



# Financial Report

Moncure/Haywood Food Truck Festival

2018

# Post Event Statement

2018



## Objective

The Financial Statement and Post Event report involves the financial charge, execution, and responsibility of the Moncure/Haywood Event organization for the Moncure/Haywood Food Truck Festival. In compliance with the Memorandum of Agreement, the organization submitted a budget with detailed listing and anticipated costs for \$21,450.00. The County agreed to advance reasonable funds to Moncure/Haywood in accordance with County policy for advance payments, including proper evidence of advance costs. Any funds advanced by the County for the Festival, but not used by Moncure/Haywood as provided in this MOA, shall be returned to the County prior to October 31, 2018.

## Date

Saturday, September 29, 2018

## Location

Moncure School, 600 Moncure School Road, Moncure, North Carolina

## Time

2:00pm until 7:00pm

We have compiled the accompanying balance information, Emergency Action Plan, and mapping of the Moncure/Haywood Food Truck Festival as of October 1, 2018. In addition, a letter of recommendation from Principal Justin Sudol is included. The objective of this summary further reflects the organization's diligence to conduct a festival on September 29, 2018 in the Moncure area of southeast Chatham County. We were to provide recreation and entertainment for the citizens and residents of the area to foster community spirit and pride in the area (the "Festival").

The construct and framing of this event and other events are conceptual based on the dynamics initiated by the organization:

- Uncover and celebrate the unique contributions, accomplishments, milestones (artistic, historical, and educational) of past/present residents.
- Build trust and valuable connections through shared time/bonding.
- Increase respectful activities among those from diverse cultures, strengthen alliances of community members, and build enthusiasm.
- Build and sustain impactful/diverse events and presentations that are family friendly, ensure safety, and respect for all regardless of cultural backgrounds.
- Engagement with community members, organizations and volunteers seeking to uplift community building, diversity, and community cohesion.
- Increase organizational citizenship behavior.

### **Description**

It is a family friendly festival which included free admission, free shuttle parking, pop-up museum, kid's zone, live entertainment, and Car/Bike Show. The event procured 6 Deputies for security, traffic, and crowd control.

### **Entertainment**

Several Genres of Music- The Hall Sisters (Country), Nu-Blu (Bluegrass), Darryl Murrill and Jazzpell (Jazz) along with Folk Dance by the Sapphire Cloggers.

The Kids Zone included an air-conditioned thirty-two seat gaming truck, rock climbing, face painting and balloon twister, two bounce houses, and N.C. State and UNC-Chapel Hill Corn holes.

There were seven Food Truck Vendors on site: Favors Desserts, Durham, NC; Bagguettaboutit, Raleigh, N.C.; Theo's Pig and Cow, Chapel Hill, N.C.; The Dominican Height's Kitchen, Raleigh, NC.; Flattz, Raleigh, N.C.; A's Beignets, Apex, N.C.; and 815Gourmet Grill, Garner, N.C..

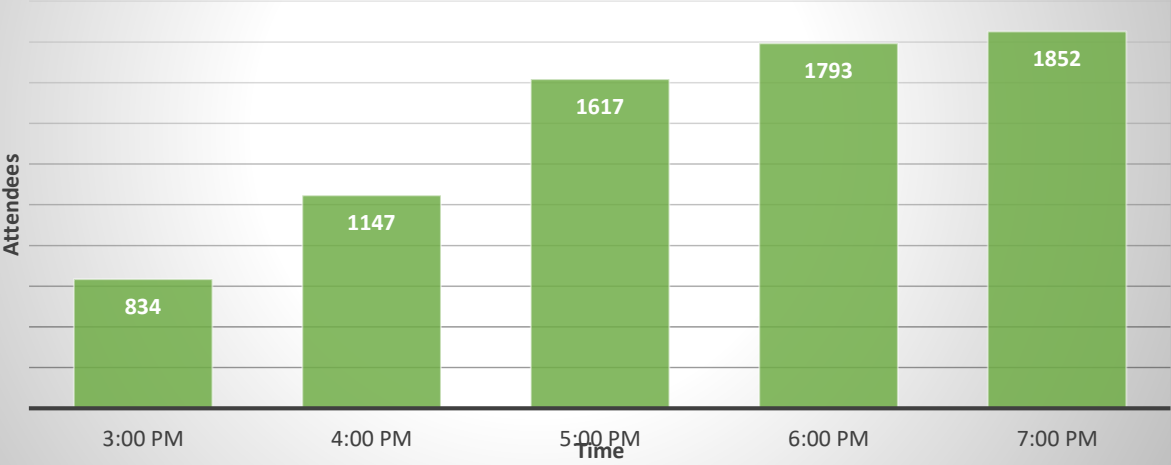
There were tent business vendors, which included Paparazzi Jewelry, Pure Romance, Piedmont Health Services, White Oak Foundation, UNC Women's Health, Justin Miller, Zaxby's, Davis Car and Detail, and Weiban Vacuums and Jewelry.

The event included a Car and Bike Show display of various models and types. There were 4 designated free shuttle parking locations utilizing 3 shuttle vans. All attendees received a tote bag and coupons from Zaxby's.

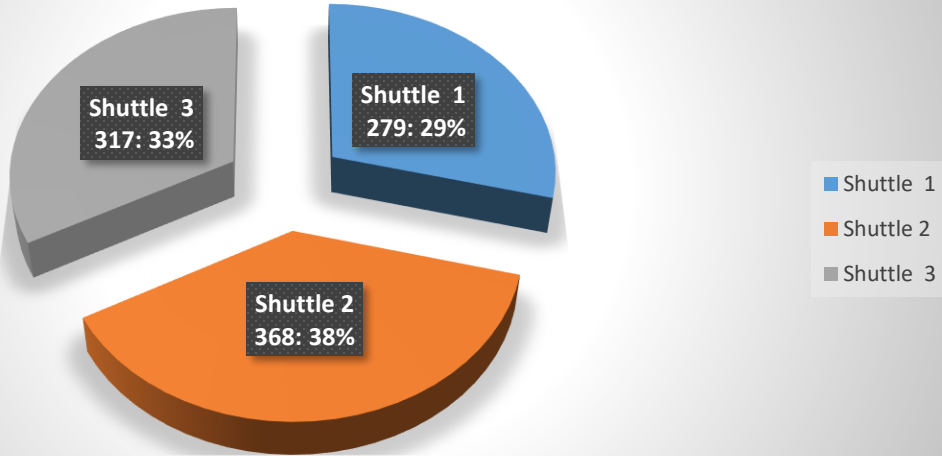
### **Attendance**

The recorded total attendance was 1,852 people/ 624 children. The attendance included past and present residents as well as several attendees who traveled from out-of-state.

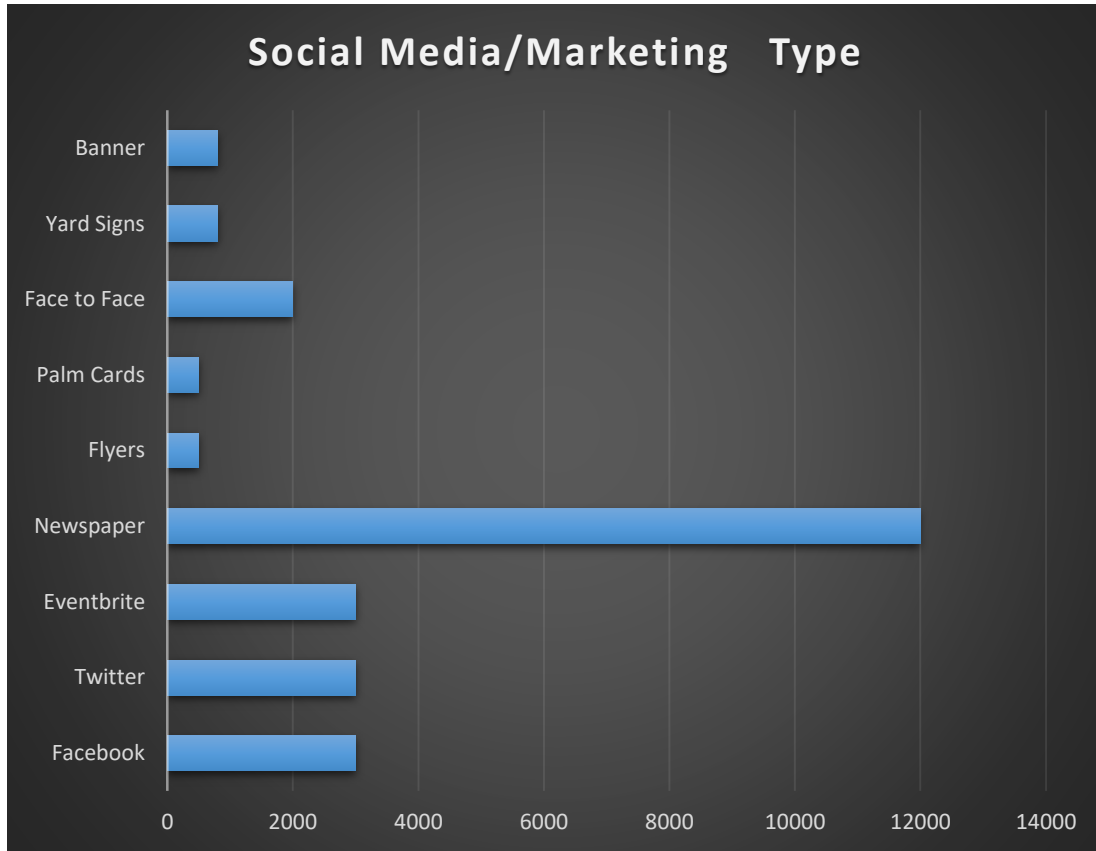
# Attendance



# Shuttle Riders



# Advertising



## Expenditures

Category	Item	Number	Cost per Item	Total Item Cost	Subtotal	Amount Requested
<b>Kids Zone:</b>						
	Bounce House	2	\$175	\$400		\$313.80
	Face Painters & Balloon Artist	1	\$275.00	\$275.00		290
	Kid's games	1	\$150.00	\$150.00		
	NC State Bean bag cornhole	1	\$30.00	\$30.00		214.5
	UNC Bean bag cornhole	1	\$30.00	\$30.00		
	Video Gaming Truck	1	\$600.00	\$600.00		\$575
	Sir Purr Carolina Panther	1	\$425.00	\$425.00		
	UNC Planetarium	1	\$450.00	\$450.00		423.63
					<b>\$1,910.00</b>	<b>\$1,816.93</b>
<b>Amphitheater:</b>						
	Professional Staging	1	\$1,200.00	\$1,200.00		1200
	Generator from Tarheel Generators	1	\$400.00	\$400.00		340
					<b>\$1,600.00</b>	<b>\$1,540.00</b>
<b>Performances:</b>						
	Fiddler & Banjo Player	1	\$0.00	\$0.00		
	Hall Sisters	1	\$1,000.00	\$1,000.00		900
	Darryl Murrill & Jazzpel	1	\$1,100.00	\$1,100.00		1,100.00
	Darnell Showcase Taylor		\$0.00	\$0.00		
	Nu Blu Bluegrass	1	\$1,200.00	\$1,200.00		1200
	Sapphire Cloggers	1	\$150.00	\$150.00		
	DJ for all day	1	\$300.00	\$300.00		300
					<b>\$3,750.00</b>	<b>\$3,500.00</b>
<b>Pop-up Museum:</b>						
	Tent	1	\$550.00	\$550.00		\$536.25
	Easels	22	\$22.00	\$484.00		
	Printing	22	\$1.00	\$22.00		
	Frames and Matting	22	\$20.00	\$440.00		585.59
					<b>\$1,496.00</b>	<b>\$1,121.84</b>
<b>Security:</b>						
	Sheriffs	6	\$210.00	\$1,260.00		1,170.00
	Event Staff T-shirts	30	\$10.00	\$300.00		\$305.66
	Walkie Talkies (sets)	2	\$75.00	\$150.00		120.32
					<b>\$1,710.00</b>	<b>\$1,595.98</b>
<b>Advertising:</b>						
	Banner	1	\$321.00	\$321.00		\$175.00
	Signs	16	\$12.00	\$192.00		\$128.70
	Newspaper	1	\$300.00	\$300.00		\$326.26
	Printing	1	\$400.00	\$400.00		
					<b>\$1,213.00</b>	<b>\$629.96</b>
<b>Miscellaneous:</b>						
	Insurance			480		480.03
	Van Rentals/Enterprise	2	\$160.00	\$320.00		290.92
	Gas	1	\$125.00	\$125.00		80
	Picnic Tables	10	\$105.00	\$1,050.00		640.5
	Trash Cans	6	\$35.00	\$210.00		48.09
	Parking on site/ event signage	1	\$75.00	\$75.00		
	Permits	2	\$125.00	\$250.00		125
	Rental of Moncure School (hours)	12	\$200.00	\$2,400.00		562.5
	Tributes: Certificates and Frames	40	\$10.00	\$400.00		
	Incidentals:	1	\$250.00	\$250.00		
	Plywood for sub-staging for cloggers,	1	\$70.00	\$70.00		
	Rope and barricades for site	20	\$75.00	\$1,500.00		
	Sandwich/Sign Boards	15	\$35.00	\$525.00		\$600.60
	Props for staging	1	\$400.00	\$400.00		117.44
	Tote Giveaway	1000	\$1.02	\$1,020.00		1,072.83
	Flowers	5	\$35.00	\$175.00		
	Golf Cart	1	\$224.00	\$224.00		\$165.17
	No parking cones	15	\$11.00	\$165.00		379.45
	Traffic Cones	20	\$11.00	\$220.00		
	Port-a-Johns	4	\$75.00	\$300.00		
	Moncure Self Storage (10x10)	12	\$80.00	\$960.00		0
	Emergency Kits	2	\$20.00	\$40.00		
	Herc Tower Lighting	2	\$125.00	\$250.00		407.53
	Tower Lighting Delivery & Pickup	2	\$150.00	\$300.00		250
					<b>\$11,709.00</b>	<b>\$5,220.06</b>
<b>Sum Total</b>					<b>\$23,388.00</b>	<b>\$15,424.77</b>

Total funds requisitioned            \$21,450

Total spending:                            \$15,425

Unspent:                                      \$ 6,025

# Photos from the Moncure/Haywood Food Truck Festival







# MONCURE SCHOOL

*Home of the Panthers*

600 Moncure School Rd.  
Moncure, NC 27559  
Phone: 919.542.3725  
Fax: 919.542.2035



Justin Sudol  
Principal

October 18, 2018

Mr. Murray,

I am writing to commend you the organization and management of September 29<sup>th</sup>'s Moncure/Haywood Food Truck festival. The event brought together large portions of the Moncure community and provided the community with meaningful educational opportunities. I appreciated the traveling museum, I learned a lot about the community that I had previously not known. I want to especially thank you for your attention to the condition of our campus. It was highly evident that you respected our campus and expected the same respect from those at the event.

With respect,

A handwritten signature in black ink, appearing to read 'Justin Sudol'. It is written over the typed name 'Justin Sudol'.

Justin Sudol

# Mapping



# SPECIAL EVENT EMERGENCY ACTION PLAN (EAP)

## **I. GENERAL**

The “Moncure-Haywood Food Truck Festival /Car-Bike Show “will be held Saturday, September 29, 2018 at Moncure Elementary School 600 Moncure School Road, Moncure, North Carolina 27599.

## **II. PURPOSE PROCESS**

- A. This emergency action plan predetermines actions to take before and during the “Moncure-Haywood Food Truck Festival” (hereinafter referred to as the event) in response to an emergency or otherwise hazardous condition. These actions will be taken by organizers, management, personnel, and attendees. These actions represent those required prior to the event in preparation for those required during an emergency.
- B. Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this event. These hazards include, but are not limited to, Fire, Medical Emergencies, Severe Weather, or situations where Law Enforcement is required.

## **III. ASSUMPTIONS**

- A. The possibility of an occurrence of an emergency is present at this event. The types of emergencies possible are various and could require the response of Fire & Rescue, Emergency Medical Services, and Police.

## **IV. BASIC PLAN**

### **A. EAP Event Representative**

- 1. The EAP event representative will be identified as the point of contact for all communications regarding the event.
  - a. PRIMARY CONTACT: Quentin Murray
  - b. TELEPHONE NUMBER: 919-478-9673

### **B. Emergency Notification**

- 1. In the event of an emergency, notification of the emergency will be through the use of 911. The caller should have the following information available to the 911 operator:
  - a. Location of the emergency
  - b. Nature of the emergency
  - c. Contact person with callback number
- 2. We will have on-site Moncure Fire Department

- a. This information can be filled out after coordination through the Special Events Office.
3. We will have on-site Chatham County Deputies (6) –
  - a. This information can be filled out after coordination through the Special Events Office.

### **C. Severe Weather**

1. Weather Forecasts and current conditions will be monitored through National Weather Service's Raleigh Weather Forecast Office website at [www.weather.gov/rah](http://www.weather.gov/rah).
2. Before the event – If severe weather is predicted prior to the event, the EAP event representative will evaluate the conditions and determine if the event will remain scheduled. The EAP event representative or his/her designee will be identified as such and will be responsible for monitoring the weather conditions before and during the event.
3. During the event – If severe weather occurs during the event, the EAP event representative or his/her designee will notify those attending the event that a hazardous weather condition exists and direct them to shelter.
4. There are very limited provisions for sheltering participants in the events of severe weather.
5. This event will follow the 30-30 Rule for lightning. If lightning is observed and thunder is heard within 30 seconds, the event will be delayed until 30 minutes have passed since thunder was last heard.
  - a. **In the event of severe weather, the Special Events Manager or his/her designee has the authority, above and beyond the EAP event representative, to delay and/or cancel an event.**

### **D. Fire**

1. No specific hazard has been identified as an increased risk of fire at this event.
  - a. In certain high-risk cases, on-site Fire Department personnel may be required. This judgment will be made by City staff.
2. All staff will be instructed on the safe use of Portable Fire Extinguishers.
3. Should an incident occur that requires the Fire Department, 911 will be utilized to request this resource. The caller should have the following information available to the 911 operator:
  - a. Location of the emergency
  - b. Nature of the emergency
  - c. Contact person with callback number

### **E. Medical Emergencies**

1. As with any outdoor event, there is potential for injury to the participants. The types of injuries are various and include those that are heat-related as well as traumatic injuries.

2. The limited provisions for on-site Emergency Medical Services at this event include:
  - a. First Aide Tent
  - b. Moncure Fire Department
  - c. Chatham County Deputies
3. Should an incident occur that requires Emergency Medical Services, the on-site Deputy will be contacted to request this resource. If there is no on-site EMS officer, the EAP event representative will contact 911 to request this resource. The caller should have the following information available to the on-site EMS officer or 911:
  - a. Location of the emergency
  - b. Nature of the emergency
  - c. Contact person with callback number

#### **F. Law Enforcement**

1. Should an incident occur that requires Law Enforcement, the on-site Chatham County Deputy will be contacted to request this resource. If there is no on-site Deputy, the EAP event representative will contact 911 to request this resource. The caller should have the following information available to the on-site RPD officer or 911:
  - a. Location of the emergency
  - b. Nature of the emergency
  - c. Contact person with callback number

#### **G. Emergency Vehicle Access**

1. Access for emergency vehicles will be maintained at all times.
2. Fire lanes and fire hydrants will not be obstructed.
3. Participants and spectators will be directed to park in approved areas and not obstruct protective features, sidewalks, or public thoroughways.
4. Crowd control will be managed by STAFF/Designated SECURITY of the Moncure-Haywood Event Committee
  - a. Marilyn Hill
  - b. Quentin Murray
  - c. Karen Jenkins-Cheek
  - d. Lamont Smith
5. Parking for vendor and staff vehicles will be North side of Moncure School/Bus Parking lot
6. Parking for attendee vehicles will be as follow:
7. Disability Parking – Moncure School Staff parking lot
  - a. General Public – Mt. Olive Church\*
  - b. Liberty Chapel Church\*
  - c. Sprott Youth Center\*

\*(Shuttle Service provided)

**V. Contact Information**

Event Organizer	Quentin Murray	919-478-9693
EAP Event Representative	Quentin Murray/Karen Jenkins	919-478-9673-919-770-2089
Crowd Manager	Marilyn Hill	919-636-1567
Chatham County Sherriff Department	On-Site Supervisor's Name	Cell Phone
Emergency Medical Services	Laverne Burnette	919-414-7805
Moncure Fire Department	Mrs. Brenda Thomas	919-545-9132
General Emergency	Nearest medical facility	911

**VI. Event Area Map (attached next page)**

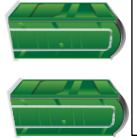
# Moncure/Haywood Food Truck Festival Map



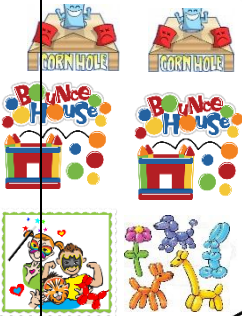
## Food Truck Lineup



Port A Johns



## Kids Zone



## Lawn Chairs for Handicap



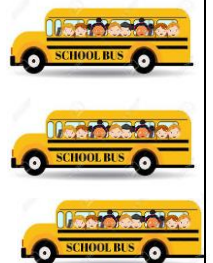
Port A Johns



Main Entrance



VENDOR PARKING ONLY  
RESERVED FOR VIP



Moncure School Road

