

# Town of Morrisville, NC



Morrisville

Live connected. Live well.

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## 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 2026



# Morrisville

Live connected. Live well.

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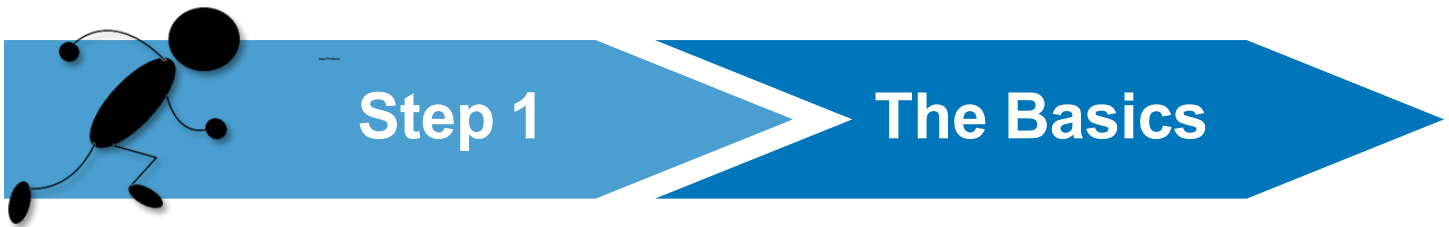
We are glad you have chosen the Town of Morrisville to host your special event! We have worked to simplify our Special Event Permit Application and streamline the accompanying permit review process to provide an easier experience for the applicant, while continuing to ensure that all required safety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



## 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. 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?

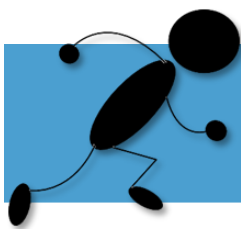
There are two classifications of special events: Tier I and Tier II. Details as to what triggers each Tier, as well as specific submittal information, can be found in the table below.

| 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            | \$50            |
| 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.

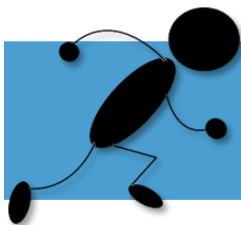
### Where do you submit?

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 "Special Event Permits" under the "Services and Forms" top toolbar item, then "Apply for a Special Events Permit" button. 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, additional applications may be required in addition to the special event permit such as:

- Alcoholic Beverage Control (ABC) Permit
- Drone Permit
- Food Truck Permit
- Inspections
- NCDOT Special Event Request Form
- Extra-Duty Officers
- Pyrotechnics Permit
- Temporary Structure Permit
- Tent & Inflatable Permit
- 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 and other applicable standards. 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/virtually with the reviewers to discuss the details and logistics of the event. The Tier I event meeting is typically scheduled after the initial review 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 on 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          | \$50  |
|  | Special Event Permit—Tier 2 Late Fee | \$50  |

### Fire/Rescue Services

|  |                                           |            |
|--|-------------------------------------------|------------|
|  | Public Fireworks/Pyrotechnic Display      | \$100      |
|  | Tents, Membrane Structures, & Inflatables | \$100 each |
|  | Fire Service Fee                          | \$100      |

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 | \$51.73 per officer per hour<br>\$63.23 supervisor per hour<br>(minimum 3 hours) |
|  | Holiday Rate    | \$63.23 per officer per hour<br>\$74.72 supervisor per hour                      |
|  | Vehicle fee     | \$27.50 per job, when required                                                   |

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

### Inspections Services

|  |                                                             |                                  |
|--|-------------------------------------------------------------|----------------------------------|
|  | Building permit for a temporary structure                   | \$80 per structure               |
|  | 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, Sunday, or holidays          | \$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 <https://www.morrisvillenc.gov/Services-Forms/Rentals> 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. Please note that a separate facility rental for park shelters or field reservations does not guarantee approval of a Special Events permit. Please review the cancellation and refund policy.



# 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. 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. A special event permit shall be subject to the following standards:

- a. A special event permit is obtained from the Town.
- b. Adequate off-street parking and accessibility is provided.
- c. The Fire Department and Police Department have determined that the site is accessible for public safety vehicles and equipment.
- d. The Inspections Department has determined that any existing or proposed permanent or temporary structures comply with applicable regulation of the State Building Code.
- e. Adequate restroom facilities are provided.
- f. Adjacent property owners are notified of the proposed event before its approval.
- g. A special event cannot exceed a collective total of 20 days or four weekends (Saturday and Sunday) within any calendar year, except where the site is publicly-owned property and used for events sponsored by the Town for the enjoyment or enrichment of its citizens.

## 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 (page 13).

## Fireworks Displays & Pyrotechnics

1. In accordance with the North Carolina Fire Code, applicants must obtain an approved permit from both the Town of Morrisville and Wake County for all firework displays and/or pyrotechnics. Raleigh-Durham International Airport also requires a [Height Zoning \(HZO\) permit](#) for any pyrotechnics show that is proposed within their aircraft approach plan, verified by the Fire Marshal's Office.
2. In accordance with the National Fire Prevention Association Codes & Standards 1123, a fire company stand-by is required for all pyrotechnics. There is a Fire Service Fee of \$100.00 that will apply for this service. There is a separate Pyrotechnic Fee of \$100.00 that will apply and will be issued in a separate permit.
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:

- Fire Operational 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 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. A copy of the required approval must be submitted to the Town before the special event permit is issued.

## 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. A current list of active food truck permits can be found by visiting our [food truck permit database](#) which is updated daily. All food trucks must comply with Section 4.4.5.B.2 of the Town of Morrisville Unified Development Ordinance. For inquiries, please contact the Planning Department at (919) 463-6210.

## 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. See attached form.

- Airport Boulevard
- Aviation Parkway
- Cary Parkway
- Chapel Hill Road (NC 54)
- Church Street
- Davis Drive
- Evans Road
- Jerusalem Drive
- Kit Creek Road—Portion
- Louis Stephens Drive
- McCrimmon Parkway
- Morrisville-Carpenter
- Morrisville Parkway
- NC 540
- 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 17—19 of this packet. Additional information about Town greenways can be found at <https://www.morrisvillenc.gov/Things-To-Do/Parks-and-Greenways>.



# Town of Morrisville

## Special Events Contacts

| Planning Department                                                                                                                               |                                                                                                                                 |                                                                                                                                                        |                                                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| UDO standards, application submittal, and review coordination                                                                                     |                                                                                                                                 |                                                                                                                                                        |                                                                                                                                  |
| Brooke Dodson<br>Planning Technician<br><a href="mailto:BDodson@morrisvillenc.gov">BDodson@morrisvillenc.gov</a><br>(919) 463-6926                |                                                                                                                                 | Jordan Prince<br>Planner I<br><a href="mailto:JPrince@morrisvillenc.gov">JPrince@morrisvillenc.gov</a><br>(919) 463-6198                               |                                                                                                                                  |
| Fire Department                                                                                                                                   |                                                                                                                                 |                                                                                                                                                        |                                                                                                                                  |
| Tents, membrane structures, inflatables, fireworks, pyrotechnics, fire stand-bys, and fire trucks as educational services.                        |                                                                                                                                 |                                                                                                                                                        |                                                                                                                                  |
| Charles Eldridge<br>Fire Marshal<br><a href="mailto:CEldridge@morrisvillenc.gov">CEldridge@morrisvillenc.gov</a><br>(919) 463-6176                | Martin Hicks<br>Deputy Fire Marshal<br><a href="mailto:MHicks@morrisvillenc.gov">MHicks@morrisvillenc.gov</a><br>(919) 463-6192 | Mike Chorney<br>Deputy Fire Marshal<br><a href="mailto:MChorney@morrisvillenc.gov">MChorney@morrisvillenc.gov</a><br>(919) 463-6122                    | Natasha Byrd<br>Assistant Fire Marshal<br><a href="mailto:NByrd@morrisvillenc.gov">NByrd@morrisvillenc.gov</a><br>(919) 463-1576 |
| Parks, Recreation, and Cultural Resources Department                                                                                              |                                                                                                                                 |                                                                                                                                                        |                                                                                                                                  |
| Town facility rental                                                                                                                              |                                                                                                                                 |                                                                                                                                                        |                                                                                                                                  |
| Bryan Rhea<br>Athletics Program Supervisor<br><a href="mailto:BRhea@morrisvillenc.gov">BRhea@morrisvillenc.gov</a><br>(919) 463-7117              |                                                                                                                                 | Michelle Putnam<br>Senior Administrative Assistant<br><a href="mailto:mputnam@morrisvillenc.gov">mputnam@morrisvillenc.gov</a><br>(919) 463-1581       |                                                                                                                                  |
| Public Works                                                                                                                                      |                                                                                                                                 |                                                                                                                                                        |                                                                                                                                  |
| Town facility maintenance and repair                                                                                                              |                                                                                                                                 |                                                                                                                                                        |                                                                                                                                  |
| Steven Spruill<br>Assistant Public Works Director<br><a href="mailto:SSpruill@morrisvillenc.gov">SSpruill@morrisvillenc.gov</a><br>(919) 463-7075 |                                                                                                                                 | Steve Dickinson<br>Public Works Operations Analyst<br><a href="mailto:SDickinson@morrisvillenc.gov">SDickinson@morrisvillenc.gov</a><br>(919) 463-7072 |                                                                                                                                  |
| Police                                                                                                                                            |                                                                                                                                 |                                                                                                                                                        |                                                                                                                                  |
| Extra-duty officers, traffic control                                                                                                              |                                                                                                                                 |                                                                                                                                                        |                                                                                                                                  |
| Joshua Almond<br>Police Patrol Lieutenant<br><a href="mailto:JAlmond@morrisvillenc.gov">JAlmond@morrisvillenc.gov</a><br>(919) 463-1624           |                                                                                                                                 | Captain Brad Shirley<br>Patrol Captain<br><a href="mailto:BShirley@morrisvillenc.gov">BShirley@morrisvillenc.gov</a><br>(919) 463-1601                 |                                                                                                                                  |
| Inspections                                                                                                                                       |                                                                                                                                 |                                                                                                                                                        |                                                                                                                                  |
| Temporary structure and stage canopy permits and inspections                                                                                      |                                                                                                                                 |                                                                                                                                                        |                                                                                                                                  |
| Shandy Padgett<br>Inspections Director<br><a href="mailto:SPadgett@morrisvillenc.gov">SPadgett@morrisvillenc.gov</a><br>(919) 463-6182            |                                                                                                                                 | Greg McDaniel<br>Inspections Operations Manager<br><a href="mailto:GMcdaniel@morrisvillenc.gov">GMcdaniel@morrisvillenc.gov</a><br>(919) 463-6183      |                                                                                                                                  |



# Town of Morrisville Special Event

## Permit Application Checklist

### 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 or other traffic control devices, 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.)                                                                                                                                                                                                                                                  |
|  | Signed <a href="#">Event Space Release &amp; Liability Waiver</a> included in this packet.                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|  | Proof of notification to surrounding property owners will be required before final approval.                                                                                                                                                                                                                                                                                                                                                                                                                                 |

### Application Materials Required for Events on Town Property

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | An executed Facility/Park Space Rental Agreement must be completed with the Parks, Recreation and Cultural Resources Department for the use of Town facilities, with the exception of roads. The <a href="https://www.morrisvillenc.gov/Services-Forms/Rentals">Facility Rental Form</a> can be found at <a href="https://www.morrisvillenc.gov/Services-Forms/Rentals">https://www.morrisvillenc.gov/Services-Forms/Rentals</a> . |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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

|  |                                                                                                                                                                                                                     |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | 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.                                                             |
|  | Valid Certificate of Insurance for each inflatable.                                                                                                                                                                 |
|  | 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 and the Raleigh-Durham International Airport (RDU) before Town Fire approval will be issued. |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### 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).                                                     |

| <b>Application Materials Required for Signs and Banners</b>           |                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                       | Sign plan depicting the proposed location and dimensions of any proposed special event directional signage located inside or outside of the event space. Please note that signs are not permitted in the public right-of-way.                                                                                                                                                            |
| <b>Request for Extra-Duty Officers</b>                                |                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                                       | If the need for officers to support the event is determined/requested, the attached Extra-Duty Employment Job Site Instructions will need to be followed and submitted prior to the event.                                                                                                                                                                                               |
| <b>Runs and Walks</b>                                                 |                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                                       | 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.                                                                                                                                                                                                                                                               |
| <b>Alcohol</b>                                                        |                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                                       | 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 <a href="http://ABC.nc.gov">ABC.nc.gov</a> for an application.                                                                                                                              |
| <b>Stage Canopy 400 Square Feet or More in Size</b>                   |                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                                       | 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 judgments regarding the structure's 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 two weeks prior to the event date.                                                                                                                                                                                                                                                             |
| <b>Temporary Structures that Exceed 120 Square Feet Per Structure</b> |                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                                       | A separate permit is required for the temporary 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: The below must be signed by an authorized representative

Name of Person or Entity: \_\_\_\_\_

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

Its (The signer's position within a company): \_\_\_\_\_



## MORRISVILLE POLICE DEPARTMENT EXTRA-DUTY EMPLOYMENT INFORMATION

### Extra Duty Solutions

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 below:

Account Team Contract Information for Morrisville  
Police Department

Phone #: 919-436-3866

Email: [MorrisvilleNC@ExtraDutySolutions.com](mailto:MorrisvilleNC@ExtraDutySolutions.com)

Step One

Apply

**Please register as a new customer in the customer portal at: <https://portal.extradutysolutions.com>**

A member of the account management team will review your submission and will contact you to ensure the request is consistent with the police department's rules for extra duty employment or if there are any questions.

Rates are inclusive of all fees, and are per officer, per hour:

*\*Included fees may consist of, but are not limited to, agency admin fees, scheduling fees, worker's comp, etc.*

- Standard Officer rate: \$51.73
- Holiday Officer rate: \$63.23
- Standard Supervisor rate: \$63.23
- Holiday Supervisor rate: \$74.72
- Vehicle fee (flat fee per job, when required): \$27.50

We make every effort to find an officer to fill your request. However, because extra duty work is voluntary, there is a chance your request may go unfulfilled. Timely fulfillment of this request is necessary, since it could impact the scheduling or approval of your event.

**Here are some policies you need to be aware of:**

- There is a three (3) hour minimum that must be charged for every extra-duty detail.
- Hours will be rounded up to the next 1/2 hour increment.
- Five (5) or more officers will require a supervisor on site.

**Cancellation:** The department requires a 24-hour notice to cancel a detail. If you cancel within this window, you will be charged three hours per officer scheduled.

Holiday rates will apply to jobs that fall on: New Year's Eve & Day, Martin Luther King Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving (day of and day after, including Black Friday), and Christmas (Christmas Eve, Christmas Day and day after).

**In addition to requesting details through the customer portal, you can make payments, retrieve invoices, and find your detail history.** Use of the customer portal is optional, but available 24-7 for your convenience. For assistance, contact Extra Duty Solutions anytime at 919-436-3866 or [MorrisvilleNC@extradutysolutions.com](mailto:MorrisvilleNC@extradutysolutions.com). For portal guidance, visit the User's Guide section within the portal.

**North Carolina Department of Transportation**  
**Special Event Request Form**  
Effective 7/31/15, Revised 5/16/23

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://www.ncdot.gov/divisions/highways/Pages/contact.aspx>

**Section A: Event Information**

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

Type of Event: \_\_\_\_\_

County/Countries: \_\_\_\_\_

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 the 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, the requestor shall be responsible for following the 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

EXAMPLE ONLY

EXAMPLE ONLY

EXAMPLE ONLY

# SHILOH GREENWAY WALK/RUN MAP



## Shiloh Greenway Map Key

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

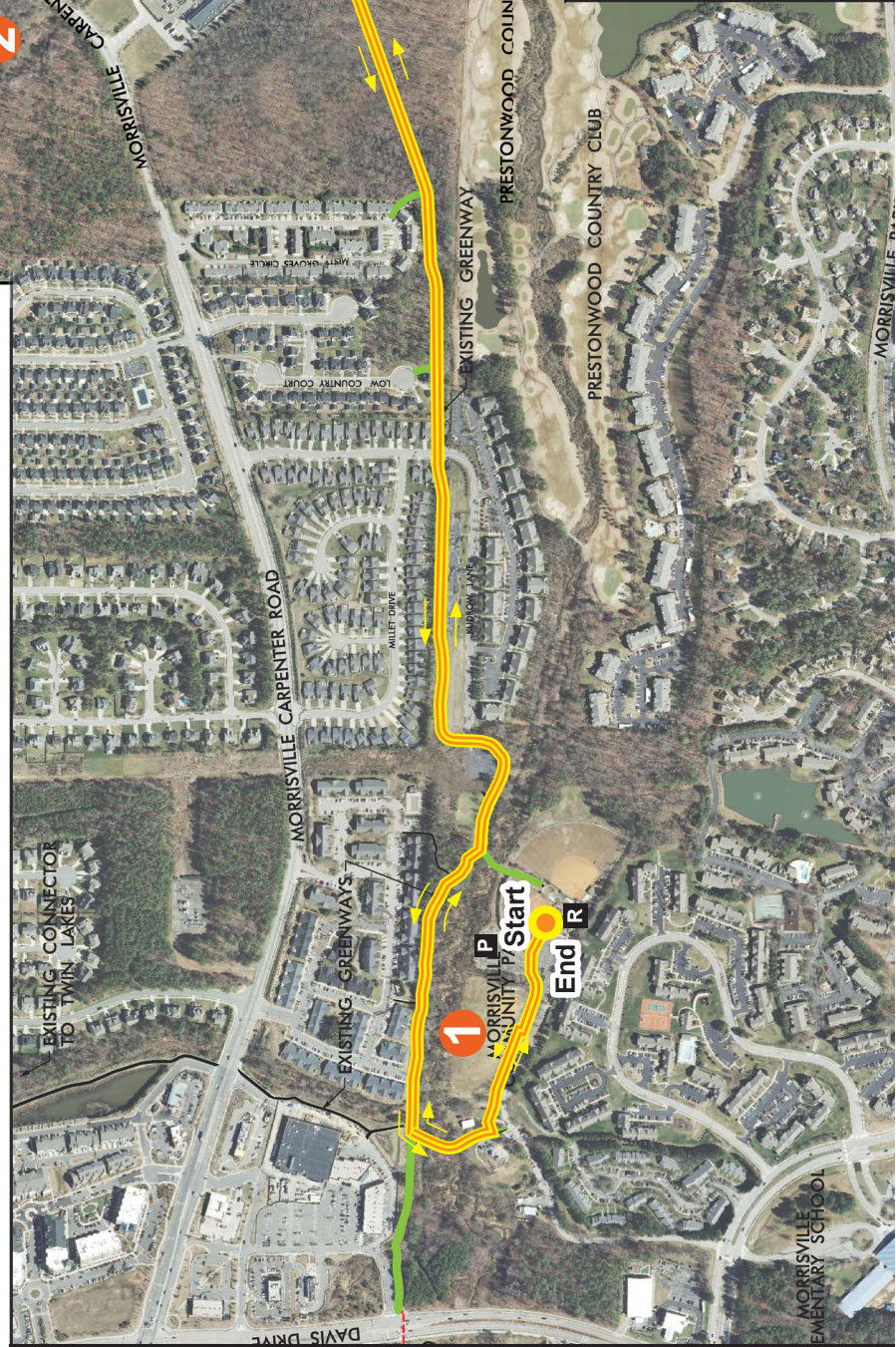
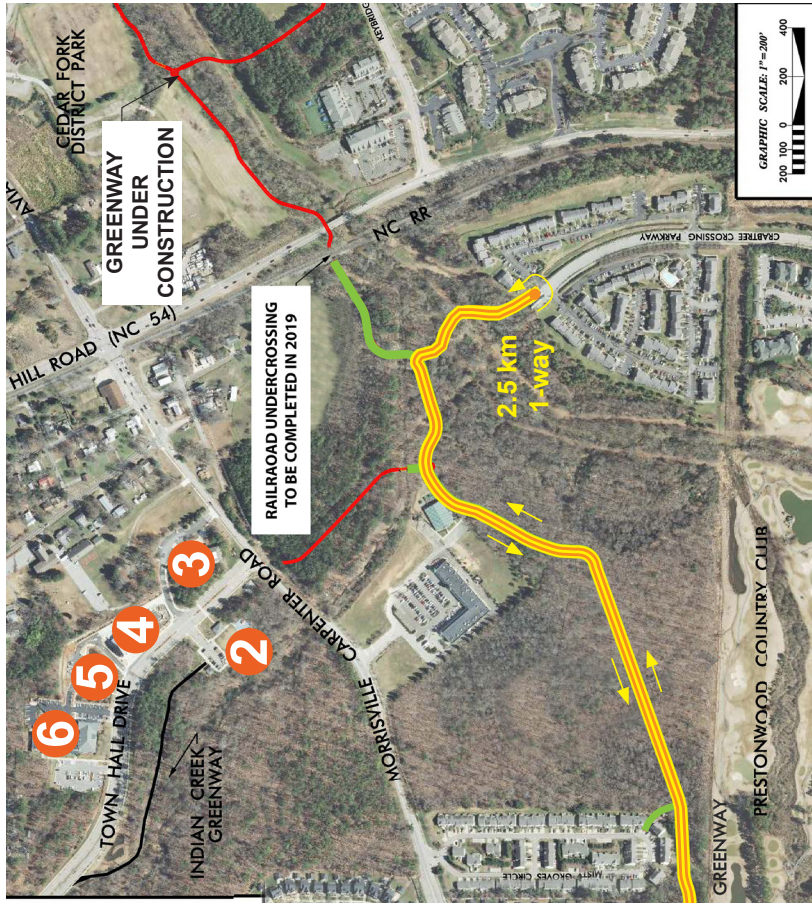
Greenway Distance - 1.68 miles, 2.70 km

-  Parking
-  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

