

TOWN OF DALLAS

SPECIAL EVENTS POLICY

The Town of Dallas endeavors to support local businesses, groups, and individuals desiring to hold Special Events within the Town of Dallas. It is the desire of the Town of Dallas to ensure a safe and enjoyable special event.

The following criteria and procedures shall apply to all Special Events requests:

Special event permit applications must be submitted to the Town of Dallas **no later than 5:00 pm on the first Tuesday of the month** in order to be placed on the Board of Aldermen Meeting agenda for consideration and approval. Applications can be obtained at 210 N. Holland St., Dallas, NC 28034 or from the Town's website at www.dallasnc.net.

EVENTS MUST BE APPROVED AT LEAST 14 DAYS IN ADVANCE OF THE EVENT.

Typical events are defined below:

Parade: A march or procession which interferes with pedestrian and/or vehicular traffic.

Athletic Events: An occasion when a group of participants collectively engage in sport or other form of physical exercise, including an organized Walk or Race. This may interfere with vehicular and/or pedestrian traffic.

Special Events: Include street fairs, arts and crafts shows, carnivals, rallies, etc. Special events often interfere with pedestrian and/or vehicular traffic.

Block Party: A gathering which requires closure of a street.

It shall be the Policy of the Town of Dallas That,

Town-Sponsored Events take precedence over all other events. Special Event requests will not be approved if they are in conflict with Town-Sponsored Events.

Special Events requests on or adjacent to the Town of Dallas Historic Courthouse and Court Square grounds will not be approved if the Courthouse or Court Square grounds have been booked for rental.

All Special Events must comply with all Town ordinance requirements, Gaston County Health Department regulations, policies, procedures, rules, and regulations pertaining to use of parks and public spaces.

All of the following services or requirements shall be the responsibility of the applicant, unless the applicant specifically seeks and receives approval for any or all of the services or requirements to be waived as unnecessary, or provided by the Town of Dallas:

The applicant must provide, at their cost, sufficient portable toilets for the expected number of participants at the requested event.

The applicant must provide, at their cost, proof of insurance acceptable to the Town of Dallas that names the Town of Dallas as an additional insured.

The applicant shall be responsible for the security or protection of any items, merchandise, booths, or other property owned by the applicant or others participating in the Special Event.

The applicant shall provide, at their cost, authorized law enforcement personnel as security for each special event, as determined by the Town of Dallas Police Chief or his/her designee.

The applicant shall be responsible for obtaining any permits required by the Town of Dallas, Gaston County, and the State of North Carolina (or any sub-departments of those entities) for activities conducted during the Special Event.

Frequency of Events

Any one entity may be approved for up to a maximum of four (4) events in any calendar year. These events must be spaced at least 45 days apart from each other.

Event Fees

Fees will be assessed as outlined in the Town of Dallas Fee Schedule.

Adopted This 11th Day of January, 2022


Sarah Hamrick, Town Clerk

