

STREET CLOSING PERMIT APPLICATION

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

EVENT: LATAM Street Fest 2024

EVENT SPONSOR: El Centro Hispano

IS THE SPONSOR A: NON-PROFIT FOR PROFIT OTHER: ANY OTHER
INFORMATION ABOUT SPONSOR OR EVENT: Join us for the 9th annual LATAM
Street Fest 2024 hosted by El Centro Hispano, North Carolina's largest Hispanic
non-profit organization.

EVENT COORDINATOR INFO:

NAME: Omar Lugo OLUGO@ELCENTRONC.ORG

ADDRESS: 2000 Chapel Hill Rd, Durham NC 27707

TELEPHONE NUMBER: 919-687-4635 Ext #134

PROPOSED DATE AND TIME PERIOD PROPOSED FOR CLOSING:

DATE: 8/25/2024 Time Period: From: 8:00 am

RAIN DATE: N/A To: 7:00pm

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

ARE ANY SPECIFIC SERVICES REQUESTED OF THE TOWN? YES ☒ NO ☐ (traffic
control may be required, and event organizers may be required to reimburse the Town for any related expenses):

If YES, specify

Traffic control and Security

ATTACH A SKETCH SHOWING:

- Area where event is to take place
- Any streets to be closed or obstructed
- Any 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

OTHER INFORMATION:

INSURANCE INFORMATION: See attachment

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)*
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NOTIFICATION OF THE PUBLIC:

A public hearing is required for all street closing permit applications and the applicant must speak with the Public Works Department about requesting this public hearing. The public must be notified by a formal advertisement in a local newspaper. The Public Works Department *will submit* the advertisement copy to the newspaper. **However, the applicant will be responsible for reimbursing the Town for the full cost of the advertisement.**

Any other notification of the public of this event will be the Applicant’s responsibility.

NOTIFICATION OF ABUTTING PROPERTY OWNERS:

The **APPLICANT** is responsible for notifying all abutting property owners of the Public Hearing. Such notification must be accomplished at least seven days prior to the Public Hearing. The notification must include:

- the DATE, TIME and LOCATION of the proposed street closing; and
- the DATE, TIME and LOCATION of the Public Hearing as well as the subject matter of this Public Hearing

The Public Works Department must receive in writing from the APPLICANT the following at least five days prior to the Public Hearing:

- names of all property owners notified
- copy of the notification
- method used to notify these property owners (mail or hand delivery)

CLEAN-UP TIME TABLE: 6:30pm-8:00pm_____

FEES: \$ 85.00 application fee plus 100% of the cost of the Public Hearing advertisement
Application fee must accompany the submittal of this application





ELCENTR-04

LBAXLEY

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/10/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hub International Carolinas 751 Corporate Center Drive Suite 120 Raleigh, NC 27607	CONTACT NAME: Cassie Clegg Moore
	PHONE (A/C, No, Ext): FAX (A/C, No):
	E-MAIL ADDRESS: cassie.cleggmoore@hubinternational.com
	INSURER(S) AFFORDING COVERAGE NAIC #
	INSURER A: Philadelphia Indemnity Insurance Company 18058
INSURED El Centro Hispano, Inc. 2000 Chapel Hill Road, Ste 26A Durham, NC 27707	INSURER B: Progressive Southeastern 38784
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	X		PHPK2675458	4/6/2024	4/6/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			05967480	3/10/2024	3/10/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB907674	4/6/2024	4/6/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in Nf) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Crime			PHPK2675458	4/6/2024	4/6/2025	Employee Theft 120,000
A	Professional Liabili			PHPK2675458	4/6/2024	4/6/2025	Aggregate 200,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Professional Liab Aggregate \$2,000,000

Sexual or Physical Abuse or Molestation Vicarious Liability \$1,000,000 per claim

The Town of Carrboro is included as additional insured as required by written contract.

CERTIFICATE HOLDER

CANCELLATION

Town of Carrboro
Town Hall
301 West Main St.
Carrboro, NC 27510

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Libby Bayley

the performance, exhibition, display, contest or activity, the *owner*, agent or lessee shall provide one or more fire watch personnel, as required and *approved*. Fire watch personnel shall comply with Sections 403.12.1.1 and 403.12.1.2.

403.12.1.1 Duty times. Fire watch personnel shall remain on duty while places requiring a fire watch are open to the public, or when an activity requiring a fire watch is being conducted.

403.12.1.2 Duties. On-duty fire watch personnel shall have the following responsibilities:

1. Keep diligent watch for fires, obstructions to *means of egress* and other hazards.
2. Take prompt measures for remediation of hazards and extinguishment of fires that occur.
3. Take prompt measures to assist in the evacuation of the public from the structures.

403.12.2 Public safety plan for gatherings. Where the *fire code official* determines that an indoor or outdoor gathering of persons has an adverse impact on public safety through diminished access to buildings, structures, fire hydrants and fire apparatus access roads or where such gatherings adversely affect public safety services of any kind, the *fire code official* shall have the authority to order the development of or prescribe a public safety plan that provides an *approved* level of public safety and addresses the following items:

1. Emergency vehicle ingress and egress.
2. Fire protection.
3. Emergency egress or escape routes.
4. Emergency medical services.
5. Public assembly areas.
6. The directing of both attendees and vehicles, including the parking of vehicles.
7. Vendor and food concession distribution.
8. The need for the presence of law enforcement.
9. The need for fire and emergency medical services personnel.

403.12.3 Crowd managers for gatherings exceeding 1,000 people. Where facilities or events involve a gathering of more than 1,000 people, crowd managers shall be provided in accordance with Sections 403.12.3.1 through 403.12.3.3.

403.12.3.1 Number of crowd managers. The minimum number of crowd managers shall be established at a ratio of one crowd manager for every 250 persons.

Exception: Where approved by the *fire code official*, the number of crowd managers shall be permitted to be reduced where the facility is equipped throughout with an *approved automatic sprinkler system* or based upon the nature of the event.

403.12.3.2 Training. Training for crowd managers shall be *approved*.

403.12.3.3 Duties. The duties of crowd managers shall include, but not be limited to:

1. Conduct an inspection of the area of responsibility and identify and address any egress barriers.
2. Conduct an inspection of the area of responsibility to identify and mitigate any fire hazards.
3. Verify compliance with all permit conditions, including those governing pyrotechnics and other special effects.
4. Direct and assist the event attendees in evacuation during an emergency.
5. Assist emergency response personnel where requested.
6. Other duties required by the *fire code official*.
7. Other duties as specified in the fire safety plan.

SECTION 404 FIRE SAFETY, EVACUATION AND LOCKDOWN PLANS

404.1 General. Where required by Section 403, fire safety, evacuation and lockdown plans shall comply with Sections 404.2 through 404.4.1.

404.2 Contents. Fire safety and evacuation plan contents shall be in accordance with Sections 404.2.1 and 404.2.2.

404.2.1 Fire evacuation plans. Fire evacuation plans shall include the following:

1. Emergency egress or escape routes and whether evacuation of the building is to be complete by selected floors or areas only or with a defend-in-place response.
2. Procedures for employees who must remain to operate critical equipment before evacuating.
3. Procedures for the use of elevators to evacuate the building where occupant evacuation elevators complying with Section 3008 of the *International Building Code* are provided.
4. Procedures for assisted rescue for persons unable to use the general *means of egress* unassisted.
5. Procedures for accounting for employees and occupants after evacuation has been completed.
6. Identification and assignment of personnel responsible for rescue or emergency medical aid.
7. The preferred and any alternative means of notifying occupants of a fire or emergency.
8. The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.
9. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.

Event / Street Closing Checklist:

Date Completed Initialed By

Permit Application and Fee Received

[5/6/24] [LK]

Staff Review (See attached notes if applicable)

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Insurance Certificate if required

[] []

Request to Board to set a Public Hearing

[] []

Advertisement of Public Hearing

(Town places advertisement and applicant reimburses Town 100% of the advertising costs)

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Abutting Property Owner notified of Public Hearing

(Notification must be certified to the Public Works Dept. in the manner described above)

[] []

Public Hearing

[] []