



**STREET CLOSING PERMIT APPLICATION
CONCERNING THE USE OF STREETS AND PUBLIC RIGHT-OF-WAY
FOR STREET FAIRS, FESTIVALS, CARNIVALS, AND OTHER PUBLIC EVENTS**

EVENT: Fiestas en la Calle

EVENT SPONSOR: El Centro Hispano

IS THE SPONSOR A: ☒ NON-PROFIT ☐ FOR PROFIT ☐ OTHER:

ANY OTHER INFORMATION ABOUT SPONSOR OR EVENT:

EVENT COORDINATOR INFORMATION:

NAME: Sacnite Alvarez

ADDRESS: 2000 Chapel Hill Rd #26A, Durham NC 27707

TELEPHONE NUMBER: 919-945-0132

PROPOSED DATE AND TIME PERIOD PROPOSED FOR CLOSING:

DATE: 08/24/25 **TIME PERIOD: FROM:** 8:00 **TO:** 21:00

RAIN DATE:

CLEAN-UP TIMETABLE: FROM: 19:00 **TO:** 21:00

APPROXIMATE NUMBER OF PERSONS EXPECTED TO ATTEND THE EVENT: 3,000

ARE ANY SPECIFIC SERVICES REQUESTED OF THE TOWN? YES ☒ NO ☐

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(Traffic control may be required, and event organizers may be required to reimburse the Town for any related expenses):

If YES, PLEASE SPECIFY: Traffic Control and security

ATTACH A SKETCH SHOWING:

- *Area where event is to take place.*
- *Streets to be closed or obstructed.*
- *Barriers or traffic control devices to be erected.*
- *Location of any concession stand, booth, or other temporary structures.*
- *Location of proposed fences, stands, platforms, stages, benches, or bleachers.*

NC DEPARTMENT OF TRANSPORTATION

The Town cannot approve closings of roads or streets part of the State of North Carolina road system. Proof of permission from NCDOT is required before the Town will proceed with approval.

OTHER INFORMATION: _____

INSURANCE INFORMATION: Philadelphia Indemnity Insurance Company- Policy number: PHPK267545-016

NOTIFICATION OF CENTRAL COMMUNICATIONS (911):

*The **APPLICANT** is responsible for notifying Central Communications (911):*

- *at least five (5) days in advance of the event in writing (Orange County EMS, Post Office Box 8181, Hillsborough, NC 27278)*
- *on the day of the closing, prior to the actual closing of the street (dialing 911)*
- *on the day of the closing, when the street is re-opened (dialing 911)*

FEE: \$100.00 application fee. Application fee must accompany the submittal of this application.

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EVENT / STREET CLOSING CHECKLIST

	<u>Date completed</u>	<u>Completed By</u> <u>(initial)</u>
Permit Application and Fee Received	[_____]	[_____]
Staff Review (See attached notes if applicable)	[_____]	[_____]
Insurance Certificate (if required)	[_____]	[_____]
NC DOT Approval (if applicable)	[_____]	[_____]

