



So You're Planning an Event...

Thank you for choosing one of the City of Elizabeth City's parks or facilities as a site for your special event. In order to expedite this permitting process, please review the Special Event Policy and list below. We are in need of any items that are checked. Please keep in mind that not all items apply to each event.

- Special Event Permit Application
 - Hold Harmless Idemnification Agreement
- Park Permit Application
- Special Citywide Festival Permit Application
- Parade/Walk Permit Application
- Street Closure Application
 - No Parking Signage & Posting
- Picketing/Demonstration Permit Application
- Public Assembly Permit
- Banner Installation Permit Application
- Tax Exemption Certificate (if applicable)
- Non-Profit Documentation (if applicable)
- General Liability Insurance
 - City of Elizabeth City listed as additionally insured
 - City of Elizabeth City listed as certificate holder
- Liquor Liability Insurance
 - City of Elizabeth City listed as additionally insured
 - City of Elizabeth City listed as certificate holder
- Maps & Layouts
 - Site Map
 - Parade/Walk Route
 - Tents, Platforms, Stages, Etc.
 - Under Tent Layout (if over 20'x20')
 - Portable Restrooms
 - Baracades and Fencing (if applicable)
- Elizabeth City Police Department Officer Service Agreement
- Elizabeth City Temporary Power Service Agreement
- Copy of Signed Elizabeth City Stock Requisition for Event Armbands (applicable if alcohol will be made available)
- Special Consideration/Exception(s) Approval from City Manager's Office
 - Fire Arm/Canon Discharge
 - Time/Duration Extension
 - Noise/Amplified Sound
 - Other _____

- Food Vendor Information
 - Copy of General Liability Insurance Certificates
 - Copy of City of Elizabeth City Business Permit
 - Copy of Albemarle Regional Health Services (ARHS) Food Establishment Permit (if applicable)
 - Copy of ARHS Temporary Food Establishment Permit (if applicable)
 - Copy of ARHS Coordinator's Permit for a Temporary Food Event (if applicable)
 - Copy of State Department of Transportation (DOT) Street Closure Authorization
 - Alcohol Beverages (Beer, Wine, and Liquor)
 - State Alcohol Beverage Commission (ABC) Permit (if applicable)
 - Retail Permit
 - Special One-Time Permit
 - Limited Special Occasion Permit
 - Event Attractions
 - Copy of State Pyrotechnics (Fireworks) Application & Permit
 - Copy of State Department of Labor Elevator and Amusement Device Bureau Inspection/Authorization
 - Inflatable Rides (e.g. bounce house)
 - Amusement Rides
 - Stages, Platforms, Etc.
 - Copy of NC Office of the Fire Marshal Crowd Control Certificates
 - Public Safety/Emergency Management Incident Action Plan
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For more information about Special Event Permits please contact the City Manager's Office at (252) 337-6864 or the Assistant to the City Manager at acole@cityofec.com. Forms and other documents are available on our website at www.cityofec.com and choose the option for City Administration, then Special Events. Thank you again for your interest in hosting your event at a City of Elizabeth City venue and/or right-of-way. We look forward to working with you.



City of Elizabeth City Special Event Policy

The City of Elizabeth City recognizes special events as an important part of Elizabeth City's quality of life. They help build a sense of community, provide an economic benefit to businesses, promote cultural diversity and provide affordable entertainment. The City of Elizabeth City is committed to working with event organizers to help them produce a successful and safe event which has minimal impact on the environment, surrounding neighborhoods and businesses. We believe this can be achieved through responsible leadership, careful planning, good organization and teamwork.

PURPOSE

This policy sets forth the requirements, roles and general responsibilities for the use of City of Elizabeth property for special events. It further aids in identification of resources required and cost allocation for the provision of services during special events.

For the purpose of this policy, a Special Event is defined as a non-routine activity within the City of Elizabeth that brings together a crowd in excess of 500 people, will significantly impact the surrounding community, involves the increased use of City services and staff, and requires additional planning, preparedness and mitigation efforts of the local emergency response and public safety agencies. A Special Event may include, but is not limited to the following event types: festivals, carnivals, marches, demonstrations, parades, walks, block/street parties and sport tournaments.

EVENT CLASSIFICATION & COSTS

City-Sponsored/Operated Special Events

Events that are created, planned, and implemented by City Departments or Agencies. Funding for City sponsored events is reviewed annually during the budget process. Permit fees are to be waived for events falling within this category. City staff is encouraged to seek private and corporate sponsorships for the event sponsorship.

City Co-Sponsored Special Events

Events that are created, planned, and implemented by non-City Agencies. Support for the co-sponsored events may include in-kind services from City staff based on regular staff hours, waiver of some permit fees, and/or financial support limited to funds approved in City's annual budget. Cost recovery expenses are to be paid to City agencies and may include staff overtime, supplies, materials, and other direct expenses.

Non-City Sponsored Special Events

Events that are created, planned, and implemented by non-City Agencies. The City does not provide financial support for these events and expects to be reimbursed for all costs associated with the activity; including overtime expenses, supplies, materials, and permit fees. In the case of Non-Profit Events, the City of Elizabeth City may, upon approval by the City Manager, assist with the operation by providing "extraordinary services" from City staff. Event organizers of a Non-Profit Special Event must submit a current IRS 501(c)3 Statement and must reimburse the City of Elizabeth City for 100% of costs in excess of the support level authorized.

Event Classification	Who Manages	Funding Source	
		City	Other
I. City Sponsored/Operated	City	100%	0%
II. City Co-Sponsored			
a. Event Entity gives dollars to city	City	Shared	
b. City provides dollars or limited in-kind contribution to Event Entity	Event Entity	Shared	
III. Non-City Sponsored	Event Entity	0%	100%

Parades & Walks

Parades/Walks provide a unique contribution to the City by promoting community identity and providing cultural enrichment. Parades & Walks require a Permit as per City Code of Ordinances and must be filed not less than 15 days nor more than forty-five days before the date on which the proposed parade or walk is to take place (Appendix B).

Block/Street Parties

A Block/Street Party is an outdoor public event organized by the residents of a neighborhood or organization and held on the city right-of-way for social or entertainment purposes which is supported by a majority of those property owners abutting the city right-of-way upon which

such Block/Street Party is to be held. This event requires the completion of a Street Closure Application and must be filed not less than five (5) days nor more than 15 days before the date on which the proposed Block/Street Party is to take place (Appendix C). The application shall contain signatures of support from abutting homeowners, the Chief of Police, and City Manager approval.

- All residents in the block should be contacted.
- Unless waived by the City Manager, at least 60% of the households and/or nonresidential establishments affected must sign the petition. All petitioners must be at least 18 years old.
- The petitioners agree to a hold harmless agreement.
- Fire, police and rescue vehicles must be permitted access at all times during the block/street party.

Individuals or groups hosting Non-City Sponsored Special Events that include street closing of one or more State roadways must apply to the NCDOT Division 1 Division Engineer for a NCDOT Special Event permit. For more information reference *Street Closings* in the **REQUIREMENTS AND CONDITIONS** section below.

APPLICATION PROCEDURES

Applications for Special Events are available from the City Manager's office or on the City website at www.cityofec.com. Applications shall be submitted to the City Manager's Office no later than forty-five (45) days prior to the scheduled date of the event and may be submitted as early as one year before the event (Appendix A).

The City may waive the forty-five (45) day rule only in extreme cases for events that may involve some type of security issue (i.e. high profile individual visit), or an event that may require an immediate decision due to the circumstances of the event. The applicant shall comply with all applicable City ordinances, codes, conditions, and requirements.

Applicants are responsible for obtaining all permits, privilege (business) licenses, authorization and/or exemptions required by other agencies within jurisdiction for any element of the event (e.g. Alcohol Beverage Control Permits, Health Permits, Fire Works, US Coast Guard, etc.) and fire and life safety requirements. (Appendix D – Environmental Health-Temporary Food Event)

Applicant shall be responsible for the cost of all services required in coordinating and putting on the special event unless it is agreed that the City may sponsor all or a portion of the event.

A lead event organizer must be in charge of the Special Event, and this person must be accessible to City staff/Law Enforcement or, if an Incident Management Team is activated – the Incident Commander. This person will be responsible for the operation of the event, including supervision of all vendors and activities, crowd control, and payment of all fees associated with the event. The lead event organizer shall be on site throughout the entire event duration, including set-up and take-down. If an alternate lead event organizer is to be used, he or she shall be identified at the time of application and to the Incident Commander prior to assuming charge.

REQUIREMENTS & CONDITIONS

Times of Events

The City shall determine the allowed time of the event as may be appropriate for the event and the surrounding neighborhood.

Portable Restroom

It is the responsibility of the event organizer to provide adequate on-site restrooms to meet the specific needs of their event. The required number and location of restrooms for any event shall be determined by the City. However, and unless there are public facilities available that satisfy the anticipated demand, all Special Events having attendance of 250 persons or more with a duration exceeding 4 hours shall provide a quantity of two (2) toilets for every 250 people – one male, one female. At least two (2) of these facilities shall be ADA accessible. For every additional 250 persons, one additional unisex restroom facility shall be provided. Restroom maintenance is the responsibility of the event organizers and the facilities shall be removed within 24 hours after the conclusion of the event. Rental fees are the sole responsibility of the Applicant.

Special Structures

Any temporary and/or special structures such as fences, platforms, electrical structures, etc. shall comply with all appropriate codes and be City-inspected for final approval.

Sound Amplification

Amplification of music and sound as part of an outdoor special event is regulated in compliance with the City's Noise Ordinance (Article II, Section 50-35---50-44). An "Amplified Noise Permit" is not required to amplify sound for a Special Event; however neither does the Special Event Permit serve as authorization for disregard of the noise ordinance. The noise ordinance does grant reasonable exceptions for noise emanating from activities under city permit, to include noise from fireworks. Any complaints of loud, disturbing, or unnecessary noise may result in the immediate revocation of the Special Event Permit by the Elizabeth City Police Department.

Events that may produce or cause to be produce sounds in excess of limits set force in the City's Noise Ordinance need to apply for A "Permit to Exceed" the maximum sound levels. This application shall be submitted to the Chief of Police or his/her designee at least 72 hours prior to the scheduled event.

Pyrotechnics

N.C.G.S. 58-82A-1 requires anyone discharging/operating pyrotechnics or proximate explosives to attend a training course and earn a pyrotechnics operator license before conducting a pyrotechnics display in North Carolina. Pyrotechnics requests are handled as an independent process in the State of North Carolina. There are limited locations within the City limits of Elizabeth City that can safely be used to launch pyrotechnics. By N.C.G.S. 14-413, a Pyrotechnics Permit and City of Elizabeth City approval is required not less than thirty (30) days prior to the

date of the proposed pyrotechnic display. Once a complete application is received the Fire Marshal will process the pyrotechnics-related requirements, including a pre-show set up and a walk through inspection before the approval and issuance of the permit is made.

Tents/canopies

- No tents and/or canopies shall be staked.
- All tents and/or canopies shall be secured or weighted down at all corners.
- No tent and/or canopy shall be erected within fifteen (15) feet of a fire hydrant, or obstruct any building exit or doorway.
- Tents and/or canopies may not entirely block streets. A minimum of 14 feet clearance width and 13.5 feet overhead height for fire vehicle access must be maintained on all streets.
- Tents over cooking and/or open flames shall be required to have an attached label indicating flame resistance by National Fire Protection Association (NFPA), North Carolina State Fire Marshall, or other approved testing agency.

There are additional requirements for tents and/or canopies depending on size and use. Tents and/or canopies 700 square feet or less, or when the aggregate total of multiple tents and/or canopies side by side do not exceed 700 square feet without a fire break of twelve feet, are exempt from being certified as flame retardant if all the following are met:

- No enclosing side walls are present.
- No cooking or open flames.
- A minimum of twelve feet clearance is present from other structures or tents.

At least one UL rated 2A, 10B or 10C extinguisher shall be provided for all tents exceeding 500 square feet or any size tent where there is cooking with open flames. When cooking areas include deep fryers, one (1) Class K portable fire extinguisher shall be provided for every four (4) fryers. Additional extinguishers may be required after the inspection. All required fire extinguishers shall bear a tag by a certified company verifying that the fire extinguisher has been inspected within the last 12 months.

LP Gas use shall be restricted to cylinders no larger than 125 gallons water capacity (100 pounds of gas). Cylinders shall be adequately secured to prevent over turning. Cylinders may not be secured to items such as fire hydrants, temporary electric poles or barricades. Cylinders may be secured to the grill, a tent post, a table placed in a container with a flat bottom such as a plastic carton or permanent electric pole.

Pets

No pets shall be allowed in the venue area during Special Events unless authorized as a part of the application review. Exception shall be made for persons requiring the use of trained service animals. Service animals shall have proper identification. Service animals that pose a direct threat to others by growling, lunging, or otherwise menacing people can be barred from public access.

Appropriate signage stating “NO PETS ALLOWED” shall be prominently placed in the venue area and at all venue entry points.

Street Closings

Separate from city policies for street closings, NCDOT has established guidelines concerning authorization to close a State roadway so as to conduct a special event. The policy requires events that are sponsored or held by a local government provide advance notice to NCDOT and then adopt a local ordinance declaring the purpose, date and duration for the closing of a State roadway within the local jurisdiction. Notification to NCDOT Highway Division 1 Division Engineer is provided from the City Manager or his/her designee, with consideration and adoption of the ordinance by the City Council. Individuals or groups hosting Non-City Sponsored Special Events that include street closing of one or more State roadways must apply directly to NCDOT Division 1 Division Engineer for a NCDOT Special Event permit:

Division Engineer
NCDOT Highway Division 1
113 Airport Drive, Suite 100
Edenton, NC 27932
(252) 482-1850

Applications that include request to State roadway closings must be filed 45 days prior to the event date.

CITY STAFF/SUPPORT SERVICES

Extraordinary Services

“Extraordinary Services” means reasonable and necessary services provided by the City which specifically result from the Special Event. Extraordinary services result in measureable financial costs which are above and beyond the normal levels of public health and safety services on a nonevent day (i.e. those services requiring city employees to be specifically assigned to tasks in support of the Special Event and/or those services resulting in overtime pay or similar costs – such as police protection, traffic control, fire monitoring, dedicated paramedic service, parks/recreation services, and other services necessary to ensure the protection of participants and citizens, the proper functioning of City services, and the proper administration of city ordinances and this policy).

The City will make reasonable efforts to adjust the schedules of employees to minimize the requirement for overtime pay or other costs for Extraordinary Services where sufficient advanced notice of the event is provided. The City reserves the right to determine necessary staff requirements. Support of City staff beyond their normal daily routines may be obtained by noting a request for assistance on application. Any special requests must be approved by the City Manager. Fees shall be reimbursed in accordance with polices established by the City

Manager and/or Chief Financial Officer. If there is no request noted, the event organizer will be responsible for obtaining necessary and qualified staff, as approved by the City Manager, to ensure proper event management and public safety.

Electricity

Specific requirements for the use of electricity must be submitted to the City with the event application. Electricity is not available without permission from the City of Elizabeth City. For projects that utilize electricity, the City withholds the right to require payment for electricity used at event.

Trash & Clean Up

Additional dumpsters and trash receptacles will be coordinated through the Elizabeth City Department of Public Works. Event organizers are responsible for leaving all permitted space in the same condition in which they were found. Event organizers will be responsible to clean-up the site, including all signage, tape, banners, string, rope, ribbon etc., and may be billed for any additional special maintenance services required for the event.

In the case of events co-sponsored by the City, all trash should be bagged, secured and placed in the pre-determined location for pickup. Additional trash/recycling barrels should be emptied and stacked in the area they were delivered.

The event organizer is responsible for arranging for the proper disposal of gray water, cooking fat, oil, grease, tar paper, food service matting and other similar waste as directed by City staff.

PUBLIC SAFETY

A Multi-Disciplinary Planning Team and written Incident Action Plan and Management Team shall be required for events during which the anticipated attendance is projected to exceed 500 patrons or more.

Multi-Disciplinary Planning Team

While planning an event, it is important to consider every possible risk and hazard that may occur. To ensure that large-scale events are carried out safely, securely, and efficiently, a number of agencies and organizations must collaborate to perform a variety of functions. A Multi-Disciplinary Planning Team should be composed of the event organizers and any agency that holds a functional stake in the event. At a minimum the team shall include:

- Elizabeth City Police Department
- Elizabeth City Fire Department
- Pasquotank-Camden-Elizabeth City Emergency Management
- Pasquotank-Camden Emergency Medical Services
- Elizabeth City Public Works/Utilities
- Elizabeth City Parks & Recreation
- Albemarle Regional Health Services -Environmental Division (if applicable)

- Any other City/County/State/Federal organizational unit which may be impacted by a specific proposed Special Event

Incident Action Plan & Management Team

The City of Elizabeth City is committed to providing the highest level of public safety service to its citizens and visitors. The City of Elizabeth City is also legally charged with the responsibility to protect the safety, health, and general welfare of the public and public property. This policy has been developed in an effort to fulfill these responsibilities, to ensure that special events have an overall positive effect on the community and its resources, and to address the safety requirement of the event participants and spectators.

By resolution, the City of Elizabeth City has adopted the National Incident Management System (NIMS) and utilizes the Incident Command System (ICS) as its organizational tool to manage routine and catastrophic emergencies.

The ICS planning process is vital to the successful management of events. The IAP delineates roles and responsibilities in advance, allows each agency to evaluate resource needs and ensure the availability of equipment and creates ownership of potential problems for agencies that are involved in the process. The IAP further distinguishes the coordination of necessary actions by the event organizers and the responsible municipal, county, State and Federal officials to provide for timely notification, warning, and evacuation in the event of an emergency. The corresponding Incident Management Team (IMT) will be comprised of ICS/NIMS-trained individuals from various local, state and/or federal organizations. Key members of the IMT shall be from emergency agencies that are actively involved in the special event. Having the IAP and IMT in place allows the responding agency to know the risks ahead of time and be alert; it can reduce response time, further ensuring the safety and security of those in attendance.

Pasquotank-Camden-Elizabeth City Emergency Management will be the lead agency for public safety planning within the City of Elizabeth City and has developed an IAP model for Special Events that can be modified, as needed, during the planning process to address event specific risks.

The deadline for submission of the finalized IAP and IMT is no later than 10 business days in advance of the event. The IAP must be submitted to the Pasquotank-Camden Emergency Management Coordinator who will coordinate with the Multi-Disciplinary Planning Team to ensure all agencies are in agreement with the final IAP.

For events during which the anticipated attendance is projected to exceed 1,000 persons or more, trained Crowd Managers shall be provided. The minimum number of Crowd Managers shall be established at a ratio of one (1) Crowd Manager to every 250 persons. Where approved by the Fire Code Official, the ratio of Crowd Managers shall be permitted to be reduced based upon the nature of the event. A copy of each required Crowd Manager's certification shall be submitted with each Special Event application. Training and Certification for Crowd Manager can be accomplished online at the North Carolina Department of Insurance Office of State Fire Marshal website, <http://www.ncdoi.com/OSFM/> or by calling (919) 661-5880.

INSURANCE

Insurance and Liability

The Event Organizer must furnish the City of Elizabeth City a fully paid Certificate of Insurance procured from a company licensed to conduct business in North Carolina. The event sponsor shall be responsible for providing the City of Elizabeth City an appropriate Certificate of Insurance no later than fifteen (15) days prior to the event. The City reserves the right to change the limits of insurance. The City Manager will make the final determination that the required insurance limits are met.

The items below **must** appear on the Certificate of Insurance and must name the City of Elizabeth City as Additional Insured, if requested by the City.

- **General Liability Insurance.** The General Liability Policy must be provided as specified in the Risk Manager's event assessment.
- **Automobile Liability Insurance.** Automobile Liability Insurance providing coverage on a per occurrence basis will be required in the amount of the General Liability requirement if automobiles are used as part of the event.
- **Product Liability Insurance.** Product Liability Insurance will be required if there is food sales or consumption at the event. Each vendor (an entity in the business of making profit/safety sensitive contractors) must provide proof of a minimum of \$1,000,000 Products Liability Insurance.
- **Worker's Compensation Insurance.** Worker's Compensation Insurance will be required and afford protection to, any City of Elizabeth City off duty employees hired by the event holder/sponsor to work the event.
- **Liquor Liability Insurance.** Liquor Liability Insurance with a minimum limit of \$1,000,000 will be required if there is the sale or consumption of alcoholic beverages at the event.

A **Hold Harmless Agreement and/or Indemnification Agreement** must be signed and attached to the application (Appendix E).

EVENT CANCELLATION

Regardless of whether or not permits have been issued the City Manager 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/her 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 (e.g. 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.

The City of Elizabeth City reserves the right to waive, modify, and/or amend said Policies and/or Forms, partially or in its entirety, or any item solely at the City's discretion. This may occur by formal written action of the City Manager or City Council.