

Foxfire Village



OUTDOOR SPECIAL EVENT GUIDE

Outdoor Special Events are a cooperative effort involving many Foxfire Village Departments including: Parks and Streets, Public Safety, Finance, and Administration. Working in conjunction with these departments and outside agencies, outdoor special events bring to Foxfire Village a higher quality of life.

Dear Special Event Organizer:

Special Events are a very important part of the quality of life for our community. They bring us special vitality and excitement. They produce endless benefits in the areas of personal, economic, social and environmental awareness. Please take your time to review and to make yourself familiar with the Foxfire Village Outdoor Special Event Guide. This package includes all of the information you will need to plan and coordinate your event.

If you plan to organize an outdoor special event in the Village of Foxfire that utilizes park or town property, please read the entire guide to fully understand the rules, requirements, and responsibilities of an Event Organizer. Fill out all appropriate permit application forms and answer each question with as much detail as possible. Return all applications and related information to:

**Foxfire Village
One Town Hall Drive
Foxfire Village, NC 27281**

Foxfire Village has established a special events ordinance and policy for all proposed public special events, or co-sponsored Foxfire Village endorsed special events. In order for these events to occur in Foxfire Village parks, or utilizing Village property, they must follow the guidelines that were established with this policy. They include the following:

- All Special events, which are sponsored or co-sponsored by the Village of Foxfire
- All Special events require receipt of an application 60 days prior to the event, 90 days if road closures are required.
- Foxfire Village may accept Special event applications on shorter notice on a case by case basis by exception.
- Foxfire Village retains all authority to approve, disapprove, or cancel all Special events held on Village Property.

The following step-by-step process has been established to help ensure uniformity and understanding:

1. Receipt of the application and related permits for the event.
2. Village Clerk forwards copies to Village Council for review and comments.
3. After review, your request is either approved, rejected, rejected requests may offer proposed amendments for concurrence to become approved. Results will be directly communicated via email, phone call, or mail.
4. Payment of required fees.
5. Permit issued.
6. Event listed on all Village Calendars

Please feel free to contact the Village Clerk at (910) 295-5107 with any further questions. Thank you.

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FOXFIRE VILLAGE SPECIAL EVENT

GUIDELINES

Outdoor special events, for purposes of this policy are fairs, festivals, shows, concerts, and other events of limited duration that result in substantial gatherings of people outside of enclosed buildings and that are unlike the customary or usual activities at the location where the event occurs. Special outdoor events may take place in the Village Green Park or other Village Public Spaces or Properties if 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 and the event adheres to all Federal, State, and Local laws and ordinances.

The Village of Foxfire utilizes the following criteria when evaluating and scheduling festivals and special events:

- The nature of the event and how it can serve the benefit and pleasure of the Village of Foxfire.
- The dates and times during which the event will occur.
- The location(s) of the event and whether the location(s) inhibit the safe flow of vehicular and pedestrian traffic in the Village.
- 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 Foxfire Village.
- The impact and /or cost of the event on Village support services.
- The frequency of the event or similar event(s).

Individuals, organizations and agencies wishing to conduct a special event in Village of Foxfire parks are required to obtain a permit in advance. Special Event Permits must be obtained for the following events or similar activities whenever held in Village owned parks:

Festivals
Park Events
Performances

Walks
Parades
Races

Organized Runs
Filming

Concerts
Carnivals

Commercial events or festivals that generate profit for the private sector shall be permitted only if the applicant submits evidence to the Village of Foxfire or her/his designee, that the festival constitutes a community service.

Instructions to Apply for an Outdoor Special Event

1. Read this information guide thoroughly.
2. Complete the Village of Foxfire Application for Outdoor Special Events on pages 3 & 4.
3. On a separate piece of paper draw a site map, or other form of a visual aid product, showing tent or equipment placement, parade/run routes or other similar events or activities. Include your site map product with the Special Events Permit Application.
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 \$50 non-refundable processing fee to Foxfire Village, One Town Hall Drive, Foxfire Village, NC 27281.
6. All applications and related forms must be returned no later than 60 days, 90 if there are road closures, prior to the event.
7. The Village Clerk will distribute copies of your application to the Village Council to 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. Foxfire Village may choose to waive fees at their discretion.

(Note: If this is a large scale, major event, as determined by the Village of Foxfire 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 the Foxfire Village Clerk at (910) 295- 5107

Permit #:

Special Events Permit Application

Name of the Event _____

Event Organizer (sponsor) _____ Contact Person _____

Address _____ Email _____

Day Phone _____ Cell Phone _____

Date(s) of Event _____ Rain Date _____

Purpose of Event _____

Location of Event _____ Projected Attendance _____

Are you requesting Foxfire Village co-sponsorship? Yes _____ No _____ (See Page 10)

Will a Village Park be utilized during this event? Yes _____ No _____

Are road closures requested? If so, please provide details on a separate page. Yes _____ No _____

Will Foxfire Police Officers be needed? Yes _____ No _____ (See Page 8, Section 9)

Are sales/vendors being planned? Yes _____ No _____ (See Page 8, Section 8)

Are fireworks planned for the event? Yes _____ No _____

Will amplified sound be used for the event? Yes _____ No _____ (See Page 8, Section 6)

Does this event seek to include the sale, distribution, possession, or consumption of alcoholic beverages on public property? Yes _____ No _____ (See Page 8, Section 9)

Event Description:

A site map must be included with the application 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.) _____

Time event will begin: _____ Time event will end: _____

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

NOTE: All events must end prior to 9 pm unless the Village Council gives permission for extended hours.

Safety and Security:

What types of arrangements have been made for medical assistance if needed? (See Page 6, Section 1): _____

Explain provisions made or needed for crowd, traffic control and/or police personnel. (See Page 6 Section 1) _____

Event Setup:

Will tents be used for the event? Yes _____ No _____ (See Page 9, Section 10)

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

Will banners or signs be used at the event? Yes _____ No _____ (See Page 9, Section 11)

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

Will additional electrical work be required than already exists at event location? Yes _____ No _____ (See Page 8, Section 4)

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

Are food vendors being planned? Yes _____ No _____ (See Page 8, Sections 7 & 8)

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

Will there be any cooking with grease? Yes _____ No _____ (See Page 7, Section 2 & Page 8, Section 7)

Will an open flame be used for cooking? Yes _____ No _____ (See Page 9 , Section 10)

Please describe sanitation provisions, restroom facilities, trash cans, event clean-up. (See Page 8 Section 5)

Who is providing for the needs set forth above? _____

Foxfire Village
Release and Indemnity Agreement for Facility Use

WHEREAS, the undersigned has requested the use of services, equipment, facilities belonging to or under the auspices of Foxfire Village, North Carolina, and do engage in activities for the exclusive benefit of the undersigned; and

It is expressly agreed and understood that this RELEASE AND INDEMNITY Agreement shall apply for the express purpose of precluding forever all claims, suits, demands, damages, and causes of action that I or my heirs, next of kin, executors, administrators, estate, agents and assigns and representatives of any nature whatsoever might otherwise assert against any of the Village of Foxfire, its agents elected and appointed officials, employees and volunteers as a result of my use of Foxfire Village Property.

NOW, THEREFORE, In consideration of the mutual promises or other good and valuable consideration, the undersigned does hereby for himself, his heirs, executor, employers, successors of himself or of his employees, administrators, and personal representatives, I understand and agree to the following:

I, _____ (name of renter/event manager/company official) assume full responsibility for my death or injuries, both to my person and to my property, whether foreseeable or not, which may occur directly or indirectly or develop at anytime in the future as a result of the use of the _____ (facility).

I, _____ (name of renter/event manager/company official) assume all responsibility for each individual during the rental/event/use of the _____ (facility) on the _____ day of _____, _____.

I do hereby fully and forever release, discharge and hold harmless the Village of Foxfire, its agents, elected and appointed officials, employees and volunteers from any and all claims, suits, demands, damages and causes of action, present or future, foreseeable or unforeseeable resulting from or arising out of the above described activity, rental or use by the renter/event manager/company official or by any third parties.

I do further agree to defend and indemnify the Village of Foxfire for any costs, damages, losses penalties, settlement costs, charges, professional fees or other expenses or liabilities of every kind incurred as a result of any personal injury or property damage resulting from or arising out of the above described activity, rental or use, such costs to include reasonable attorneys' fees.

I, _____ (name of renter/event manager/company official) hereby declare that the terms of this Release and Indemnity Agreement have been explained to me and all of my questions have been answered (if any), fully read and understood by me, and freely and voluntarily entered into and accepted by me, and I hereby acknowledge receipt of a copy of this agreement. This agreement shall be in full force and effect any time after the execution thereof.

Responsible Party

Date

OUTDOOR SPECIAL EVENT RULES & REQUIREMENTS

1. Security and Public Safety

Security

It is the Event Organizers responsibility to provide security through the Foxfire Police Department, if it is deemed necessary by the Parks and Public Safety Councilmembers. The appropriate number of extra-duty and /or on-duty officers will be determined by the Chief of Police or his/her designee in consultation with the Event Organizer. Foxfire PD retains jurisdiction and tactical control over any and all security and law enforcement for any event.

The event Organizer should understand the following:

- If the Village of Foxfire determines that security is needed for an event, that security must be coordinated through the Foxfire Police Department. The expense of providing extra-duty officers for the event is the responsibility of the Event Organizer. The cost is \$50/hr. per officer.

Contact the Foxfire Police Department at (910) 995-0174 for more information.

Public Safety

In compliance with the Foxfire Village and North Carolina State Fire Prevention Code, the 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 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
- Crowd Control Managers are required for any event over 1,000 participants. At that point, one crowd manager is required for every 250 people.

In compliance with the North Carolina State Fire Prevention Code, the Fire Department requires any event with expected attendance over 300 persons to develop an Emergency Action Plan for provision of safety services, both for the participants of the event and for persons directly or indirectly affected by the event.

An Emergency Action Plan, or EAP, defines the coordination of necessary actions by the Host Organization and the responsible municipal, county, and State officials to provide for timely notification, warning, and evacuation in the event of an emergency.

Your EAP must be tailored to site-specific conditions as required by the Fire and Department before a permit can be issued. The deadline for submission of an EAP is no later than 14 days in advance of the event. The EAP outline should adhere to the following standard rules of order:

1. General Summary Paragraph
2. Purpose of Emergency Action Plan
3. Assumptions of Emergency Action Plan
4. Basic Plan
 - a. Event Director Contact: Name & Number
 - b. Emergency Notification Procedure
 - c. Severe Weather

Every EAP must include reference to the "30/30 Rule for Lightning" (when length of time in seconds between a lightning flash and its subsequent thunder is 30 seconds or less, remain under cover until 30 minutes after the final clap of thunder).
 - d. Fire
 - e. Medical Emergencies
 - f. Law Enforcement
 - g. Emergency Vehicle Access
 - h. Evacuation or Egress
5. Event Emergency Contact Information (Primary, Secondary, Police, Fire & Rescue)
6. Event Area Map

Site Plan/Route Map

To ensure appropriate review of your event, a site plan should be included in your special event application. It is preferred that you submit computer assisted drawings (CAD) of your event site. If CAD plans are not possible, your site plan should be produced in a clear and legible manner. Site plans should be submitted in an 8 ½" x 11" or 8 ½" x 14" standard format. Site plans/route maps should include location of all barricades, tents, portable/prefabricated and site built structures such as stages, platforms and bleachers, vendor booths, portable restroom facilities, electrical supply points, generators and key equipment locations, emergency egress and evacuation routes which are integral to the production of the event.

Based on your event plan and components, Fire Department may require an inspection of your event site before and/or during the event.

2. Sanitation and Recycling

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 Village be required to clean up following the event.

The Event Organizer shall 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 Fire Prevention Code.

3. 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 Village of Foxfire 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 Village of Foxfire, the Event Organizer must furnish a fully paid liability damage insurance policy or Special Event Insurance procured from a company licensed to do business in North Carolina. This policy must protect the Village of Foxfire, 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 Special Event. The Village of Foxfire must also be named as an additional insured. The Village of Foxfire 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 Foxfire Village Council is/are required.

The Village of Foxfire, at its discretion, may waive the insurance requirements for small Special Events.

4. 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 Parks and Public Safety Councilmembers. 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 or covered with proper anti tripping cord covers.

5. Toilets

It is the responsibility of the Event Organizer to provide adequate additional on-site toilets to facilitate the specific needs of their event if it is deemed necessary. Events with co-sponsorship agreements with the Village of Foxfire 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 Foxfire Village Parks Councilmember. Handicapped accessible toilets are required for all special events requiring portable toilets. Portable toilet plans will also include one handwashing station and trash can per 10 toilets. All portable toilets must be maintained daily if contracted for a multiple day event. Any Special event requiring on-site toilets must show a placement plan on the site map. No toilets will be placed within 200 feet of cooking or eating areas. No toilets will be placed within 50 feet of any adjacent private residential or business property.

6. Noise

Permission to include music or amplified sound, including megaphones, as part of a special event may be given, provided that compliance with the Village noise ordinance is assured. Event Organizers should be sensitive to local 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 Foxfire Village Police Department.**

7. 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 shall 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 Village property.
- Event Organizer is responsible for all clean-up including grease removal (See Page 7, Section 2)

8. Vending

The Event Organizer is responsible for procuring vendors for the event. All proposed Vendors supporting the Permittee for the special event must be disclosed in this application and approved the same.

9. Alcohol

The only alcoholic beverages that may be sold, distributed, possessed or consumed on Village 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 Village of Foxfire 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 Parks Councilmember: (a.) that it is a not-for-profit entity; and (b.) that any license for the sale or distribution required by the Alcoholic Beverage Commission has been obtained. The permit will specify whether malt beverages or wine are permitted at an outdoor special event and, if so, what conditions are required.

10. Tents & Other Structures

1. Any tent, canopy, or membrane structure erected that measures 20' long OR wide, must be inspected. All tents will be properly secured and approved by the Public Safety Council member or their designated representative.

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.

About Co-Sponsored Events

Foxfire Village co-sponsors many outdoor Special Events. Much time and planning in addition to financial resources, goes into these events. Through co-sponsorship, the Town may provide: staff support, logistical support, equipment usage, technical assistance and other in-kind support.

The Village is very concerned about its role with co-sponsored events. These events add to the life of the community and help to bring the community together. They foster economic growth and contribute to the overall quality of life we all enjoy in Foxfire. Because of small scale nature of Foxfire, it is impossible to co-sponsor every event that petitions this designation. Staff time, availability of equipment, the nature of the event, and several other factors are taken into account on deciding whether or not to co-sponsor an event. The Village of Foxfire plans for events on an annual basis. Therefore, if you desire for your event to be co-sponsored with Foxfire Village, **your application must be received by January 15 of the calendar year in which your event is scheduled**, (One year in advance for large scale Special Events or Festivals). These co-sponsored events are submitted for approval each year. Foxfire Village may accept a small scale Co-Sponsored Event Proposal out of cycle by exception on a limited case by case basis. Enclosed in this package is the Co-Sponsorship Agreement. Please be sure to read the introductory letter in the front of this outdoor event package for additional information on co-sponsorship.

Criteria for Co-Sponsorship

The following criteria are used when determining co-sponsored Events:

1. The requesting applicant must represent a non-profit organization as defined by state or federal tax law.
2. The proposed event is community focused and recreational or benevolent in nature.
3. The proposed event is open to the general public.
4. The proposed event has been planned to facilitate a positive impact to the community.
5. **Eligibility for co-sponsorship status is based on successful completion and submittal of application, agreements, letters of petition and/or contracts by January 15 of the calendar year that the event is scheduled.**

The Event Organizer should understand and agree to the following if requested:

- Applicant must receive permission from the Village prior to raising funds through the event at least 45 days in advance of the event.
- Applicant shall be accountable for all income and expenditures to the Village of Foxfire. A detailed financial statement must be provided within 30 days of the completion of the event.
- Applicant will provide to the Village of Foxfire a clear and detailed record of the event's needs from the Department at the time of application for co-sponsorship status.
- Group or organization must include in **all publicity, including print, video, television and radio**, that the event is co-sponsored by the Village of Foxfire NC.
- The Village of Foxfire NC will be given name, logo and banner representation in tandem with the co-sponsors name, logo and banner representation if applicable.
- Applicant will provide clear spoken recognition of the Village of Foxfire NC and its contribution at any events or functions utilizing live entertainment or speakers.
- Applicant will provide for the Village of Foxfire, a wrap up package consisting of copies of all media coverage including, radio, print and television ads and feature stories that relate to the event.

We, _____ do hereby agree to the following conditions in order to be considered for sponsorship or co-sponsorship by the Village of Foxfire.

1. Group or organization must be recreational in nature or principle, or provide tangible benefit to the community.
2. Group or organization must be a non-profit group as defined by N.C. State Law and be accountable for all income and expenditures to the Village of Foxfire. Provide a detailed financial statement to the Village Finance Councilmember annually or after completion of the event. Any or all financial records are subject to audit by Village of Foxfire.
3. Group or organization must submit at least 90 days prior to the event an *outdoor event application*, which includes a written plan for the event together with a budget for the event, marketing plan for the event, logistics plan for the event and narrative description of the event. If the event is of large enough scope to warrant designation by the Department as a major special event or festival, an outdoor special event package must be completed at least one (1) year in advance, following the criteria set forth in the festivals and special events policy.
4. Group or organization's activities must be open to the general public.
5. Group or organization must include in **ALL PUBLICITY**, including print, video, television and radio, that the activity is co-sponsored by Village of Foxfire, with the Department receiving significant name, logo and banner representation in tandem with the co-sponsors name, logo and banner representation.
6. Events held by the group to raise funds must obtain permission in writing a minimum of 90 days prior to the event. This permission will be based on the following: How the funds will be raised? Proposed use of the funds raised? Group or organization's history of rendering community benefit.
7. No activities/events may be held at a facility, which – would result in monetary gain for an individual.
8. NO ALCOHOLIC BEVERAGES will be allowed at any outdoor event co-sponsored by Foxfire Village.
9. Partisan political events or activities will not be permitted unless municipal election partisanship is changed by law. If political figures are invited to participate, it must be clearly understood that it is because of the office they now hold and not because of the office for which they are seeking election or re-election.
10. The Village of Foxfire shall appoint a representative to serve as staff/liaison to the group or organization.
11. Group or organization must provide a \$1,000,000 certificate of insurance which specifically lists the Village of Foxfire as an additional insured. Foxfire may waive this requirement at its discretion.
12. Group or organization hereby assumes 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. Event Organizer hereby expressly agrees to indemnify, defend and save the Village 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, attorney's 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.
13. Group or organization must provide information and/or perform such other duties as may be required by the Foxfire Village Council.
14. This co-sponsorship agreement may be reviewed annually by Foxfire Village Council representative and group/organization representative.
15. Applicant will provide clear spoken recognition of the Foxfire Village NC and its contribution at any events or functions utilizing live entertainment or speakers.
16. The Event Organizer will provide for the Foxfire Village NC, a wrap up package of copies of all media coverage including, radio, print and television ads and feature stories that relate to the event.

President of Group/Organization Date _____

Address _____ Phone _____

ACCEPTED: _____ Date _____
Foxfire Village Councilmember Representative