



## Town of Wendell Street Closing Application

### CONTACT INFORMATION

Name of Organization:	Name of Event Coordinator:
Email Address:	Phone Number:
Address:	City, State, Zip Code:

### EVENT INFORMATION:











What is the event:		
Types of activities during the event:		
Date of Closure:	Set-up Time Begins:	Time Event Begins:
Time Event Ends:	Clean-up time Ends:	Estimated Attendance:
Requirement of Town barricades and/or cones are at the discretion of staff. If required, an additional \$25 fee will be due for approval.		

### EVENT LOCATION:

Street(s):	Block:
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**Street Closing Requirements:**

The Town of Wendell is committed to supporting the activities among residents, provided certain guidelines are observed to ensure the safety of participants and to preserve the Town's ability to protect its citizens and assets. The following guidelines are established to achieve these goals:

-  Review of the request begins when a completed application, \$15 application fee, and \$25 cone fee [if applicable] are received.
  - o Application fee is non-refundable.
  - o Upon approval of request, the barricades and cones will be scheduled for delivery.
-  Event organizer is responsible for contacting and receiving permission from adjoining businesses or neighbors adjacent to the request.
-  Sound permit is required for the amplification of music and sound, including mega-phones.
-  Approval may be required for all commercial food vendors by Wake County Environmental Services. Contact 919-856-6609 for details.
-  Alcohol is prohibited on outdoor Town property without special permission from the Town of Wendell Board of Commissioners, except for the following locations: Campen Row & Town Square. Permission may be granted by the Town Manager placing an item on the agenda for an upcoming Board Meeting for Board action. Police attendance, additional insurance and all associated fees are required for any event serving alcohol.
-  Event organizers must maintain a fourteen (14) foot lane on all blocked streets for emergency vehicle access.
-  Weights such as water barrels or cement buckets must be used for anchoring temporary tents. **Stakes are not permitted.**
-  All trash and recycling must be promptly removed at the conclusion of the event.
-  All barricades must be monitored. Event organizers shall be required to move barricades in the case of an emergency.
-  Major street closures will require Board approval at a regularly scheduled Board Meeting.

**Event Organizer Certification:**

I hereby certify that I have read and understand the above requirements for this Street Closing Request; the information given in this application is correct to the best of my knowledge. Event organizer agrees to indemnify and hold harmless the Town of Wendell for any and all liability arising from the event.

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

Print Name: \_\_\_\_\_

**Please submit completed application and application fee payment to:**  
 Town of Wendell  
 Attn: Assistant to the Town Manager Phone: 919.365.4450  
 15 E Fourth Street Fax: 919.366.1462  
 Wendell, NC 27592  
**You will be notified when the permit is approved or denied.**

**Staff Use**

Payment received by: \_\_\_\_\_ Amount of Payment: \_\_\_\_\_ Date: \_\_\_\_\_

_____ Town Manager	Approved: Yes <input type="checkbox"/> No <input type="checkbox"/> Date: _____	Note(s):
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Date of Notifications:     Police     Public Works     Finance     Event Organizer

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