



**Town of Kure Beach**  
117 Settlers Lane • Kure Beach, NC 28449  
Town Hall (910) 458-8216 • Fax (910) 458-7421  
Nikki Keely, Recreation Director

**SPECIAL EVENT PERMIT APPLICATION**

A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH EVENT DATE

**FOR OFFICE USE ONLY**

Number of days until  
event: \_\_\_\_\_

Number of total hours  
for event: \_\_\_\_\_

Rain date necessary:  
Yes \_\_\_\_\_ No \_\_\_\_\_  
Date: \_\_\_\_\_

Town Facilities Used?  
\_\_\_\_\_  
\_\_\_\_\_

Reservation Obtained?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
Not Required \_\_\_\_\_

Trash carts needed?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
Number \_\_\_\_\_

Portable toilets  
needed?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
Not Required \_\_\_\_\_

Health Department  
permit obtained?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
Not Required \_\_\_\_\_

**1. Description of event:** \_\_\_\_\_  
\_\_\_\_\_

**2. Event Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

**3. Estimated number of participants (including spectators):** \_\_\_\_\_

**4. Location** \_\_\_\_\_  
\_\_\_\_\_

**5. Individual making request:** \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**6. Individual who will be on site and in charge of activity:** \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**7. Sponsoring organization/corporation (if applicable):** \_\_\_\_\_

Contact: \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**8. Briefly describe provision for the following:**

Toilet facilities \_\_\_\_\_

Trash disposal \_\_\_\_\_  
(Plastic and aluminum must be recycled. Use of Styrofoam and glass is prohibited.)

Parking \_\_\_\_\_

Electrical power needs \_\_\_\_\_

Water needs \_\_\_\_\_

**9. Will food be served?** \_\_\_\_\_ **If yes, has permit from Health Dept. been obtained?** \_\_\_\_\_

Describe type of containers, cooking equipment, etc. to be used \_\_\_\_\_  
\_\_\_\_\_

**FOR OFFICE USE ONLY**

Site plan included?

Yes \_\_\_\_\_ No \_\_\_\_\_

Non-Profit Organization?

Yes \_\_\_\_\_ No \_\_\_\_\_

Tax Exempt ID

Vendors requested?

Yes \_\_\_\_\_ No \_\_\_\_\_

Privilege license  
obtained?

Yes \_\_\_\_\_ No \_\_\_\_\_

Not Required \_\_\_\_\_

Police support required?

Yes \_\_\_\_\_ No \_\_\_\_\_

Not Required \_\_\_\_\_

Ocean Rescue support  
required?

Yes \_\_\_\_\_ No \_\_\_\_\_

Not Required \_\_\_\_\_

Certificate of Insurance  
obtained?

Yes \_\_\_\_\_ No \_\_\_\_\_

Not Required \_\_\_\_\_

**10. Will there be any music, PA system, or loud activities (If any, briefly describe)?** \_\_\_\_\_

\_\_\_\_\_  
If yes, provide information specifying location and direction of noise-emulating devices along with proposed noise level, and duration: \_\_\_\_\_

**11. Will any banners, tents, stages, chairs, nets, decorations, etc. be used at this activity?** \_\_\_\_\_

If so, what company is provided the equipment? \_\_\_\_\_

Describe equipment in detail and provide a sketched plan: \_\_\_\_\_

**12. Will there be sales of any types of souvenirs, T-shirts, food, drinks or other products on public property?** \_\_\_\_\_

If so, describe in detail: \_\_\_\_\_

**13. Is police assistance necessary? \_\_\_\_\_ Are you requesting the closing of any streets?** \_\_\_\_\_

If so, please specify: \_\_\_\_\_

Depending on the nature of the event, it may require police assistance with traffic/crowd control and/or additional Ocean Rescue support. Additional fees may be incurred.

I hereby certify that I am the authorized and responsible representative of the applying group and that I am at least 18 years of age. I understand that if any information is found not to be accurate, additional fees and/or fines may be assessed and/or my permit may be revoked.

I agree to comply with all town ordinances, rules, regulations and other applicable laws.

I agree to save and keep the Town free and harmless from any and all loss or damages or claims for damages, including attorney's fees and litigation costs, arising from or out of the special event.

I agree to, upon request, provide proof of general liability insurance listing the Town as an additionally insured with limits no less than 1 (one) million dollars.

I understand that if the event is cancelled, I will receive a refund of my application fees less a \$20 administration fee.

**\*See attached memo for additional stipulations.\***

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

This application is hereby approved this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Recreation Director, Town of Kure Beach, North Carolina

## **SPECIAL EVENT PERMITS – GENERAL INFORMATION AND STIPULATIONS**

**Permit Application Fee:** The application fee is based on general use impact as follows:

Low Impact (minimal use of public property)	\$150 per day min.
Medium Impact (includes intermittent traffic control)	\$300 per day min.
High Impact (includes closing of public streets)	\$500 per day min.

**Portable Toilets** – For events with expected attendance of 150 people or more, portable toilets must be provided by the Event Director. Portable toilets may not be set up more than 48 hours prior to the activity, and must be removed within 48 hours afterwards. Location of portable toilets must be coordinated with John Batson, Code Enforcement Officer.

**Litter** – Event Director will be responsible for litter pickup of areas used. If activity is on the beach strand, any litter (boxes, etc.) that will not fit in cans must be removed from the beach strand. All food litter must be removed from the beach strand. All plastic and aluminum litter must be recycled; use of Styrofoam and glass products for serving refreshments is prohibited. **Litter subject to a \$250 fine.**

**Obstructions** – Obstruction of any public beach right-of-way, parking areas or public streets is prohibited unless approved by Town Council.

**Music – Beach Park and Beach Strand** – Any amplified music or PA system on the beach strand must be directed toward the ocean and away from any residences. Noise ordinance will be enforced by Town Beach Police and/or other Town personnel.

**Tents, Banners, Stages, Nets, etc.** – Any tents, banners, stages, trailers, nets, etc. on the public property, may not be set up more than 12 hours prior to the activity, and must be removed within 12 hours afterwards.

**Traffic/Crowd Control** – Event Director will coordinate traffic and crowd control with the Kure Beach Police Department.

**Decoration** – No Balloons, plastics, confetti, etc. may be used as part of any decorations placed on public property. All decorations (flowers, streamers, etc.) must be removed from the site immediately following the event.

**Fires/Cooking – Beach Strand** – Town ordinance prohibits fires or cooking of any kind on the beach strand. No open flames are allowed on the beach strand including **fireworks** and tiki torches.

**Alcoholic Beverages** - Town ordinance prohibits the consumption of alcoholic beverages of any kind on the beach strand or any public property unless approved by Town Council.

**“Rain Dates”** - If no “rain date” is included on the original permit request, the make up date, if any must be approved.

**Surfing Events** – All requests for Special Event Permits for surfing competitions must be presented to the Town Council for approval.

Any additional pertinent Town Ordinance will apply at the discretion of the SEC.

# TOWN OF KURE BEACH POLICE DEPARTMENT

## REQUEST FOR OFF-DUTY POLICE OFFICER EMPLOYMENT

Contract: Four-hour minimum; rate \$40.00 per hour, per officer

*Off-Duty employment is strictly voluntary; thus, all requests may not be filled.*

Name of Applicant: \_\_\_\_\_ Applicant's Cell #: \_\_\_\_\_

Business name: \_\_\_\_\_ Business Telephone #: \_\_\_\_\_

Applicant's Relation to Business: \_\_\_\_\_ Alternate phone #: \_\_\_\_\_

Billing address: \_\_\_\_\_

Street address: \_\_\_\_\_

Description of Business Activity: \_\_\_\_\_

\_\_\_\_\_

**TERMS**  Additional notes on the back of this form. Please provide a summary of expected duties:

\_\_\_\_\_

\_\_\_\_\_

Start date/time: \_\_\_\_\_ End date/time: \_\_\_\_\_

Name of on-site contact person (present at event): \_\_\_\_\_ Phone \_\_\_\_\_

Number of officer requested: \_\_\_\_\_ @ \$40.00 per hour. Total Amount: \$ \_\_\_\_\_

*The applicant understands that all officers may be called back to active duty in the event of an emergency.  
A prorated invoice will be generated if such an instance should arrive.*

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**CANCELLATION NOTICE:** Due to scheduling, a 24-hour cancellation notice is required. If you should need to cancel the request, contact \_\_\_\_\_ at 910 \_\_\_\_\_ or by email at \_\_\_\_\_. If the applicant fails to comply with the 24-hour cancellation notice, payment is due in full. The applicant hereby agrees to the terms listed above and is responsible for payment of services incurred under this agreement.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

FOR TOWN STAFF USE ONLY: SPECIAL EVENT PERMIT REQUIRED \_\_\_Y \_\_\_N

\_\_\_\_\_  
Approved by Chief of Police      Date

\_\_\_\_\_  
Approved by Town SEC      Date

Invoice mailed by (initial, date) \_\_\_\_\_

Payment received by (initial, date) \_\_\_\_\_

## Town of Kure Beach Special Event Rates

### General Use Impact Fees

Low Impact (minimal use of public property)	150.00 per day min
Medium Impact (includes intermittent traffic control)	300.00 per day min
High Impact (includes closing of public streets)	500.00 per day min

### Personnel

Police (4 hour minimum, includes overhead)	40.00 per hr
Sanitation (includes overhead)	40.00 per hr
Street (includes overhead)	40.00 per hr
Volunteer Fireman (includes overhead)	40.00 per hr

### Facilities Rental

Council Chambers	100.00 per day
Public land per site	100.00 per day
Public building	100.00 per day

### Tents

If your tent is over 200 square feet	\$250.00
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### Equipment

*All equipment rented is on a per-hour basis or any part thereof.*

Police or Fire or Other Town Vehicle	25.00 per hour
Trash pickup (per cart per pickup)	15.00 each

*Minimum of 2 carts required for recyclable materials and one for regular trash.*

Damages to right of ways, infrastructure, parking areas, trees, plants or any property owned or controlled by the Town of Kure Beach, shall be repaired immediately. Charges for damages not repaired within a reasonable period, shall be determined by the Director of Public Works.

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RENT COMMUNITY CENTER & OCEAN FRONT PARK PAVILION—SECURITY DEPOSIT  
\$250 Deposit is required per facility but is refundable after satisfactory inspection.

RENT COMMUNITY CENTER & OCEAN FRONT PARK—PER HOUR (2 HR MINIMUM)  
COMMUNITY CENTER OR OCEAN FRONT PARK (PAVILION ONLY)

KB Resident/Property Owner & Non-Profit Organization	\$75.00
Nonresident & Commercial Organization For Profit	\$100.00
OCEAN FRONT PARK (PAVILION & LAWN)	
KB Resident/Property Owner & Non-Profit Organization	\$125.00
Nonresident & Commercial Organization For Profit	\$150.00

Non refundable fee each time existing contract is revised	\$10.00
Service charge for cancellation of contract	\$50.00

*Rental fee will not be refunded for cancellation of lease by lessee made within 30 days before the event. Security deposit will be refunded.*

The Community Center and Ocean Front Park are available for rent through the Event Marketing Coordinator at Town Hall. Please call 910-458-8216 to schedule your event.