

**North Carolina Department of Transportation**  
**Special Event Request Form**  
Effective 7/31/15, Revised 2/25/16

This request form is required for non-governmental entities for all special events requiring a road, lane, and/or shoulder closure, or repurposing a State Highway System facility for something other than its intended use, except where a county or municipality is regulating the use of the highways in accordance with [General Statute §20-169](#). This form must be submitted with a formal request to the appropriate Division Engineer(s) at least sixty (60) days prior to the scheduled beginning of the event. See a listing of the Highway Divisions and their contact information at the following URL:

<https://apps.dot.state.nc.us/dot/directory/authenticated/UnitPage.aspx?id=630>

**Section A: Event Information**

Name of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

County/Counties: \_\_\_\_\_

City/Cities: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Event Time(s): \_\_\_\_\_

Primary Sponsoring Organization: \_\_\_\_\_

Anticipated number of participants (estimate): \_\_\_\_\_

Anticipated number of spectators (estimate): \_\_\_\_\_

Approximate distance in miles: \_\_\_\_\_

Requested Action(s):       Road Closure\*       Lane Closure\*       Shoulder Closure\*  
(Check all that apply)       Repurposing a State Highway System facility for something other than its intended use

\*For closures, anticipated time road/lane/shoulder will actually close: \_\_\_\_\_ and re-open: \_\_\_\_\_

**Section B: Contact Information**

Director/Organizer Name: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone 1: \_\_\_\_\_ Telephone 2: \_\_\_\_\_ Fax: \_\_\_\_\_

Responsible Local Government: \_\_\_\_\_

Local Government Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone 1: \_\_\_\_\_ Telephone 2: \_\_\_\_\_ Fax: \_\_\_\_\_

Responsible Law Enforcement Agency: \_\_\_\_\_

Law Enforcement Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone 1: \_\_\_\_\_ Telephone 2: \_\_\_\_\_ Fax: \_\_\_\_\_

**Section C: Support Material (check list)**

The following support documentation must be attached to this request before it will be considered (as applicable following discussions with the local Highway Division(s))...

- 1. Detailed location(s) of event including maps indicating proposed route(s) used by the event. Any changes to the proposed routes shall be submitted as soon as the change is made.
- 2. Detailed description of the event and how it will affect the route(s) used by the event.
- 3. Written acknowledgement and approval by all local governments whose jurisdiction the event is being held in.
- 4. Written acknowledgement and approval by local law enforcement and/or the State Highway Patrol.
- 5. Type, description, and location of any proposed temporary lane closures/interference, road closures/interference, traffic control and signing with appropriate maps, sketches, detour routes, and written acknowledgement from the agency providing the temporary closures/interference, traffic control, and/or signing accepting responsibility for such.
- 6. Description of notification to residents along the route as a safety and informational service.
- 7. Waiver modification or insurance (select one)
  - a. Addition of the State of North Carolina and the North Carolina Department of Transportation into participant release waivers (see Appendix A for example). A copy of a blank waiver shall be provided.
  - OR –
  - b. Certificate of liability insurance as follows:
    - General Liability, Each Occurrence: minimum amount of \$1,000,000
    - Description field: name and type of the event (as indicated in Section A, above)
    - Description field: the State of North Carolina and the North Carolina Department of Transportation named as additional insured parties (this is at the discretion of the individual insurance company)
    - Note – Additional liability insurance may be requested at the discretion of the Department

**Section D: Terms and Conditions**

The following applies to all approved events...

- 1. Requestor shall be responsible for proper closure of the lanes/roads according to the [Manual on Uniform Traffic Control Devices \(MUTCD\)](#).
- 2. Requestor shall be responsible for providing all necessary traffic control using the appropriate law enforcement agency/agencies or individuals trained in traffic control as set forth in [General Statute §20-114.1](#).
- 3. Requestor shall be responsible for notification of all emergency services and other responders of any impending closures and/or interference.
- 4. Event shall be supported by, or endorsed by, the local governing body/bodies.
- 5. If the event is a bicycle race, requestor shall be responsible for following rules and statutes specific to bicycle racing as provided for in [General Statute §20-171.2](#).
- 6. Requestor shall ensure that all debris, litter, decorations, and other items associated with the event are removed following the event.

**Section E: Signatures**

Requestor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Appendix A

Example of Including the State of North Carolina and the North Carolina Department of Transportation in Release Waivers

\*\*\* Only required if not submitting a certificate of liability insurance \*\*\*

[EVENT NAME]

AGREEMENT TO PARTICIPATE RELEASE WAIVER

In consideration of being allowed to participate in any way in [Organization Name] related events and activities; the undersigned acknowledges, appreciates and agrees that:

1. The risk of injury from the activities involved in [Event Name] is significant, including the potential for permanent paralysis and death; and,
2. I knowingly and freely assume all such risks, both known and unknown, even if arising from the negligence of the releasees or others, and assume full responsibility for my participation; and,
3. I willingly agree to comply with the stated and customary terms and conditions for participation. If, however, I observe any unusual significant hazard during my participation, I will remove myself from participation and bring such to the attention of the nearest [Organization Name] representative; and,
4. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, hereby release and hold harmless [Organization Name], their officers, officials, agents and/or employees, volunteers, other participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners and lessors of premises used to conduct the event.
5. **I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, hereby release and hold harmless the State of North Carolina, the North Carolina Department of Transportation, [County Name] County, [Municipality Name, if applicable], their officers, officials, agents and/or employees, volunteers.**
6. I grant to [Organization Name] my permission to use without charge any and all photographs, video reproductions or other like kinds of image productions taken during the event.
7. I understand that [Event Name] and its staff are not responsible for the loss, theft, or any damages to personal property which includes, but is not limited to bicycles, vehicles, tents, trailers, luggage, etc.
8. I understand that I can be removed from the ride at any time for any reason with no refund.

I have read this release of liability and assumption of risk agreement, fully understand its terms, understand that I have given up substantial rights by signing it, and sign it freely and voluntarily without any inducement.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date