



Town of Carrboro Community Event Pre-Application

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: Cardinal Track Club

Organization: ☒ Nonprofit ☐ For-Profit ☐ Other:
(Check appropriate box)

Website: cardinaltrackclub.com

Organization Primary Contact Name (first, last name): Richard Forbis

Mailing Address: 117 W. Carr St.

City: Carrboro State: NC zip: 27510

Phone: (919) 360-6086 Email: dickforbis@unc.edu

Event Information

Name of Event: Gallop & Gorge 8K Road Race

Preferred Date: Nov. 25, 2021 Event time: 7:30 am
Set-up time: 6:00 am
Clean-up time: 10:30 am

Other Possible Dates (if the above date is not available):

Rain Date: _____ Expected Attendance: 600

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):
start + finish @ Weaver St ifo WSM

Event Details

Does your event include any of the following?

Activity	Yes	No
Sell and/or consumption of Alcohol		X
Sell and/or consumption of Food		X
Sell of crafts or goods		X
Street or lane closures	X	
Police/Public Safety/Security	X	
Temporary shelters, tents, staging or other structures		X
Open Flames or Pyrothetics		X
Town staffing, resources, or equipment*	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!

This event has been held for almost 20 years, yearly except for 2020, with the approval of Town Council and (paid) support by Carrboro Police and Public Works. Both departments have detailed procedures for road closures/traffic control and traffic cones/signage. Map is attached. We will work with O.C. Public Health to develop and implement a COVID safety protocol.

Richard Folsie

Signed by Primary Contact

9/15/21

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 – dsanders@townofcarrboro.org

