending areas, etc. The legible map must also show the locations of all barricades to be utilized with road closures.
  - b. **Street Closures:** List detailed information of street(s) to be closed. Street closures must include barricades and a legible, detailed site map of the event including barricade and stage locations.
  - c. **Insurance:** Applicant must submit a current Certificate of Liability Insurance naming the City of Winston-Salem as an additional insured. Required coverage limits are described in **Sec. 74-292 (e)** of the City Code. Submit Insurance information with initial application. Insurance must be current and show proof of insurance coverage for date of event.

**Notification Affidavit:** Once “**Permission to Notify**” has been issued, you may begin the notification process. Your Notification must include the dates and times of all street closures, barricades, stages, as well as the hours of any amplified sound. Type of notification along with attached copy must be included with Notification Affidavit. Notification Affidavit must be notarized, include list of persons notified and submitted to Office of Business Inclusion and Advancement for review. **As Per City Code Sec. 74-284 (B) A completed application which includes an executed Notification Affidavit must be received by Office of Business Inclusion and Advancement not less than 30 days prior to the event date.**

**Barricades:** Barricades for street closings are the responsibility of the event organizer. Please note, the City of Winston-Salem is not responsible for providing barricades. For additional information about usage of City owned barricades and associated fees, contact Vickie Purdham 336-727-8202.

**RELEASE AND INDEMNITY AGREEMENT**

In consideration of restricting, limiting or controlling the traffic on the City’s public streets and allowing the sponsor(s) named herein the use the City’s public streets, the sponsor(s) hereby releases and forever discharges the City, its agents and employees, from any and all claims, demands, expenses, costs and liabilities of any kind or nature directly or indirectly related to any personal injury and/or property damage arising out of the Event except those claims that result from the negligence of the City or a City employee acting within the scope of the employment. The sponsor(s) shall indemnify, defend and hold harmless the City, its agents and employees from and against any and all claims, demands expenses, costs and liabilities of any kind or nature, directly or indirectly caused by, arising out of, or related to the intentional, negligent or reckless acts or omissions of the sponsor(s), its agents, employees, sub-contractors, guests and event participants. **Initial**

**INSURANCE**

**Within the Central Business District**

If the special event is to take place in the central business district, as defined by legacy, the sponsor(s) shall maintain Commercial General Liability Insurance to protect the sponsor(s) and the City against any and all injuries to third parties, including personal injury and property, and special and consequential damages, resulting from any action, omission or operation by the sponsor(s) or in connection with the services described herein. This insurance shall provide bodily injury and property damage limits of not less than \$1,000,000 for each occurrence, respectively. The minimum liability coverage required may be increased depending on the nature of the services provided. The sponsor(s) shall provide with this application an original, signed Certificate of Insurance evidencing the General Liability Insurance and, in that certificate of insurance, shall name the City as an additional insured and state that the coverage is primary to any other coverage the City may possess. Failure to deliver a valid certificate of insurance or cancellation of the insurance prior to the event will result in this permit being denied or immediately revoked. **Initial**

**Outside of the Central Business District**

If the special event is to take place outside of the central business district, as defined by Legacy, **and** there will be commercial services within the city's right-of-way during the performance of the Service described herein, the sponsor(s) shall maintain Commercial General Liability Insurance to protect the sponsor(s) and the City against any and all injuries to third parties, including personal injury and property, and special and consequential damages, resulting from any action, omission or operation by the sponsor(s) or in connection with the services described herein. *(Commercial services shall be any paid for service, or service normally offered in return for payment, and shall include, but shall not be limited to, services such as caterers, live entertainment, inflatable bounce houses or rooms or a charity run. The applicant may have the provider of the commercial services join on the application and include the commercial services provider's certificate of insurance to satisfy this requirement.)* This insurance shall provide bodily injury and property damage limits of not less than \$1,000,000 for each occurrence, respectively. The minimum liability coverage required may be increased depending on the nature of the services provided. The sponsor(s) shall provide with this application an original, signed Certificate of Insurance evidencing the General Liability Insurance and, in that certificate of insurance, shall name the City as an additional insured and state that the coverage is primary to any other coverage the City may possess. Failure to deliver a valid certificate of insurance or cancellation of the insurance prior to the event will result in this permit being denied or immediately revoked.            **Initial**

If the special event is to take place outside of the central business district, as defined by Legacy, **and** there will **NOT** be commercial services within the city's right-of-way during the performance of the Service described herein, the sponsor is **NOT** required to maintain Commercial General Liability Insurance.            **Initial**

**PLEASE DO NOT ANNOUNCE, ADVERTISE OR PROMOTE YOUR EVENT  
UNTIL YOU HAVE AN APPROVED PERMIT**

I certify that the above information submitted is true and accurate.

\_\_\_\_\_

Signature

Print Name

Date