



Town of Carrboro Community Event Pre-Application Form

The Town of Carrboro recognizes the benefits and interest of having special events within the Carrboro Community. The purpose of this form is for citizens and local organizations and/or businesses to propose or inform the Town of Carrboro of intent to hold an event. Please provide the following information to assist staff with evaluating what types of approvals may be needed for your event. Submission of this application is not an approval of the event.

EVENT ORGANIZER INFORMATION

Name of Organization:*(required) EL CENTRO HISPANO

Organization Type:*(required) Non-profit

Organization Website<https://elcentronc.org>

ORGANIZATION PRIMARY CONTACT INFORMATION*(required) Omar Lugo

Address*(required) 2000 Chapel Hill Rd, Durham NC 27707, Durham, North Carolina 27707

Phone*(required) (919) 687-4635 x134

Email*(required) olugo@elcentronc.org

EVENT INFORMATION

Name of Event:*(required) LATAM STREET FEST 2024

Preferred Event Date*(required) 8/27/2024

Alternative Event Dates (if primary date is not available)

Set-up Start Time:*(required) 8:00AM

Event Start Time:*(required) 12:00M

Event End Time:*(required) 6:00PM

Clean-up End Time:*(required) 8:00PM

Rain Date (if necessary)

Expected Attendance:*(required) 3,000

Type of Event*(required) Public Event on Public Property

Location (Public Property):*(required) Street Event (Public Street or Right-of-way)

Street(s) (please list all that apply):*(required) W Weaver Street from Main Street to Greensboro Street.

EVENT DETAILS:

- Sale and/or Consumption of Alcohol
- Sale and/or Consumption of Food
- Sale of Craft or Goods
- Street/Lane/Sidewalk Closures
- Police/Public Safety/Security
- Temporary Shelters/Tents/Staging/Other Structures
- Town Staffing/Resources/Equipment (some events may require reimbursement for Town-related expenses.)

EVENT DESCRIPTION

Please provide a general description and the purpose of your event. Attach a simple diagram of the event area with details of staging, fencing, booths, tents, walkways, entryway/exits, emergency response plan, etc. Providing this information will assist town staff in helping you to plan a successful event.

Please enter your event description in the box below*(required)

This will be El Centro Hispano's 9th annual Latin American Festival. We strive to showcase the Latin American culture in our community by bringing together different organizations, agencies, cultural groups, and food vendors that serve or are established in Carrboro.

Attached is our General Liability for \$1,000,000 and Emergency Action Plan which contains our event diagram on the last page. Note the event map is the one from last year. We are planning to keep it similar this year. We would like to close off W Weaver Street from Main Street to Greensboro Street. We are planning to have 2 stages with different performances whether dance groups, bands, or fitness courses. We also are planning to keep one lane open for emergencies and use Oak Ave and Center Street as entrance or exit points. All vendors we invite will bring their own tent or in other words a 10x10 pop up canopy. At this time, we know we will need the town staff's support with security, blocking off the road, waste and recycling collection.

UPLOAD EVENT DOCUMENTS

[24-25 Town of Carrboro Certificate of Insurance.pdf](#)

[CARRBORO HISP FEST 2024 MAP.png](#)

QUESTIONS?

If there are questions regarding this form, please contact Dianah Alston-Sanders at the Recreation, Parks, & Cultural Resources Department at dsanders@carrboronc.gov or 919-918-7364.