

# Town of Carrboro Community Event Pre-Application

## Town of Carrboro Community Event Pre-Application

*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.*

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### EVENT ORGANIZER INFORMATION

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Name of Organization:	El Centro Hispano
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Organization Type:	Non-profit
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Organization Website:	elcentronc.org
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### ORGANIZATION PRIMARY CONTACT INFORMATION

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First Name:	Arisha
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Last Name:	Guerra
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Email Address:	<a href="mailto:aguerra@elcentronc.org">aguerra@elcentronc.org</a>
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Phone Number (XXX-XXX-XXXX):	9194428429
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Address:	2000 Chapel Hill Rd
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Address Line 2 (if applicable):	Suite 26A
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City:	Durham
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State:	North Carolina
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Zip:	27707
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## EVENT INFORMATION

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Name of Event: 7th Latin American Festival 2019

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Preferred Event Date: August 27, 2022

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Alternative Event Dates  
(if primary date is not  
available): *Field not completed.*

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Set-up Start Time: 9:00am

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Event Start Time: Noon (12:00pm)

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Event End Time: 7:00pm

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Clean-up End Time: 9:00pm

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Rain Date (if necessary): *Field not completed.*

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Expected Attendance: 500

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TYPE OF EVENT: Public Event on Public Property

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

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Street(s) (please list all  
that apply): 200 Block of Weaver (W. Weaver Street in Carrboro, between  
N. Greensboro St and Lindsay St.)

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EVENT DETAILS 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, Open  
Flames or Pyrotechnics, Town Staffing/Resources/Equipment  
(Please be advised that some events may require  
reimbursement for Town-related expenses.)

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## EVENT DESCRIPTION

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*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.*

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Please enter your event description in the box below:

This will be El Centro Hispano's 7th 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 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 are would like to close off W Weaver Street from Lindsay 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.

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EVENT DIAGRAM  
UPLOAD

[Emergency Safety Plan - Latin American Festival 2022.pdf](#)

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QUESTIONS?

*If there are questions regarding this form, please contact Dianah Alston-Sanders at the Recreation, Parks, & Cultural Resources Department at [dsanders@townofcarrboro.org](mailto:dsanders@townofcarrboro.org) or 919-918-7364.*

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Primary Contact  
Electronic Signature

Arisha Guerra

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