

City of Burlington Special Events



Manual &
Permit Guide

City of Burlington Rolls Out New Manual & Guide for Large Event Requests on July 1st

June 11, 2014

In an effort to assist organizations requesting the use of public spaces for special events, a group of City Staff have worked together to compile a thorough

application to guide those seeking direction for event planning. “This document is all encompassing and will serve as a useful tool to those groups seeking to hold large outdoor events in public areas such as Downtown Burlington and parks,” stated Lisa Wolff, Programming Superintendent for the City of Burlington Recreation & Parks Department.

In her twenty-five years with the Department, Wolff explained that the Special Event business has grown tremendously throughout her tenure. “Not only are we as a City hosting large outdoor events on an annual basis, but many local non-profits and other organizations are becoming creative in their fundraising efforts through the decision of organizing and planning events. This manual and guide will assist those groups from start to finish.”

City staff including Fire, Police, Risk Management, Public Works (Streets, Traffic, Cemetery, Grounds, and Sanitation), along with Recreation & Parks all served on the committee to formulate the guide in accordance with many local and state ordinances or statutes that are already in existence. Wolff explained that her department, Recreation & Parks, will oversee the direction of the applications followed by bi-monthly meetings of the staff to review all aspects of those requests. From street closings to entertainment, insurance, alcohol, food and tents, this document will serve as a step-by-step guide of any group thinking about hosting an event within a public area of the City.

“The new application and guideline program is designed to take the guesswork out of hosting a special event on public property,” says City Manager Harold Owen. “A lot goes into the planning of a special event, but having staff review applications means that no detail will be forgotten or overlooked.”

The application process begins July 1st and all requests be submitted well before any scheduled date. All event requests seeking street closings must be submitted 45 working days prior to the requested event date for City Council approval. Wolff explained that the application will be available online through the City's web site at www.BurlingtonNC.gov/eventrequest as a PDF document. Once an application has been submitted, a face-to-face meeting will be scheduled with the applicant to review the request.

For more information, contact Lisa Wolff at 336-222-5038.

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