



## EVENT APPLICATION

\*\*EVENT REQUESTS MUST BE SUBMITTED A MINIMUM OF 180 TO 60 DAYS PRIOR TO THE EVENT DATE\*\*

### APPLICANT INFORMATION

Event Name:

Type of Event:  CONCERT  ATHLETIC  PARADE  SCHOOL/CHURCH  OTHER

Organization Name:

Organization Address:

Is your organization a 501C(3)?  YES  NO \*If yes, Tax ID#:

Primary Contact Name:

Address: City: Zip:

Email: Phone Number:

Secondary Contact Name:

Email: Phone Number:

### EVENT DETAILS

Space/Amenity Requested:

Date(s) Requested: Rain Date(s):

Rental Start Time: AM / PM Rental End Time: AM / PM

Event Start Time: AM / PM Event End Time: AM / PM

**TOTAL** Time Requested: Hours **Expected Attendance:**

**\*\* PAID PARKING WILL NOT BE WAIVED FOR EVENTS HELD BETWEEN APRIL 1<sup>ST</sup> TO SEPTEMBER 30<sup>TH</sup> \*\***

**DETAILED EVENT DESCRIPTION:**



## EVENT APPLICATION

\*\*EVENT REQUESTS MUST BE SUBMITTED A MINIMUM OF 180 TO 60 DAYS PRIOR TO THE EVENT DATE\*\*

### EVENT DETAILS CONTINUED

#### VENDOR INFORMATION (IF APPLICABLE)

Will there be any temporary structures at your event?

Tents  Inflatables  Canopies  Stages  Other

YES\*\*  NO

Size?

Will an admission or entry fee be charged?

YES  NO

Is there music and/or amplified sound during the event

YES  NO

Will additional port-a-johns be needed for the event?

YES  NO

Will additional trash receptacles be needed for the event?

YES  NO

Will you be advertising the event with signage?

YES  NO

Will food beverages and/or merchandise be sold at the event?

YES  NO

Will alcohol be served/sold at the event?

YES\*\*  NO

If you answered **YES** to any of the above, please provide the vendors information. Additional trash receptacles and port-a-johns are determined by expected attendance.

Vendor Name:

Phone Number:

\*\* YOU MUST OBTAIN AND PROVIDE AN APPROVED COPY OF A SPECIAL ONE-TIME PERMIT APPLICATION FROM THE ABC COMMISSION \*\*  
\*\*REFER TO THE NC BUILDING CODE FIRE PREVENTION FOR TEMPORARY STRUCTURE COMPLIANCE \*\*

**\*\* ADDITIONAL PERMITS AND FEES MAY APPLY \*\***

### SAFETY AND SECURITY

Are you requesting any road closures for the event?

YES  NO

If yes: Street/Road name(s):

Will the Police Dept. be required to be at the event?  
(Refer to Event Policy & Guideline)

YES  NO

Will the Fire Dept. be required to be at the event?  
(Refer to Event Policy & Guideline)

YES  NO

\*\* NCDOT STREET/ROADS SPECIAL EVENT APPLICATION FROM THE DEPT OF TRANSPORTATION MUST BE SUBMITTED \*\*

**\*\* ADDITIONAL PERMITS AND FEES MAY APPLY \*\***



## EVENT APPLICATION

\*\*EVENT REQUESTS MUST BE SUBMITTED A MINIMUM OF 180 TO 60 DAYS PRIOR TO THE EVENT DATE\*\*

### EVENT FEES

PER THE CURRENT YEAR'S APPROVED FEE SCHEDULE

#### IF APPLICABLE:

	Event Application Fee	Refundable Deposit	
Class 5 Event	\$ 1,250	\$ 750	\$ _____
Class 4 Event	\$ 1,000	\$ 500	\$ _____
Class 1, 2 & 3 Event	\$ 500	\$ 250	\$ _____

**Due at time of application submittal**

Non-profits: refer to current Fee Schedule

Middleton Park Annex Amenities:	<b>RESIDENT</b> Per Amenity <b>2 Hours = \$ 25</b> <b>4 Hours = \$ 45</b>	<b>NON - RESIDENT</b> Per Amenity <b>2 Hours = \$ 35</b> <b>4 Hours = \$ 55</b>	
• Baseball Field • Playground • Amphitheater Shelter • Pickleball Court • Tennis Court			
Bill Smith Park Fields	Per Amenity <b>2 Hours = \$ 25</b> <b>4 Hours = \$ 45</b>	Per Amenity <b>2 Hours = \$ 35</b> <b>4 Hours = \$ 55</b>	\$ _____
• Per Field			*To be invoiced after event
Police Contract	<b>\$45 per Hour per Officer</b>		\$ _____
Fire Contract	<b>\$45 per Hour per Firefighter</b> <b>\$350 per Fire Engine</b>		\$ _____ *To be invoiced after event

**PAYMENT TYPE:**  CASH  CHECK  CREDIT CARD \*Credit Card Fees May Apply

#### CARD AUTHORIZATION:

VISA  DISCOVER  MASTERCARD  DEBIT

NAME ON CARD: \_\_\_\_\_

CARD NUMBER: \_\_\_\_\_

EXP. MONTH: \_\_\_\_\_ EXP. YEAR: \_\_\_\_\_ CVC: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**BY SIGNING ABOVE, I AUTHORIZE THE TOWN OF OAK ISLAND TO CHARGE MY CREDIT/DEBIT CARD.**



## EVENT APPLICATION

\*\*EVENT REQUESTS MUST BE SUBMITTED A MINIMUM OF 180 TO 60 DAYS PRIOR TO THE EVENT DATE\*\*

### APPLICANT CHECK LIST: DOCUMENTS TO PROVIDE

#### **MAP:** (PER ORDINANCE SEC. 25-3)

\_\_\_\_\_ COPY OF LOCATION MAP - MUST INCLUDE THE FOLLOWING (IF APPLICABLE):

- Location of Event
- Vendors - Merchant, structures, food & Beverage (Alcohol)
- Route(s) - To include ALL roads
- Road closure locations - To include traffic control devices
- Structures - Tents, inflatables, canopies, etc.

#### **CERTIFICATE OF INSURANCE:** (PER ORDINANCE SEC. 25-5)

\_\_\_\_\_ COPY OF INSURANCE - MUST INCLUDE THE FOLLOWING:

The policy number, amount and provision that the Town of Oak Island is included as an additional insured. The policy limits shall not be less than:

- Property Damage: \$1,000,000
- Bodily Injury/Death: \$ 100,000 ea person or \$2,000,000 ea occurrence

#### **DOCUMENTS AND FEES:** (PER THE EVENT POLICY & GUIDELINE)

\_\_\_\_\_ SIGNED/APPROVED EVENT PERMIT AND ALL FEES PAID

#### **ADDITIONAL PERMITS/APPROVALS:** (PER THE EVENT POLICY & GUIDELINE)

Please be advised that all components of the event are subject to approval from the Event Committee and may require approval by and/or permits from other entities. **IF APPLICABLE**

- \_\_\_\_\_ Police and/or Fire Department contracts
- \_\_\_\_\_ Non-profit Facility rental form
- \_\_\_\_\_ North Carolina State Building Code Fire Prevention Code  
[https://up.codes/viewer/north\\_carolina/ifc-2015/chapter/31/tents-and-other-membrane-structures#31](https://up.codes/viewer/north_carolina/ifc-2015/chapter/31/tents-and-other-membrane-structures#31)
- \_\_\_\_\_ NCDOT Special Event Permit  
[https://connect.ncdot.gov/resources/safety/Teppl/TEPPL%20All%20Documents%20Library/S77\\_REQ\\_FRM.pdf](https://connect.ncdot.gov/resources/safety/Teppl/TEPPL%20All%20Documents%20Library/S77_REQ_FRM.pdf)
- \_\_\_\_\_ ABC Special Use Permit  
<https://www.abc.nc.gov/permits-audit/general-permit-information/limited-special-occasion-and-special-one-time-permit-information>



## EVENT APPLICATION

\*\*EVENT REQUESTS MUST BE SUBMITTED A MINIMUM OF 180 TO 60 DAYS PRIOR TO THE EVENT DATE\*\*

### **EVENT AGREEMENT:**

#### **EVENT CANCELLATION, RAIN OR ACTS OF GOD:**

The town of oak island reserves the right to shut down any event, upon no notice to the event organizer, in situations that threaten the public health, safety and welfare. Such situations include, but are not limited to, hurricanes, tropical storms, lightning storms, and other severe weather events, unruly or violent crowds, and crowds in excess of property capacity. The town of oak island shall not issue any refunds if an event is cancelled pursuant to this section of this agreement and will not be liable for any additional expenses incurred by the event organizer as a result of cancellation.

#### **MODIFICATIONS AND CHANGES:**

There may be no modifications or changes of this contractual application, except in writing and approved by the town's authorized special event representatives and the primary event contact.

#### **HOLD HARMLESS/INDEMNIFICATION:**

It is understood and agreed that by affixing my signature to this special event application, i, the applicant hereby assumes the entire responsibility and liability for any and all damages to persons or property caused by or resulting from or arising out of any act or omission on the part of the applicant, its subcontractors, agents or employees under or in connection with this event. The applicant agrees to indemnify and hold harmless the town of oak island and its agents, volunteers, servants, employees and officials from and against any and all claims, losses, or expenses, including reasonable attorney's fees and litigation expenses suffered by any indemnified party or entity as the result of claims or suits due to, arising out of or in connection with (a) any and all such damages, real or alleged, (b) the violation of any law applicable to this event application. Upon written demand by the town, the applicant shall assume and defend at the applicant's sole expense any and all such suits or defense of claims made against the town of oak island, its agents, volunteers, servants, employees or officials.

SIGNATURE:

DATE:



# EVENT APPLICATION

**\*\*EVENT REQUESTS MUST BE SUBMITTED A MINIMUM OF 180 TO 60 DAYS PRIOR TO THE EVENT DATE\*\***

## **STAFF USE ONLY:**

## RECEIVED:

**ADDITIONAL IF APPLICABLE:**

- MAP
- REQUIRED CONTRACTS
- COI
- REQUIRED PERMITS
- FEES
- ABC, DOT, STRUCTUAL, NON-PROFIT

## EVENT LOCATION:

**REQUESTED DATE:**

## STAFF COMMENTS:

**X**

## TOWN MANAGER

DATE

O        APPROVED

O    DENIED



## EVENT POLICY + GUIDELINE

\*\*EVENT REQUESTS MUST BE SUBMITTED A MINIMUM OF 180 TO 60 DAYS PRIOR TO THE EVENT DATE\*\*

### EVENT DEFINITION:

#### SPECIAL EVENT:

A Special Event is a one-time or annual event that is larger in scale, often requiring significant planning, permits, or coordination across departments. These events typically draw large crowds, may impact public spaces or services, and are intended to entertain. This includes but is not limited to walk/run, fair, festival, expo, concert, fundraiser event, competitions, or other gatherings that exceed the rental scope.

#### TOWN EVENT:

A Town Event is organized or officially supported by the town and intended to serve the broader community. These events encourage resident engagement, and may include parades, festivals, entertainment, or public ceremonies. Town Events are generally open to the public and free of charge.

#### PROGRAM:

A Program Event is a scheduled activity that is part of a recurring or seasonal program series offered by a department or organization. These events are designed to support specific goals such as education, recreation, or cultural enrichment, and may target particular audiences (e.g., youth, seniors, families).

#### ACTIVITY:

An Activity Event is a small-scale, interactive event where attendees participate directly in a planned task or experience. Examples include workshops or fitness classes. These events typically require registration and are designed for active engagement.

#### OTHER:

An Other Event refers to any event that does not clearly fall into the categories above. This may include an event on private property, events with minimal town involvement, or one-time events with a unique format.

An event is considered a public event when the event is advertised. A public event will require an event permit.



## EVENT POLICY + GUIDELINE

\*\*EVENT REQUESTS MUST BE SUBMITTED A MINIMUM OF 180 TO 60 DAYS PRIOR TO THE EVENT DATE\*\*

### EVENT CLASSIFICATION:

Events are sorted into classifications based on factors that include anticipated attendance, staffing needs from Town employees, and overall scope of the event.

#### CLASS 5 EVENTS - An event that meets any of the following criteria:

- Anticipated Attendance of 2,000 or more, or
- Required Staffing from OIPD (traffic, crowd control, Alcohol sales, any event OIPD deems appropriate for staff to be required)
- Required Staffing from OIFD (commercial fireworks, crowd control, EMS coverage, any event OIFD deems appropriate for staff to be required)
- Requires Event Managers, First Aid Station, Emergency Vehicle Access

#### CLASS 4 EVENTS - An event that meets any of the following criteria:

- Anticipated Attendance of 1,000-1999
- May require extra staff hours
- May require road closures or traffic control on roads other than 48<sup>th</sup>, 49<sup>th</sup>, Dolphin, or Pelican
- Requires Event Managers, First Aid Station, Emergency Vehicle Access

#### CLASS 3 EVENTS - An event that meets any of the following criteria:

- Anticipated Attendance of 500-999, or
- May require extra staff hours

#### CLASS 2 EVENTS - An event that meets any of the following criteria:

- Anticipated Attendance of 200-499, or
- May require extra staff hours

#### CLASS 1 EVENTS - An event that meets any of the following criteria:

- Anticipated Attendance of 75-199, or
- May require no or limited extra staff hours

#### CLASS 0 EVENTS - An event that meets any of the following criteria:

- Anticipated Attendance of 74 or less

The Town reserves the right to request event organizers that are utilizing private property to submit an application, if the nature and scope of the event dictate an impact on the Town of Oak Island resources; to include Road Closure, Emergency Management, Traffic Control, and Trash or Debris Removal.



## EVENT POLICY + GUIDELINE

\*\*EVENT REQUESTS MUST BE SUBMITTED A MINIMUM OF 180 TO 60 DAYS PRIOR TO THE EVENT DATE\*\*

### APPLICATION PROCESS:

Any event organizer desiring to hold an event on any public property in Oak Island must complete the Town of Oak Island **Event Application**.

### APPLICATION DEADLINES:

Any event organizer desiring to hold an event on any public property in Oak Island must complete the Town of Oak Island Event Application.

- Class 4 and 5: 180 Days before event
- Class 2 and 3: 120 Days before event
- Class 0 and 1: 60 Days before event

### EXCEPTIONS TO DEADLINES:

Applications that fail to meet the deadlines outlined above may be reviewed by the Town if, in the opinion of Event Committee (EC), there is sufficient time to process and approve the application, identify any conditions of approval, and arrange resources to effectively service the event.

### REVIEW OF APPLICATION:

Submitted applications will be reviewed by the Town's Executive Assistant/Event Coordinator and forwarded to the Town of Oak Island's Event Committee (EC) for review during the regular monthly meeting - if required. The proposed event may be reviewed by the Department Directors of any Town of Oak Island department impacted by the event. At any point in the application review process, if needed, the EC and/or impacted Department Directors may propose recommendations or conditions for approval. This includes, but is not limited to location, date, event time, and layout. Once all proposed recommendations or conditions have been identified and met, it will then proceed according to the Classification of Event:

### CLASS 3, 4 & 5 EVENTS

- The request will be sent to the Town's Event Committee's next regular monthly meeting agenda.

### CLASS 2 EVENTS

- The request will be sent to the Event Committee (EC) for review outside of a regular monthly meeting.

### CLASS 0 & 1 EVENTS

- The request will be sent to the Executive Administrative assistant for review.

THE TOWN MANAGER HAS FINAL AUTHORITY FOR ALL EVENT APPROVALS OR DENIALS.



## EVENT POLICY + GUIDELINE

\*\*EVENT REQUESTS MUST BE SUBMITTED A MINIMUM OF 180 TO 60 DAYS PRIOR TO THE EVENT DATE\*\*

### APPLICATION PROCESS CONTINUED:

#### EVALUATION CRITERIA

The criteria for evaluating and scheduling events are as follows:

- Completeness of application and event layout.
- Impact and cost of the event on public health, welfare and safety.
- Impact and cost of the event on Town support services.
- Impact of the event on the environment.
- Repetitiveness of events with the same, or similar, themes.
- Impact on the surrounding businesses or residences.
- Ability for the park or public place to remain open to other users.
- Perceived benefit of event for the Town of Oak Island community.
- Previous history of event organizers in facilitating events.
- The need or availability of ADA/special considerations for the event.

#### FINAL CRITERIA:

After reviewing the application, the Oak Island Police Department will determine if the number staff and security you have arranged for your event is sufficient.

#### REMINDERS:

- Hiring private security does not supersede the need for OIPD officers.
- Events that have street closure may require the Town of Oak Island Police Department to be present.
- Events on Town property selling alcohol must have officers of the Oak Island Police present.

For events anticipating more than 500 attendees, you will also be asked to include an evacuation plan outlining how you will evacuate the venue in the event of an emergency, which must include a communication plan with staff, vendors, and attendees.

#### APPROVAL SCHEDULE:

Notifications regarding approval or conditional approval will be made at a minimum **90 days** for Class 4 and 5 event dates, a minimum of **60 days** for Class 2 and 3 event dates, or within **30 days** for Class 1 and Class 0 event date.



## EVENT POLICY + GUIDELINE

\*\*EVENT REQUESTS MUST BE SUBMITTED A MINIMUM OF 180 TO 60 DAYS PRIOR TO THE EVENT DATE\*\*

### APPLICATION PROCESS CONTINUED:

#### REVOCATION OF APPROVAL:

The Town/EC shall have the authority to revoke the event approval upon violation of the conditions set forth herein. Other conditions for revocation of approval include, but are not limited to:

- The applicant and/or sponsor of the event has failed to obtain and maintain any health, business or other license or permit required for the activities carried on during the Event, or
- Unapproved changes to the event, scope, layout or otherwise from the approved version of the event.
- The application contains false or misleading information or does not set forth all the information requested
- The Event is operated in such a manner as to create a public nuisance or to constitute a hazard to the public health, safety and welfare

### FEES:

#### APPLICATION FEE:

The application fee is **non-refundable** and is due at the time of submission. Applications will not be reviewed until the application fee and deposit are paid. All fees can be paid by cash or check (made out to the Town of Oak Island) at 4601 East Oak Island Dr, Monday-Friday from 8:00am-4:00pm. Application fees can be found on the Fee Schedule and/or Application. *For Non Profit organizations, please refer to the Fee Schedule per facility rental.*

#### DEPOSIT FEE STRUCTURE - Per the current approved fee schedule

Deposit amounts vary based on the classification of the event.

##### CLASS 5 EVENT

- \$1,250 / \$750 (Non-Refundable) Application Fee (= \$2000)

##### CLASS 4 EVENT

- \$1,000 / \$500 (Non-Refundable) Application Fee (= \$1,500)

##### CLASS 1, 2 & 3 EVENT

- \$500 / \$250 (Non-Refundable) Application Fee (= \$750)



## EVENT POLICY + GUIDELINE

\*\*EVENT REQUESTS MUST BE SUBMITTED A MINIMUM OF 180 TO 60 DAYS PRIOR TO THE EVENT DATE\*\*

### FEES CONTINUED:

#### FACILITY FEES & SUPPORT SERVICES FEES:

Upon completion of the event, the Town of Oak Island will invoice any final applicable Facility Fees and Support Services fees as outlined in the fee schedule for the current fiscal year. Support Services include, but are not limited to, Police, Fire/EMS, Parks and Recreation, and Public Works services that are required for public safety. Facility and Support Service fee can be found on the Fee Schedule and/or Application.

The application fee, facility usage fee, and staff charges fees are **non-refundable**. The event deposit will be returned in full provided that the property is left in appropriate order and no damage is reported. Failure to return the Town facilities to their pre-event condition will result in loss of deposit, liability for repair and/or additional clean up fees as determined by the EC, as well as potential denial of future applications. The Town's decision on any loss of deposit shall be final. The Town will charge facility rental fees as outlined in the Town of Oak Island Fee Schedule. The fees are intended to cover wear and tear, initial supplies, water, electricity, etc. Facility fees shall not apply to events that are solely within the right of way of public streets. The Town reserves the right to obtain additional fees for other arising or unusual expenses as it deems necessary.

#### PAYMENT DEADLINES:

Deposits and application fees are due at the time of application submittal. Full payment of Facility Fees and/or Support Services are due no later than 30 days prior to the event date. Failure to abide by the fee payment deadlines will result in the cancellation of the event, and the forfeiture of any Deposits.

The Town of Oak Island reserves the right to be the final authority in estimates of attendance, need for Support Services, and/or assignment of resources and equipment to events.



## EVENT POLICY + GUIDELINE

\*\*EVENT REQUESTS MUST BE SUBMITTED A MINIMUM OF 180 TO 60 DAYS PRIOR TO THE EVENT DATE\*\*

### EVENT AGREEMENT:

#### EVENT CANCELLATION, RAIN OR ACTS OF GOD:

The Town of Oak Island reserves the right to shut down any event, upon no notice to the event organizer, in situations that **threaten** the public health, safety and welfare. Such situations include, but are not limited to, hurricanes, tropical storms, lightning storms, and other severe weather events, unruly or violent crowds, and crowds in excess of property capacity. The town of oak island shall not issue any refunds if an event is cancelled pursuant to this section of this agreement and will not be liable for any additional expenses incurred by the event organizer as a result of cancellation.

#### MODIFICATIONS & CHANGES:

There may be no modifications or changes, except in writing and approved by the town's authorized special event representatives and the primary event contact.

#### HOLD HARMLESS/INDEMNIFICATION:

It is understood and agreed that by affixing my signature to this special event application, i, the applicant hereby assumes the entire responsibility and liability for any and all damages to persons or property caused by or resulting from or arising out of any act or omission on the part of the applicant, its subcontractors, agents or employees under or in connection with this event. The applicant agrees to indemnify and hold harmless the town of oak island and its agents, volunteers, servants, employees and officials from and against any and all claims, losses, or expenses, including reasonable attorney's fees and litigation expenses suffered by any indemnified party or entity as the result of claims or suits due to, arising out of or in connection with (a) any and all such damages, real or alleged, (b) the violation of any law applicable to this event application. Upon written demand by the town, the applicant shall assume and defend at the applicant's sole expense any and all such suits or defense of claims made against the town of oak island, its agents, volunteers, servants, employees or officials.



## EVENT POLICY + GUIDELINE

\*\*EVENT REQUESTS MUST BE SUBMITTED A MINIMUM OF 180 TO 60 DAYS PRIOR TO THE EVENT DATE\*\*

### PROHIBITED ACTIVITIES:

#### THE FOLLOWING ACTIVITIES FOR ALL EVENTS:

- The closing of public rights-of-way (unless required and supervised by the Oak Island Police Department)
- The erection of temporary fencing (unless required and supervised by the Oak Island Public Works Department)
- Event admission, or registration fees (unless it is a fundraiser event operated by a registered non-profit organization or service organization)
- Vendor participation fees
- Firearms (unless specifically permitted by State law)
- Events that take place outside of facility hours
- Overnight storage (without approval)
- Commercial Fireworks and explosives not approved by the Fire Marshall
- Open flames (unless approved by the Fire Department during review)
- Smoke/fog/bubble generating equipment or apparatus (unless approved by the Town of Oak Island Fire Department)
- Illegal Substances
- Gambling
- Any items to be affixed to the facility, except with non-damaging fasteners
- Construction or installation of temporary structures other than tents or canopies, and/or inflatables.



## EVENT POLICY + GUIDELINE

\*\*EVENT REQUESTS MUST BE SUBMITTED A MINIMUM OF 180 TO 60 DAYS PRIOR TO THE EVENT DATE\*\*

### ADDITIONAL INFORMATION:

#### FIRE & MEDICAL:

Fire and medical services must be provided for all events displaying fireworks and any additional event that staff determines the need. ALL events with anticipated attendance of over 2000 people at any one point in time have medical services on standby. The OIFD shall be the primary Fire and Medical service provider. It will be the discretion of the OIFD to have additional coverage (an ambulance or medic standby).

#### FIREWORKS:

The Town of Oak Island Fire Prevention code bans the use and possession of all fireworks except for sparklers.

#### FIRE PREVENTION DIVISION:

The Fire Prevention Division requires food vendors using oil to have both a K extinguisher and an ABC extinguisher 2A10BC present. All food trucks with a hood suppression system must have a current certificate of inspection.

#### TRASH RECEPTACLES:

The event organizer is responsible for requesting trash receptacles from a sanitation vendor. It is the event organizer's responsibility to deposit any trash into appropriate trash receptacles and ensure additional trash receptacles are moved to the designated collection location following the event. Failure to do so will result in the forfeiture of the deposit. If the size of the event warrants additional receptacles, it will be the event organizer's responsibility to make all arrangements and pay any fees applicable for any additional equipment or services.

#### PORTABLE RESTROOMS:

The event organizer is responsible for requesting portable restrooms from the vendor. If the size of the event warrants additional restrooms, it will be the event organizer's responsibility to make all arrangements and pay any fees applicable for any additional equipment or services.

#### SOUND:

Sound equipment is not provided. The use of a sound system during an event must be indicated in the Event Application. All sound equipment must follow Sec. 84.04 of the Code of Ordinances.



## EVENT POLICY + GUIDELINE

\*\*EVENT REQUESTS MUST BE SUBMITTED A MINIMUM OF 180 TO 60 DAYS PRIOR TO THE EVENT DATE\*\*

### ADDITIONAL INFORMATION:

#### TENTS:

Tents over 1000 sq. ft. or housing over 50 people require a tent permit, which requires a certificate of flame resistance, through the Development Services Center. Once constructed, tents will be inspected.

#### VENDORS:

A vendor is any individual or organization who is participating in an event to provide products or information. Vendor participation fees are prohibited.

#### ALCOHOL:

Alcohol sales must acquire all required permits from the NC Alcohol Beverage Commission.

#### FOOD TRUCKS:

Food trucks must provide a copy of their current North Carolina sanitation rating and have all appropriate permits.

#### ROAD CLOSURES:

If your event requires street closure, you must submit a specific map/traffic plan, including the name of all streets, streets to be closed, and placement of traffic equipment. A detailed timeline of closures and reopening must be included all traffic control plans.

### IMPORTANT CONTACTS

EXECUTIVE ASSISTANT/EVENT COORDINATOR <b>ROSE BRAAM - 910.201.8015</b>	RECREATION DEPARTMENT <b>HEATHER O'BRIEN - 910-278-5518</b>
POLICE DEPARTMENT <b>FRONT DESK - 910.278.5595</b>	PUBLIC WORKS DEPARTMENT <b>SCOTT THORNALL - 910.201.8083</b>
FIRE DEPARTMENT <b>FRONT DESK - 910.278.1000</b>	FIRE MARSHALL <b>JOE SNAPP - 910.201.8081</b>