



Outdoor Special Event Guide and Application

For purposes of this policy “Special Event” is defined as fairs, festivals, shows, concerts, and other events of limited duration that result in substantial gatherings of people outside of enclosed buildings and that are held for recreational, cultural, entertainment or community life purposes that is open to the public and are unlike the customary or usual activities at the location where the event occurs. an event.

Special outdoor events may take place on public property if the Recreation and Parks Department has granted a permit for the event. The Department may grant the permit if it determines that the special event will not materially endanger the public health and safety, will be in harmony with the area in which it is located, and will not unreasonably disrupt or interfere with the flow of traffic or the rights of adjacent or surrounding property owners. The permit may impose conditions limiting the hours and duration of the event, preventing disruption of adjacent uses, and assuring, at no expense to the Town, removal of litter caused by the event. If the applicant seeks to allow the sale, distribution, possession, or consumption of any alcoholic beverages at the event, please see the code of ordinances for requirements.

Outdoor Special Events are a cooperative effort involving many Town of Southern Pines Departments including Police, Fire, Public Works, Finance, Planning, Inspections, Administration, Buildings & Grounds and Recreation & Parks. Working in conjunction with these departments and outside agencies. The Town of Southern Pines utilizes the following criteria when evaluating and scheduling special events:

- The nature of the event and how it can serve the Town of Southern Pines.
- The dates and times during which the event will occur.
- The location (s) of the festival and whether the location (s) inhibit the safe flow of vehicular and pedestrian traffic in the Town.
- Whether the activities are in compliance with other applicable laws.
- Whether the event is to benefit non-profit community service organizations.
- The general health, safety and welfare of the participants in the event and the citizens of Southern Pines.
- The impact and /or cost of the event on Town support services.
- The frequency of the event or similar event (s).

Individuals, organizations and agencies wishing to conduct a *not-for-profit or 501C Charity special event on Town of Southern Pines property and/or public rights-of-way are required to obtain a permit in advance. Special Event Permits must be obtained for events and activities whenever held on Town owned property or on public rights-of-way within the Town such as: Festivals, Walks, Runs, Concerts, Park Events, Parades, Carnivals, Performances or Races.

***FOR-PROFIT EVENTS:** Commercial events or festivals that generate profit for the private sector shall be considered for permit only if the applicant submits evidence to the Town Manager or her/his designee that the festival constitutes a community service and the event is approved by all affected departments.

Special Event Organizer:

Special Events are a very important part of the quality of life for our community. All Event Organizers (including other Town of Southern Pines Departments) should contact Southern Pines Recreation & Parks for assistance with Town services and permits for outdoor special events utilizing Town property or streets.

The Town of Southern Pines has established a festival and special events policy for major special events, co-sponsored events and festivals. In order for these events to occur in Southern Pines utilizing Town property or streets, they must follow the guidelines that were established with this policy. They include the following:

- Major festivals and special events, which are sponsored or co-sponsored by the Town of Southern Pines, must be approved at the beginning of each calendar year.
- **Applications for sponsored or co-sponsored events must be received by January 15 of the calendar year in order for them to be processed and listed on the slate of recommended festivals, co-sponsored events and special events which is presented for staff approval.**
- All other special events not desiring co-sponsorship require receipt of an application **14 days prior to the event.**

Instructions to Apply for an Outdoor Special Event

- 1) Read this information guide thoroughly.
- 2) Complete the Town of Southern Pines Application for Outdoor Special Events on page 3.
- 3) Submit a site map showing streets to be closed, tent placement, parade/run routes or other similar events or activities. Include your site map with the Special Events Permit Application. This can be hand drawn, printed or digital.
- 4) If your event requires other permits as indicated by the Event Guide complete the necessary forms and include them with any applicable fees along with the Events Application form.
- 5) Return the application with a \$25 non-refundable processing fee:

In Person: Southern Pines Recreation & Parks (Call 910-692-2463 for an appointment if consult desired)
Campbell House (upstairs)
482 E Connecticut Avenue
Southern Pines, NC 28387

By Mail: Special Events
Southern Pines Recreation & Parks
482 E Connecticut Ave
Southern Pines, NC 28387

By Email:
recreation_parks@southernpines.net

- 6) All applications and related forms must be returned no later than 14 days prior to the event. Submit the permit application as soon as possible to have the best chance that the facility will be available on your requested date .
- 7) Event Organizers applying for co-sponsorship consideration must return applications by January 15, of the calendar year of the planned event.
- 8) Recreation and Parks staff will distribute copies of your application to the affected Town Departments for review. After review, your application will be either approved or rejected. Results will be provided in writing. Payment of fees is required prior to issue of permit.

(Note: If this is a large scale, major event, as determined by the Recreation and Parks Department, this application package must be completed in accordance with the festival and special events policy.

If you have any questions or need help completing the applications, contact Southern Pines Recreation and Parks at (910) 692-2463 or email recreation_parks@southernpines.net

OUTDOOR SPECIAL EVENT RULES & REQUIREMENTS

1. New Events

Organizers of events which have never been held in the Town of Southern Pines are advised to contact Southern Pines Recreation & Parks Department one year in advance of the date of the event to arrange for a preliminary review by affected Town agencies. The new event must be approved under the Town policy on festivals and special events.

Security and Public Safety

2. Security

A special event permit will not be issued until a security plan has been finalized prior to the event.

It is the Event Organizers responsibility to provide security through the Town of Southern Pines Police Department. The appropriate number of off-duty and /or on-duty officers will be determined by the Chief of Police or his/her designee in consultation with the Event Organizer.

The event Organizer should understand the following:

If the Town of Southern Pines determines that security is needed for an event, that security must be coordinated through the Southern Pines Police Department. The expense of providing off-duty officers for the event is the responsibility of the Event Organizer.

Event organizers may be required to pay for Workmen's Compensation Insurance to cover off-duty officers.

Contact the Southern Pines Police Department at (910) 692-7031 for more information.

Public Safety

In compliance with the Southern Pines and North Carolina State Fire Prevention Code, the Southern Pines Fire Department may require the applicant to develop a plan for provision of safety services, both for the participants of the event and for persons directly or indirectly affected by the event. This plan must be reviewed and approved by the Southern Pines Fire Department before a permit can be issued.

If required, the Event Organizer's plan may be required to include:

An emergency vehicle access map into and out of the event area,

A fire protection plan if the event includes activities that may present a fire risk,

A parking plan,

A concession placement map,

An EMS "first responder" and/or ambulance service coverage plan.

Contact the Southern Pines Fire Department at (910) 692-2720 for additional information.

***State and Municipal Public Safety Requirements** Applicant will be required to abide by State and Municipal public safety rules, requirements and guidelines as issued at the time of Applicant's event.

3. Sanitation

The Event Organizer is responsible for making arrangements for litter and debris cleanup of the special event site both during and after the event. The Event Organizer is responsible for all costs should the Town be required to clean up following the event.

The Event Organizer should understand the following:

The Event Organizer is responsible for arranging for the proper disposal of grease and other similar waste with a private service or agency in advance of the event.

The Event Organizer will post an additional \$50.00 clean-up deposit to be included with the Outdoor Special Events application if grease or other similar waste will be utilized in the event.

Improper disposal or spills may be classified as a hazardous waste and result in fines in accordance with Chapter 2703.3 of the North Carolina and Southern Pines Fire Prevention Code.

Contact the Public Works Department at (910) 692-1983 for more information.

4. Insurance & Liability

Permittee shall assume all risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of the Permittee's operation. Permittee shall indemnify, defend and save the Town harmless from any penalties for violation of law, ordinance, or regulation affecting its activity and from any and all claims or suits for damages or losses (including, but not limited to, attorneys fees and other litigation expenses) for personal injury and for property damage directly or indirectly arising out of or in connection with the permitted activity or conduct of its operation or resulting from the negligence or intentional acts or omissions of Permittee or its officers, agents and employees.

The Event Organizer should understand the following:

If required by the Town's Risk Manager, the Event Organizer must furnish a fully paid liability damage insurance policy procured from a company licensed to do business in North Carolina. **All event organizers with co-sponsored status must provide for this requirement.** This policy must protect the Town of Southern Pines, its officers, officials, employees and agents from any and all claims for damages to property and/or bodily injury which may result from or in connection with any of the operations carried on by the permittee of the Festival or Special Event. The Town of Southern Pines must also be named as an additional insured. The Town of Southern Pines must receive a copy of insurance policy included with the Event application. Insurance requirements are as follows:

A minimum of \$500,000 for personal injury per person, \$1,000,000 for personal injury for aggregate liability and \$500,000 for property damage each occurrence, or certificates of insurance acceptable to the Director of Recreation and Parks is/are required.

The Town of Southern Pines at its discretion may waive the insurance requirements for small events.

5. Electricity

Any and all electrical requirements beyond those that already exist at the proposed event location must be provided for by Licensed electrician contracted by the Event Organizer. Any and all additional electrical work installed at the proposed event location must be permitted, inspected and approved by the Director of Recreation and Parks and the Building Inspector. Specific requirements for the use of electricity must be submitted and approved at the time of the application for a special event permit. Power provided by extension cords from a building shall not pass through doorways or windows but shall be supplied by an exterior outlet, which is protected by a Ground Fault Circuit Interrupter (GFCI). Extension cords shall be grounded and shall not be placed over walking surfaces.

6. Toilets

It is the responsibility of the Event Organizer to provide adequate on-site toilets to facilitate the specific needs of their event.

Events with co-sponsorship agreements with Town of Southern Pines are not exempt from this requirement and are responsible for the costs incurred. The number of toilets is determined by the type and size of event in consultation with the Town of Southern Pines Recreation and Parks Department. Handicapped accessible toilets are required for all special events requiring portable toilets. All portable toilets must be maintained daily if contracted for a multiple day event.

7. Noise

Permission to include music or amplified sound, including megaphones, as part of a special event may be given, provided that compliance with the Town's noise ordinance is assured. Event Organizers should be sensitive to local businesses and residences when preparing sound equipment for special events. The Town reserves the right to limit the sound amplification equipment so that it will not unreasonably disturb non-participating persons around the event.

Complaints of loud, disturbing, or unnecessary noise can result in the immediate revocation of the permit by the Town of Southern Pines Police Department.

8. Vending

The Event Organizer is responsible for procuring vendors for the event. Vendors approved by the Permittee for the special event shall be required to secure a Town of Southern Pines Business License for the time period of the event.

9. Food Sales

If the event includes food the Event Organizer is responsible for **arranging for all food permits (4) four weeks prior** to the event, from the Moore County Environmental Health Department, phone (910) 947-6283.

The Event Organizer should understand the following:

Event Organizer is responsible for following all rules and regulations regarding any food preparation and service as established by the Moore County Environmental Health Department.

A fee may be required per booth per event.

Inspectors have the right to close booths operating outside of health regulations.

All permits must be clearly displayed.

No glass bottles are allowed on Town property.

Event Organizer is responsible for all clean-up including grease removal

10. Alcohol

The only alcoholic beverages that may be sold, distributed, possessed or consumed on Town property are malt beverages and unfortified wine when such use is authorized in a permit for an outdoor special event. Such use may be authorized only when the Southern Pines Recreation and Parks Department determines that such use will not materially endanger the public safety and will not unreasonably disrupt surrounding property owners, when the Chief of Police or the Chief's designee has reviewed and approved the application and permit, and when the applicant establishes to the Recreation and Parks Department: (a.) that it is a not-for-profit entity; (b.) that any license for the sale or distribution required by the Alcoholic Beverage Commission has been obtained and (c.) that the outdoor special event is within the Central Business District. The permit will specify whether malt beverages or wine are permitted at an outdoor special event and, if so, what conditions are required.

11. Tents & Other Structures

The Town of Southern Pines defines and classifies any structure, enclosure, or shelter constructed of canvas or pliable material supported in any manner as a tent. Erecting a tent without a building permit will result in **DOUBLE FEES** for such permit.

The event Organizer must acquire a building permit (6 days in advance of the event) for any structure that falls within the definition of a tent as described above. The Event Organizer must include a site plan showing the location of the tent with the zoning permit application. Tent fees are \$50.00.

Temporary structures such as decks, platforms, stages and kiosks will in most cases require a permit and a safety inspection. For structures similar to those mentioned above please **contact the Building Permit Office at (910) 692-4003**.

A building permit is required for the erection of a tent over 120 square feet or regardless of size when cooking occurs under it or within ten (10) feet.

The Event Organizer must secure a building permit form for any structure that falls within the definition of a structure as described above. An application for this permit shall be made at the Inspections Department at least five (5) business days in advance of set-up.

The permit application must include a copy of flame retardant certification, a site plan showing the location of the tent, a description of the activity (s) to be conducted under the tent, and method of providing adequate anchorage against collapse from winds or other loads. (If the certificate is attached to the tent, inspector will check and approve in the field.)

Requirements for tents include:

No tents may be staked into asphalt.

All tents must be secured or weighted down at all corners.

No tent may be erected in front of a building used as a place of public assembly, within fifteen (15) feet of a fire hydrant, or in any way obstructing any building exit or doorway.

Tents may not block streets. A minimum of twelve (12) feet clearance must be maintained on all streets.

All tents may be inspected and approved before occupancy or use by the public

11. Tents & Other Structures (cont.)

There are additional requirements for tents depending on size and use. Canopies 700 square feet or less, or when the aggregate total of multiple canopies side by side do not exceed 700 square feet without a fire break of twelve (12) feet, are exempt from being certified as flame retardant treated or requiring a building permit for setup, if all the following are met:

No enclosing side walls are present,

A minimum of twelve (12) feet clearance is present from other structures or tents,

No open flame or cooking equipment is present or within ten (10) feet of the tent.

At least one UL rate 2A: 10B:C extinguisher shall be provided for all tents exceeding 500 square feet or any size tent where there is cooking. Additional extinguishers may be required after the inspection.

LP Gas use shall be restricted to cylinders no larger than 125 gallons water capacity (100 pounds of gas). Cylinders shall be adequately secured to prevent over turning. Cylinders may not be secured to items such as fire hydrants, temporary electric poles or barricades. Cylinders may be secured to the grill, a tent post, a table placed in a container with a flat-bottom such as a plastic carton, a signpost or permanent electric pole.

For more information call: The Building Inspections office at (910) 692-4003 and the Southern Pines Fire Department, Fire and Safety Division at (910) 692-2720.

12. Signs and Banners

***** NO BANNERS EXCEPT FOR FOLLOWING:**

Signs indicating that a special event such as a grand opening, fair, carnival, circus, festival or similar signs indicating that a special event such as a grand opening, fair, carnival, happening is to take place on the lot where the sign is located. Such signs may be erected up to one (1) week before the event and must be removed not later than three (3) days after the event. **Contact the Planning Department at (910) 692-4003 for size information.**

Signs or banners indicating the following special events: Rockingham NASCAR races, Stoneybrook Steeplechase, professional golf tournaments, Springfest/Tour de Moore, Autumnfest, Elk's National Golf Tournament. Such signs or banners may be erected up to one (1) week before the event and must be removed not later than the first business day after the event. Maximum size of temporary banners shall be forty (40) square feet. Limit one (1) sign or banner per business. Such signs or banners must be produced by a commercial sign company.

Banners indicating the 50th, 75th, and 100th year celebration for churches. Such banners shall be a maximum size of forty (40) square feet and shall be permitted for one (1) year.

Banner flags displayed on any theater in the Central Business (C.B.) District when they are used to call attention to a forthcoming or current performance or event at the theater. Banner flags shall not exceed twenty (20) square feet in size. Banners shall be erected no more than ten (10) days prior to an event and must be removed within two (2) days after the event.

13. Town Parks

Use of a Town Park Greenspace requires a separate Facility Use Permit Application and permit fees.

14. Parades / Runs / Walks

Groups or organizations wishing to hold a parade, run or walk must secure a parade/run permit (\$10.00) from Southern Pines Recreation and Parks Department. Runs and walks are included in the same category as parades and as such require a parade permit. Unless the event is co-sponsored by the Town of Southern Pines the Event Organizer is responsible for the cost of all Town services incurred in connection with the parade. Southern Pines Recreation and Parks and/or the Southern Pines Police Department may require the organizer to provide for one or more escorts as deemed necessary. The Southern Pines Police Department will determine final parade security. If officers and/or cars are deemed necessary by the Southern Pines Police Department the Event Organizer is responsible for the costs incurred. An application for a parade/run permit is required.

Contact the Southern Pines Police Department at (910) 692-7031 for information on estimated expenses.

15. Fireworks

A Town of Southern Pines fireworks permit (\$50.00) is required to display fireworks. All fireworks vendors must be licensed for approval by the State of North Carolina. Application must be made in writing to the Town of Southern Pines Fire Department (910) 692-2730 not less than sixty (60) days prior to the date of the proposed display of fireworks. The application must be accompanied by a copy of liability insurance in the amount of \$1,000,000 listing the Town of Southern Pines as co-insured. Once the application is received along with payment for the permit, a Town of Southern Pines Fire Department officer will conduct a pre-show set up and walk through inspection.

Contact the Town of Southern Pines Fire Department (910) 692-2720.

16. Town of Southern Pines Street, Lane & Sidewalk Closures

Blocking of all or a portion of a street will require a traffic control plan approved by Public Works Department. A copy of the street closure permit application must be filed by the Event Organizer along with the outdoor Special Event application. The cost of the street closure permit is \$25. Other charges may apply to a Street / Lane / Sidewalk Closure as determined by Public Works Department including the cost of barricades, cones or other Town resources. No posters, signs or similar materials may be attached to or placed on barricades. For emergency purposes barricades shall not be blocked in any manner. Vehicles obstructing barricades or fire lanes will be cited for a violation of the fire code and may be towed and stored at the owner's expense. Sidewalks are to be used for public refuge and pedestrian traffic only and must remain clear and unobstructed in case of emergency (unless the closure permit specifically states that the sidewalk is to be closed.)

Any North Carolina Department of Transportation State Highway or road must receive permission to be closed by NCDOT. Submit requests for these roads through Southern Pines Public Works the same as you do Town roads.

Street closing permits must be obtained for the following events and any similar activities whenever held on Town-owned property or on public rights of way within the Town: **Street Closings, Sidewalk Closings, Parades, Special Events Festivals, Filming, Fireworks, Carnivals, Construction, Renovation, Activities, Moving, etc.**

The Event Organizer should understand the following:

Event Organizer must provide public notification to all adjacent businesses and residents of the date and time of the event with a description of the roads to be closed one (1) week or seven (7) days before the event, however two (2) weeks is recommended. A copy of the notification must be submitted to the Southern Pines Recreation & Parks Department.

Event Organizer must maintain a twelve (12) foot lane on all blocked streets / road for emergency vehicle access.

Services provided by the Public Works Department for non-sponsored events are charged to Event Organizers and are payable in advance of the event.

Street / Sidewalk closings require the use of traffic control devices as set forth in the [MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES](#).

Unless the event is co-sponsored by the Town of Southern Pines, the Event Organizer is responsible for charges and rental fees incurred by the use of traffic control devices used for street/sidewalk closings.

Procedures for Closing Streets, Lanes or Sidewalks By Permit

- 1) Complete the request for temporary **Street / Lane / Sidewalk Closure Permit Form** on page 10, which will contain a description, length, purpose, date and time of the closure. The application must include a diagram/map of the proposed closure.
- 2) Submit the **Street / Lane / Sidewalk Closure Permit Form** along with the special event application at least ten (10) business days before closures, which require traffic control devices, or at least five (5) business days before all other closures. Include \$25 for the **Street / Lane / Sidewalk Closure Permit**.
- 3) Public Works Department reviews and/or develops a traffic control plan for the closure. If necessary, the permit form will be sent to the Southern Pines Fire Department for approval.
- 4) The Public Works Department will provide notification of the closure to Recreation and Parks, Planning, Fire, Police, Finance, and Moore County Emergency Service personnel. In some cases, meetings will be held among these parties prior to the permit approval.

If you have any questions, please contact Public Works Department at (910) 692-1983

Special Events Permit Application

Name of the Event _____ Purpost of Event: _____

Event Organization or Sponsor: _____ Applicant Name: _____

Applicant Mailing Address: _____
Street City State Zip

Cell No: _____ Work Phone: _____ Home Phone: _____

Date (s) of Event: _____ Email(s): _____

Location of Event: _____ Projected Attendance: _____
Facility Name Street

Note *Other permit applications and fees may be required

- Yes No Are you requesting Town of Southern Pines co-sponsorship? (Submit Co-Sponsor Application by Jan 1)*
- Yes No Will a Town park be utilized or accessed during this event? (Submit Rental Application and Fee)*
- Yes No Will Southern Pines Police Officers be needed? (May be required) (See Page 3, Section 2) (Submit Extra-Duty Employment Req*
- Yes No Will streets/sidewalks be closed? (See Page 7, Sec 16, Public Works Street/Lane/Parking Lot/ Sidewalk
- Yes No Will the event be a parade, procession or run ? (See Page 6, Sec 14) Submit Police Run/Walk/Procession/Parade Permit
- Yes No Are sales/vendors being planned? (See Page 4, Section 8)
- Yes No Are food vendors planned? (See Page 4 Section 9) Health Dept. Permit and Business License Required: Submit Vendor List
- Yes c No Will Amplified Sound be used? (See Page 4 Section 9)
- Yes No Does this event seek to include the sale, distribution, possession, or consumption of alcoholic beverages on public property? (See Page 5, Section 10)

Note: You must include a map /layout of your event showing streets to be closed, tent placement, parade/run/walk routes or other similar activities.

Describe type, size and area of event (include, stages, entertainment, etc.) _____

Event start time: _____ Event end time: _____ Set up will begin: _____ Clean-up/Take-down will end: _____

NOTE: All events must end prior to 6:00 pm unless the Director of Recreation & Parks gives permission for extended hours.

Safety and Security:

What types of arrangements have been made for medical assistance if needed? (See Page 3) _____

Explain provisions made or needed for crowd, traffic control and/or police personnel. (See Page 3)

Event Setup

Tents: Will tents be used for the event? Yes No (See Page 5-6, Section 11)

If yes, please list number, size and type of tents: _____

Banners: Will banners or signs be used at the event? Yes No (See Page 6, Section 12)

Electrical: Please describe any electrical needs and location of power source: _____

Electrical: Will additional electrical be required than already exists at event location? Yes No (See Page 4, Section 5)

If yes, please provide licensed N.C. electrical contractors name & phone: _____

Food Vendors: Are food vendors being planned? Yes No (See Page 4-5, Sections 8 & 9)

If yes, please describe food items to be distributed or sold at event: _____

Will there be any cooking with grease? Yes No (See Pg. 3, Sec 2/Pg. 4, sec 8/pg. 5, Sec 9)

Will an open flame be used for cooking? Yes No (See Page 6, Section 11)

- IMPORTANT: If Event is Approved**
Additional Documents Required:
- 1) List of Vendors with company name, owner's name, phone and email.
 - 2) Southern Pines Food Vendor Permit for each vendor.
 - 3) Moore County Environmental Health Department Food Vending Permit for each vendor.

Please describe sanitation provisions, restroom facilities, trash cans, event clean-up. (See Page 3 Section 3 & Page 4 Section 6)

Who is providing for the needs set forth above? _____

Charity Fund Raiser Yes No If so, attach 501C Certificate (Required)

The undersigned has answered all questions in this application truthfully and has read all related sections of the Special Event Guide that relate to the applicable event. The undersigned also understands that any misrepresentation in this application or deviation from the final agreed upon route and /or method of operation described on the application may result in immediate revocation of the permit.

Applicants Signature: _____ Date: _____

INDEMNIFICATION:

Permittee hereby assumes all risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury or contagion of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of the Permittee's operation. Permittee hereby expressly agrees to indemnify, defend and save the Town harmless from any penalties for violation of law, ordinance, or regulation affecting its activity and from any and all claims or suits for damages or losses (including, but not limited to, attorneys fees and other litigation expenses) for personal injury and for property damage directly or indirectly arising out of or in connection with the permitted activity or conduct of its operation or resulting from the negligence or intentional acts or omissions of Permittee or its officers, agents and employees.

Applicants Signature: _____ Date: _____

Enter Description of Event:

Attach Map with Layout of Event:

Include

- Streets with names,
- Show street barricades and detour routes if needed
- Location and size of tents
- Location of food vendors
- Stage
- Any other activities

*Google map screen shot is a good way to produce map. Hand drawn is acceptable.

LIST Food Vendors:

Name of Business	Contact Name	Email	Phone

SUBMIT the Outdoor Special Event permit application.

INCLUDE a \$25 non-refundable permit processing fee.

In Person: Southern Pines Recreation & Parks (Call for an appointment if consult desired)
 Campbell House (upstairs)
 482 E Connecticut Avenue
 Southern Pines, NC 28387

By Mail: Special Events
 Southern Pines Recreation & Parks
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By Email:
 recreation_parks@southernpines.net
 Payment can be paid online.
 Call 910-692-2463