Town of Carrboro Community Event Pre-Application



Please provide the following information to assist staff with evaluating what types of approvals <u>may</u> be needed for your event. Submission of this application is not an approval of the event.

Event Organizer Information

Name of Organization: Not So Normal Fund, Inc.			
Organization: Nonprofit			
Website: www.notsonormalrun.org			
Organization Primary Contact Name (first, last name): Jay Radford			
Mailing Address: 109 Eagle Rock Ct			
City: Chapel Hill State: NC zip: 27516			
Phone(919) 370-7828 Fax: () Email: jay@notsonormalrun.org			
Event Information			
Name of Event: Not So Normal Run Weekend			
Preferred Date: April 15, 2018 Event time: 7:30am – 1:30pm Set-up time: 4:00am Clean-up time: 2:00 – 4:00pm			
Other Possible Dates (if the above date is not available):			
Rain Date: none Expected Attendance: 1,000 runners total			
Type of Event (check all that apply):			
Public Event on Private Property Location:			
Public Event on Public Property - Including (check all that applies): Town Commons — Century Center — Park or Facility (be specific):			
Street Event -Public Street or Right-Of-Way-(list street(s): Other site(s): Other (Please explain):			

Event Details

Does your event include any of the following?

Activity
Sell and/or consumption of Alcohol
Sell and/or consumption of Food
Sell of crafts or goods
Street or lane closures
Police/Public Safety/Security
Temporary shelters, tents, staging or other structures
Open Flames or Pyrothenics
Town staffing, resources, or equipment*

Yes	No	
X		
X		
X		
X		
X		
X		
	X	
X		

^{*}please be advised that some events may require reimbursement for town related expenses

Event Description

Please provide a general description and purpose of your event. Attach a simple diagram of 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. Thank you!

Narrative is attached.

Signed by Primary Contact

Date

Submit this application to Carrboro Recreation and Parks office at 100 N. Greensboro Street, or fax to (919)918-4475 or email to Dianah Alston-Sanders – <u>dsanders@townofcarrboro.org</u>