



City of Elizabeth City Special Event Permit Application

The City of Elizabeth City welcomes and encourages Special Events. The City recognizes Special Events as an important part of Elizabeth City’s quality of life; they build a sense of community and create an environment that fosters civic pride. A Special Event is any non-routine activity within the City of Elizabeth City that brings together a large number of people that will significantly impact the surrounding community, involve the increased use of City services and require additional planning, preparedness and mitigation efforts of the local emergency response and public safety agencies. Special events may include, but are not limited to the following event types: festivals, carnivals, marches, demonstrations, parades, walks, block/street parties and sport tournaments.

PLEASE READ THE SPECIAL EVENTS POLICY, APPLICATION AND INSTRUCTIONS BEFORE YOU BEGIN COMPLETING THE APPLICATION FORM.

SPECIAL EVENT PERMIT APPLICATION PROCESS

Special Event Applications shall be submitted to the City of Elizabeth City City Manager or his designee no later than forty-five (45) days prior to the scheduled date of the event and may be submitted as early as one year prior the event. The Special Event Permit review and approval process begins when a completed Special Events Application and non-refundable fee(s) are submitted to the City of

OFFICE USE ONLY

Date Received
Date Distributed

CUSTOMER SERVICE

Fee(s) Paid
 Approved Denied

Date

Signature

ELECTRIC

Approved Denied

Date

Signature

FIRE

Approved Denied

Date

Signature

PARKS AND RECREATION

Fee(s) Paid
 Health Department Authorization
 Approved Denied

Date

Signature

POLICE

ALE Authorization
 Approved Denied

Date

Signature

PUBLIC WORKS STREETS DIVISION

Approved Denied

Date

Signature

RISK MANAGEMENT DIVISION

Approved Denied

Date

Signature

GENERAL ADMINISTRATION

Approved Denied
 Pasq.-Cam. EMA Notification

Date

Signature

If original signature is not shown above, append copy of all departmental authorizations to file copy.

Elizabeth City. Special City-wide Festival Taxes are based on the number of For-Profit Vendors participating in the Special Event – Festival (*Please reference Appendix A Special Citywide Festival Application*). In the event that the Special Event is held at public facilities (e.g. park, ball field, recreation/activity center, etc.), Parks & Recreation fees will apply. Be mindful that non-city agencies may also assess fees for the Special Event.

During the initial application process the Special Event applicant will be allowed time to provide the City with all pending documents (e.g. certificate of insurance, food permit, site map, etc.) All documents must be received before final application approval and issuance of permit.

Filing of the Special Event Application does not guarantee authorization to hold the event, approval of event elements, the use of public venues, or the provision of city services, including park, pavilion, sport venue reservation; street closures; alcohol sales; pyrotechnics; and public works.

Advertisement of the proposed Special Event shall not occur until the application has received the authorization from the City Manager, all city fees paid, and all department permits issued.

To ensure that Special Events with an anticipated attendance projected to exceed 500 are carried out safely, securely and efficiently a Multi-Disciplinary Team must collaborate and a written Incident Action Plan (IAP) must be developed to address the safety requirements of the event participants and spectators. It is the Event Organizer's responsibility to contact Pasquotank-Camden Emergency Management at (252) 335-4444 to arrange a meeting with the Multi-Disciplinary Team.

The deadline for submission of the finalized IAP is no later than ten (10) business days in advance of the proposed event. The IAP must be submitted to the Pasquotank- Camden Emergency Management Coordinator.

CANCELLATION POLICY

Regardless of whether or not permits have been issued, the City Manager, or his designee, may cancel a Special Event without prior notice for any significant change in conditions which would, or may, adversely affect the public health or safety of the community, or for any condition that would place city facilities, grounds, or other natural resources at risk of damage or destruction if the event were permitted to take place.

The City Manager, or his designee, has the authority to cancel or stop an event if the conditions required for approval, including insurance coverage, of the event are not being met. In addition, the City Manager and City public safety officials have the

authority to cancel or stop an event, or place additional restriction on the event, if it is deemed that public health safety or welfare is being jeopardized, and/or would be better served with additional restrictions.

In case of public emergency or other event (natural disaster, or any other emergency deemed by the designated City authority) or required property repairs, a Special Event may be cancelled or rescheduled by the City Manager or his/her designee.

If an Event Organizer, for any reason, must cancel their event they must notify the City Manager. Cancellations must be in written form; verbal cancellations will not be accepted. Fees are non-refundable.

SUBMISSION & ACKNOWLEDGEMENT

Please submit your completed Special Event Permit Application to:

City of Elizabeth City
Attn: City Manager
306 E Colonial Avenue
P.O. Box 347
Elizabeth City, NC 27909

I, the undersigned, acknowledge and understand that I am responsible to comply with the information, restriction and conditions of the Special Events Permit when issued. The information submitted is true to the best of my knowledge and I, the undersigned, shall notify the City in writing at any time as additional information is known or the plans for the event are revised which would alter the information and statement given. I also agree, if approved, to comply with all permit conditions and understand that failure to comply with any condition, or any violation of law, may result in the immediate cancellation of the event, revocation of the permit, denial of future events, criminal prosecution and/or administrative citations(s), fines.

I hereby certify the foregoing statements and representations are binding upon me, or if executed on behalf of a Sponsoring Entity, are binding upon the Sponsor and are executed pursuant to authority.

Print name: _____

Signature: _____ Date: _____

APPLICANT INFORMATION

Name of Applicant or Sponsoring Organization: _____

Address: _____ City: _____ Zip: _____

Phone (H): _____ (W): _____ (Cell): _____

Email: _____ Insurance Carrier: _____

Profit Non-Profit Government

Other _____ IRS-501 C Number _____

First Contact Name: _____

Phone (H): _____ (W): _____ (Cell): _____

Fax: _____ Email: _____

Second Contact Name: _____

Phone (H): _____ (W): _____ (Cell): _____

Fax: _____ Email: _____

Responsible person "onsite" day(s) of event: _____

Cell Phone # (day of event): _____ *This person must be in attendance for the duration of the event and immediately available to city officials.*

GENERAL EVENT INFORMATION

Event Name: _____

Location of Event: _____ Date of the Event: _____

Type of Event: Run/Walk Race Concert Festival
 Celebration Ceremony Street Fair
 Other

Event Description and Purpose: _____

Event Start Date/Time: _____ Event End Date/Time: _____

Set-Up Date/Time: _____ Tear Down Date/Time: _____

Is this an annual event? Yes No If yes, how many years: _____

Is there an admission fee? Yes* No

** If yes, please include admission fee details in the Event Description above.*

Is this a charity or fund raiser event? Yes No

Will you be taking up donations? Yes No

What is the anticipated attendance? _____ What was previous year's attendance? _____

VENUE DETAILS

Are you serving/selling food at your event?

Yes* No

** If yes, contact Albemarle Regional Health Services, Environment Health Services Division for Temporary Food Establishment Permit at least 30 days prior to your event.*

If yes, how many vendors? _____

** Food may be distributed in designated areas only.*

Append the following to your application response:

1. Provide list of food vendors and menu items for sale.
2. Provide list of retail and non-retail vendors, include wares and goods for sale/offer

Are you serving/selling alcohol at your event?

Yes* No

If yes, how many vendors? _____

If yes, Name on Beverage License: _____ Phone #: _____

**Requests to serve or sell alcohol must be approved by the City Manager.*

Staging Details

The following items will be used at the event (Please mark all that apply);

Amplified Music Bleachers Dance Floors(s) Live Entertainment

Loud Speaker(s) Microphone(s) Stages Other _____

** If any of the above items will be used, please indicate their location on your attached Site/Plan Map.*

If live entertainment or music, attach a list of entertainers and describe performance(s).

Will Tents or Canopies be used?

Yes* No Number being used _____

** see Special Events Policy for Tents/Canopies special requirements.*

Will Temporary Fencing be used?

Yes* No

If yes, where and what type: _____

Will Portable Restrooms be provided?

Yes* No

Company Name: _____

Event Organizer is responsible for providing a adequate on-site restrooms to meet the specific needs of the event.

**Ref. Special Events Policy for detailed information on Portable Restrooms requirements.*

Waste Removal Details

Event Organizer is responsible for arranging for the removal of all waste related to the event. This includes, but is not limited to, emptying of trash bins and the removal of waste from the event site and other affected areas.

Who is Responsible for Clean up?

Contact Name & Title: _____

Address: _____ City, State, Zip: _____

Primary Phone #: _____ Mobile Phone #: _____

Will additional Trash Receptacles and Liners be Needed?

Yes* No

How many: _____

** Additional trash receptacles/liners will be coordinated through the Elizabeth City Department of Public Works. Event Organizer will be responsible for any additional costs.*

VENUE DETAILS, cont.

Will the event require the use of generators? Yes No

List any electrical needs including, sound equipment, stage lighting, a DJ, etc. Be specific. The Elizabeth City electrician must review and authorize all electric requests and installation of temporary power as may be required. _____

Will event require the use of City Water? Yes No **Hoses will be needed for access.*

Will the event host the use of fireworks, explosive devices, pyrotechnics, mock gunfire and/or the use of weaponry for special effects. Yes* No **indicate location on site map*

*If yes, provide the following information: Date/Time of Demonstration: _____

Will any signs or banners be hung? Yes* No **Banners may be hung near the dome in Waterfront Park only.*

*If yes, provide wording on the banner: _____

How do you plan to publicize this event? Please include copies of promotional materials. If not available at time of application, provide as soon as possible.

Radio TV Newspaper Websites Other _____

Is another Promoter/Producer assisting you with your event? Yes No

Name of Promoter and Company: _____

Address: _____ City/State/Zip: _____

Phone (W) _____ (Cell) _____

Is a Parade/Walk planned in connection with this event? Yes* No

**If yes, a separate permit and additional fees apply.*

Will inflatables or carnival rides be used during this event? Yes No

Company: _____

Address: _____ City/State/Zip: _____

Phone (W) _____ (Cell) _____

Is cooking or open flame planned for this event? Yes* No

** No cooking allowed inside of Waterfront Park on the sidewalks; parking lot only!*

Will the event require street closures? Yes* No

*If yes, attach a type written list of streets requested to be closed and a proposed schedule of closure and reopening.

** All street closings must be authorized by the City Manager and/or NC DOT.*

How many volunteers will be working the event? _____

What will the volunteers wear to identify themselves as volunteers? _____

INCIDENT ACTION PLAN & SECURITY

If your event attendance is projected to exceed 500 patrons and/or alcohol will be sold and/or consumed, a Multi-Disciplinary Planning Team composed of the event organizers and any agency that holds a functional involvement in the event shall be established and a written Incident Action Plan (IAP) developed for the Special Event. This Multi-Disciplinary Team will work to establish a Security Plan, Medical Plan, Traffic Plan and Emergency Response Plan to address specific event risks. Information on the requirements for the development of a Multi-Disciplinary Planning Team and Incident Action Plan are outlined in the Special Events Policy.

If as per the Special Event Policy and the description above security for an event is required, said security must be obtained through the Elizabeth City Police Department. Off Duty Officers must be contracted to provide security (unless the event is city sponsored or co-sponsored and security has been approved by the City). Cost is \$30.00/hour per officer. To coordinate security for the event, contact Elizabeth City Police Department at (252) 335-4321.

Attach a Site Plan with the following items clearly shown, if applicable:

- An outline of the entire event venue, including the names of all public parks and facilities, and streets that are a part of the event area.
- Location of all platforms, scaffolding, bleachers, stages, canopies, tents and other temporary structures.
- Location and description of sound stages (height/size), description of amplified sound, musical entertainment (number of performers, type of music, etc.)
- Detailed food vendors, cooking area configurations, cooking methods (gas grills, propane, etc.).
- Location and description of beverage vendors, both non-alcoholic and alcoholic beverages, along with number of serving stations at each location.
- Location of vendor booths.
- Location of large tents (200 square feet).
- Location of portable restrooms.
- Generator locations, source of electricity and all requirements.
- Location of entrances/exits.
- Location of fencing, barriers and/or barricades.
- Location of fire lane.
- Location of Command Post and other Emergency Information must be provided as soon as possible.

HOLD HARMLESS / INDEMNIFICATION AGREEMENT

Applicant has requested permission to hold the _____ in the city of Elizabeth City. For consideration of such permission, Applicant hereby fully releases and discharges the City of Elizabeth City, its officers, agents and employees from any and all claims from injuries or property damage, including death, damages, and/or loss, which may arise or which may be alleged to have arisen out of, or in connection with said event.

Applicant further agrees to indemnify, hold harmless, and defend the City of Elizabeth City, its officers, agents and employees, from any and all claims resulting from injuries or property damage, including death, damages, and/or losses, including, but not limited to, the general public, which may arise or which may be alleged to have arisen out of, or in connection with said event.

In addition, Applicant has furnished and attached two (2) certificates of General Liability insurance with the City of Elizabeth City named as an additional insured in an amount to be determined by the City's Special Events Committee, but in no case less than \$1,000,000 coverage for any single event.