

Post Office Box 549
101 Veterans Memorial Drive
Kitty Hawk, NC 27949



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www.townofkittyhawk.org

**APPLICATION FOR OUTDOOR EVENTS/GATHERINGS
AND CHARITABLE FUND RAISING ACTIVITIES**

**ALL PERMIT APPLICATIONS MUST BE SUBMITTED NO LESS THAN 15
WORKING DAYS BEFORE EVENT**

CONTACT INFORMATION:

Organization Name

Applicant Name

Mailing Address

Phone Number

**Contact Number on the
Day of the Event**

Email

Name of Property Owner

**If Charitable Fund Raising:
Non-profit Organization**

Federal Tax ID Number

Purpose for Monies Raised

EVENT INFORMATION:

Description of Event

Event Location

Times & Dates of Event

**Estimated Attendance
(Participants & Spectators)**

EVENT SET-UP:

Concessions:

Number

Type

Location

Temporary Signage:

Amount

Type

Locations

Tent(s):

Number of Tents

Size of Each Tent

Enclosed Sides

Yes No

Use of Each Tent

Distance of Tent to Building

OTHER INFORMATION:

Crowd Control Procedures

Traffic & Parking Control

**Provisions for Garbage
Collection & Sanitary Facilities**

**Site Clean-up Provisions
After Event**

****Attach a map or sketch of the area where the event will be staged. Please include parking areas, concession areas, tents, and other related activities of the event or gathering.**

Temporary Signs Allowed

- a. Outdoor gatherings with more than one vendor shall meet the following temporary signage:
 - 1. The event may have up to a maximum of 250 square feet of signage with the following restrictions
 - a. Each vendor may have a banner displayed at the point of sales up to a maximum of 36 square feet.
 - b. Each vendor may have two small signs displayed at the point of sale up to a maximum of 16 square feet each.
 - 2. The event may have the following additional signage:
 - a. Small signs up to 16 square feet each for every 25 feet of road frontage with a maximum of 4 signs per lot

Outdoor gathering with one vendor shall meet the following temporary signage:

- 1. 1 banner up to 36 square feet.
 - 2. Small signs up to 16 square feet each for every 25 feet of road frontage with a maximum of 4 signs per lot.
- b. All temporary signs shall be located within the boundaries of the area in which the event will be held.
- c. Temporary signs may not include sandwich boards, inflatable signs, and tethered balloons.
- d. Temporary signs shall not be illuminated.
- e. Temporary signs shall be displayed only during the actual time period of the event and shall be promptly removed by the permittee at the end of each day.

- f. If the event has multiple vendors, temporary signage shall not be placed in a manner to impede the ingress and egress of pedestrians or emergency vehicles within the event area.
- g. No signs allowed by this section shall be placed in the right of way.

Signature of Applicant _____

Signature of Property Owner _____

** Authorizes use of the property for the event described above.

All checks can be made payable to the Town of Kitty Hawk. Payment should be submitted along with an application.

Fees:

- Permit w/o tent- \$50.00
- * Permit w/ tent- \$75.00

*For the purposes of this permit, tents would be defined as those exceeding 800 square feet in area or 1800 square feet if open on all sides.