

Town of North Topsail Beach

Special Events Policy

I. Purpose

Special events provide opportunities to promote community welfare and quality of life, help build a sense of community, showcase local and regional talent, enrich cultural opportunities, draw first-time visitors to North Topsail Beach and contribute to the local economy.

The Town of North Topsail Beach recognizes the benefits and opportunities made available through special events. Therefore, the Town seeks to facilitate, promote, coordinate and/or participate in special events that provide a benefit to the larger community.

This policy outlines a process for approval of events requiring special assistance from the Town of North Topsail Beach. It further aids in identification of resources required and cost allocation for the provision of services during special events.

It is the policy of the Town of North Topsail Beach that any approved special event should not result in the expenditure of excessive public resources and that the Town should be compensated by the applicant for costs incurred by the Town of North Topsail Beach.

This Policy is intended to work in concert with all other applicable rules, regulations, laws, and ordinances of the Town of North Topsail Beach.

II. Definitions

Applicant: Any individual or person representing a firm, or organization proposing a special event: 1) on public property controlled by the Town of North Topsail Beach or 2) on private property within the city limits if the event applicant requests support service and/or Town resources or personnel.

Community Programming Partners: Any individual, group or organization which has a contractual agreement and a budgeted arrangement with the Town of North Topsail Beach to offer special events. Support offered by the Town of North Topsail Beach for special events will be limited to those terms and conditions outlined in the contract between the Town and the Community Programming Partner.

Event Permit: Upon approval and payment of fees, the Town Manager shall issue the applicant a permit to conduct the special event.

Event Principals: Other than the applicant, professional event organizers, event promoters, financial underwriters, commercial sponsors, charitable agencies for whose benefit the event is being produced, the organization or organizations whose name the event is being advertised, and all others administratively, financially, and organizationally involved as principals in the proposed special event.

Public Property: Refers to all Town-owned or maintained parks, buildings, facilities, public streets and the right-of-way of public streets.

Special Event: An event occurring on public property controlled by the Town of North Topsail Beach. This includes, but is not limited to, foot races, public gatherings, parades, competitions, concerts, festivals, neighborhood events, and entertainment/amusement events. This does not include events conducted by the Town of North Topsail Beach, Onslow County, or pre-existing arrangements with existing community programming partners. Applicants for events held on private property shall make application pursuant to this policy if the nature and scope of the event will involve Town personnel or resources.

Special Event Permit Application: A form required by the Town of North Topsail Beach whereby the applicant shall apply to utilize public property and/or public resources or personnel for a special event. The application will be submitted to the Customer Service Coordinator.

Customer Service Coordinator: The staff member assigned by the Town Manager to serve as liaison between the Town and the applicant during the application review process. This individual will seek input from the affected departments and any support organizations (North Topsail Beach Fire and Emergency Medical Services, mutual aid partners, and if necessary Onslow County, State of North Carolina) as may be necessary. This individual is also responsible for ensuring that all deadlines and requirements of this policy are met.

Support Services: Services provided by the Town of North Topsail Beach to ensure that a special event is conducted in such a way as to protect the safety, health, property and general security of the public and integrity of public property. Each Department head or designee shall estimate the Town support service requirements and costs for each special event. This includes manpower, equipment, supplies and consumables required to service the special event.

III. Classes of Special Events

Class A: A special event that meets either of the following criteria:

- a. May require 200 or more extra staff hours by Town employees, or
- b. Is expected to draw an approximate number of spectators and participants that is more than 5,001 persons within a consecutive 24-hour time period.

Class A event applications must be submitted to the Customer Service Coordinator no later than 45 days prior to the event date.

Class B: A special event that meets either of the following criteria:

- a. May require between 100-199 extra staff hours by Town employees, or
- b. Is expected to draw an approximate number of spectators and participants that is between 2,001 and 5,000 persons within a consecutive 24 hour time period.

Class B event applications must be submitted to the Customer Service Coordinator no later than 45 days prior to the event date.

Class C: A special event that meets either of the following criteria:

- a. May require between 99 or less extra staff hours by Town employees, or
- b. Is expected to draw an approximate number of spectators and participants that is 2,000 persons or less within a consecutive 24 hour time period.

Class C event applications must be submitted to the Customer Service Coordinator no later than 45 days prior to the event date.

Class D: A special event which may require no or very limited staff hours by Town employees other than dropping off barricades or cones, etc. Staff time is limited to permit application review and nominal support for the event. Events of this nature are normally confined to a single block on a street or limited use of public facilities. Class D event applications must be submitted to the Customer Service Coordinator no later than 10 days prior to the event date.

Exceptions to Deadlines: Applications that fail to meet the deadlines outlined above may be accepted by the Town if, in the opinion of the Customer Service Coordinator, there is sufficient time to process and approve the application, identify any conditions of approval, and arrange resources to effectively service the event.

IV. Special Events Permit Process

1. **Application** – Any applicant desiring to hold a special event on any public property in North Topsail Beach or owned by North Topsail Beach or which will involve Town resources or personnel must complete an application on the appropriate form and submit it to the Customer Service Coordinator no later than the time specified by the Event Class outlined in Section III above. At the time of submission, the applicant shall pay the application fee and submit all required attachments as indicated in the application. Applications for special events will be available on the Town of North Topsail Beach web site or in the office of the Customer Service Coordinator.
2. **Department Review** – The Department head of all Town of North Topsail Beach departments will review the application and make specific recommendations concerning the following:
 - a. Recommended changes to the proposed location, scope, date and time for the special event.
 - b. The type, amount and anticipated charges for any Town manpower or other resources needed for the special event.

The Department heads shall ensure that the review and action on the proposed special event is completed and returned to the Customer Service Coordinator no later than 30 days prior to the date of the Class A, B or C event.

3. **Town Administrative Review** – The completed application and department review materials will be forwarded to the Town Manager for review and analysis. With the exception of Class D events, the Town Manager shall ensure that their review and action on the proposed special event is completed no later than 25 days prior to the event date.

4. **Appeal** – Written appeals to a decision made by the Town Manager to deny approval of an application may be presented to the Board of Aldermen within 15 calendar days of said decision. Applicants may appeal only in the event of a denial of an application. Appeal of decisions pertaining to fees, costs or conditions of a special event are not permitted.

5. **Payment of Fees** – No later than 20 days prior to the event date, the applicant will remit to the Town of North Topsail Beach the fees for the special event at which time the permit will be issued by the Town Manager.

6. **Issuance of Event Permit** – No Special Event shall take place without a duly executed and issued permit pursuant to the guidelines outlined in this policy.

7. **Execution of Event** – Event shall be executed by the applicant and event principals.

V. Criteria for Evaluation

The criteria for evaluating and scheduling special 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.
- Frequency of the same or similar event(s) as well as potential conflicts with previously approved events.
- Impact on the surrounding businesses or residences.
- Ability for the park or public place to remain open to other users, unless a street closure has been requested and will be approved.
- Perceived benefit of event for Town of North Topsail Beach community.
- Likelihood of participation by Town of North Topsail Beach residents.
- Previous history of the applicant in facilitating special events.
- Ability of the applicant to achieve goals set forth for special events.

VI. Special Event Estimated Cost Matrix

A **\$25.00** non-refundable application processing fee will be charged for all but Class D events. The application fee is due at the time of application.

Fees	Non-Refundable Fees		Refundable Fees	Insurance Requirements
<u>Class</u>	A. <u>Facility Fee</u>	B. <u>Staff Charges</u>	<u>Sanitation Deposit*</u>	<u>Policy Minimum</u>
A	Per Fee Schedule	TBD	\$300	\$1,000,000.00
B	Per Fee Schedule	TBD	\$200	\$1,000,000.00
C	Per Fee Schedule	TBD	\$100	\$1,000,000.00
D	Per Fee Schedule	TBD	\$-0-	\$-0-

The application fee, facility usage fee, and staff charges fees are non-refundable. The sanitation 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 Town, as well as potential denial of future applications. The Town’s decision on any loss of deposit shall be final. The sanitation deposit may be waived by the Town Manager.

The Town will charge facility usage or rental fees for the use of specific facilities. The fees are intended to cover wear and tear, initial supplies, water, electricity, etc. Facility fees shall not apply to special 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.

*Sanitation deposit may be required if the event is not on public property if overflow parking is expected and planned on public street right of ways and/or public parking lots.

VII. Event Cancellation/Refund of Fees

If the special event is cancelled after the payment of fees because of conditions beyond the control of the applicant, the Town may consider a partial to full refund of fees paid, with the exception of the application fee. The Town Manager will assess any costs already incurred by the Town and coordinate with the affected Department heads to ascertain the amount of refund.

VIII. Insurance

A comprehensive liability insurance policy with at least one million dollars (\$1,000,000) coverage for Class A - C events per occurrence for bodily injury and property damage with an endorsement naming the Town of North Topsail Beach, specifically and separately, as an additional insured under the policy is required. Do not include any specific department or person. A certificate of insurance is to be provided to the town Customer Service Coordinator no less than 14 days prior to the scheduled event. If an event is approved, it will be approved pending receipt of the insurance certificate. The insurance agency must be licensed to do business in the State of North Carolina. The company providing insurance must provide at least thirty (30) days written notice of cancellation or termination, if such cancellation or termination of the policy is to occur prior to the indicated expiration date on the face of the certificate. In the event of any changes or cancellation in the policy, the Town of North Topsail Beach must be notified immediately.

IX. Rules and Prohibitions

A. Adherence to Town Ordinances and Rules – All applicants must adhere to all Town ordinances and posted park/facility rules, with exception of any items exempted by written permission only. A copy of the park rules and guidelines will be issued upon event approval.

B. Resource Estimates – The Town of North Topsail Beach shall be the final authority in estimates of attendance, need for additional staff hours, and/or assignment of manpower and equipment to special events.

C. Sanitation – A sanitation deposit shall be submitted to the Town as outlined herein unless waived by the Town Manager. Said deposit is refundable within 30 days of the end of an event provided the facility is left in a satisfactory post event condition.

The applicant is responsible for making arrangements with the Town for additional trash receptacles. Plastic trash can liners will be placed in all existing trash cans prior to the event. It is the applicant's responsibility to deposit any trash in appropriate trash receptacles following the event in order to ensure return of the sanitation deposit. If the size of the event warrants additional receptacles, the Public Works department will review the application, and the applicant will be contacted. It will be

the applicant's responsibility to make all arrangements and pay any fees applicable for any additional equipment or services.

All trash receptacles must be dumped upon completion of the event into pre-determined receptacles or dumpsters as approved by the Town and prior to the park or other public property or facility opening the next day, unless arranged in advance with the Town. Dumpster locations shall be approved or determined by the Town at time of permit issuance.

D. Restroom Facilities – For all Class A - C Permit events of 4 hours duration or more, portable toilets may be required. This requirement may be met if sufficient Town restroom facilities are available on-site. Town Staff will assist the applicant in determining the number of toilets needed, although a ratio of two toilets per 50 attendees can be used as a guide. An appropriate mix of toilets for males and females must be provided. In compliance with the Americans with Disabilities Act, the applicant must provide sufficient handicap accessible portable toilets. It is the applicant's responsibility to make all arrangements (drop-off, pumping during the event, and pick-up) and pay any rental fees. Town will stock supplies for permanent restroom facilities prior to start of event. The Town may choose to close public toilets.

E. Sound System – Sound system equipment is not provided. The Customer Service Coordinator must be notified in writing of any intended use of a sound system during the event. Sound system requirements should be provided on the event application.

F. Alcohol – Alcohol sales, consumption and possession are prohibited on Town property or property controlled by the Town.

G. Food Sales – Any intention to sell food must be indicated in the application. It shall be the responsibility of the applicant to contact the Onslow County Health Department to obtain any necessary permits. Additional vendor requirements will be determined upon event approval.

H. Medical – For all Class A-C Permit events of 4 hours duration or more, medical personnel may be required to be on site. The Customer Service Coordinator will contact North Topsail Beach Fire and Emergency Medical Services to ascertain the costs to be paid for the provision of emergency medical services.

I. Utilities – Specific requirements for the use of electricity, water and/or sewer facilities must be submitted with the application. Electricity on public property is not available without permission from the Town. For projects that utilize large amounts of electricity, water or sewer facilities, the Town may require additional payment with charges for electricity used at event to be based on electric meter readings taken prior to and following each event. Additionally, the Town may require the applicant to arrange for the installation of a temporary service with Jones Onslow Electric Membership Corporation (JOEMC). Any expenses related to the installation of temporary electrical service shall be the responsibility of the applicant. The Town will designate the location for the erection of poles or other devices pertaining to temporary electrical service on public property.

If the special event is on public property and requires the use of more than small amounts of water or more than minimum sewer service, the Public Works Director will assign costs for said water and/or sewer usage as a part of the permitting process.

J. Parking - Participants must adhere to all parking regulations established by the Town of North Topsail Beach. Applicants are prohibited from charging patrons for parking in public spaces. The applicant must secure additional parking for larger events as well as transportation/shuttle routes for off-site parking, both of which must be approved by the Customer Service Coordinator.

K. Event Equipment and Layout – Tables, chairs, stages, tents and other set-up equipment are permitted on public property with prior approval. A layout of the event area, including locations of all tables, chairs, tents, stages, vendor set-up, portable restrooms, road closures, parking plans and other equipment must be submitted with the application. Approval will be given prior to the event. Tables and chairs will not be provided by the Town of North Topsail Beach.

L. Safety Plan – Applications will be submitted to the Police Chief and Fire Chief for the Town of North Topsail Beach. When officials determine that the gathering of persons will impact the provision of police and fire safety services, a plan for the provision of safety services will be prescribed by the Police Chief, Fire Chief or their designees. Applicants will be required to include any additional information required by the Police Chief, Fire Chief or their designees.

M. Alterations to Public Property and Parks – Alterations to park facilities including the attachment or installation of decorations and displays are prohibited unless advance permission has been received from the Town. Construction and installation of special service facilities must be approved prior to the event. Damage to any structure or plant material will be billed to the applicant at replacement cost plus labor. The Town withholds the right to regulate placement and method of placement of items or structures on any public property.

X. Discrimination

The applying organization, association, or entity shall not discriminate or advocate discrimination on account of race, color, religion, creed, national origin, age, gender, or disability.

XI. Revocation of Permit

The Town shall have authority to revoke any permit upon violation of the conditions set forth herein and/or where staging of the event would have an immediate and adverse effect on the welfare and safety of persons or property. The Chief of Police or Fire Chief or his or her designee shall have authority to close any event immediately upon violation of conditions set forth herein or to preserve safety of persons or property.

XII. Modification of Policies

The Board of Aldermen for the Town of North Topsail Beach may waive, modify, and/or amend said policies, partially or in its entirety, at any time solely at the Town’s discretion. This may occur only by formal action of the Board.

Board of Aldermen Approved: September 5, 2013



**TOWN OF NORTH TOPSAIL BEACH
SPECIAL EVENT PERMIT APPLICATION**

I. TITLE, PURPOSE, LOCATION, AND BRIEF DESCRIPTION OF EVENT:

New Application

 **Renewal of or
Change in Application**

Type of Event: **Private Event on Private Property** **Private Event on Public Property**
 Public Event on Private Property **Public Event on Public Property** **Parade or Other Street Event**

Refer media or citizen inquiries to: _____

Telephone _____ **Email** _____

II. APPLICANT AUTHORIZATION:

Attach a written communication from the organization or organizations in whose name the event will be advertised which authorizes you, the applicant, to apply for the special events permit on its or their behalf.

Applicant's Name: _____ **Title:** _____

Address: _____

Mailing Address: _____

Affiliation: _____

Phones: _____
(Daytime) **(Evening)** **(Emergency)**

III. EVENT PRINCIPALS:

On the next sheet, please list names, addresses, and telephone numbers of all the principals involved in any way in the proposed event. Include professional event organizers, event promoters, financial underwriters, commercial sponsors, charitable agencies for whose benefit the event is being produced, the organization or organizations in whose name the event is being advertised, and all others administratively, financially, and organizationally involved as principals in the production of the proposed special event. Make additional copies of the next sheet as needed to include all of the principals involved in the proposed special event.

EVENT PRINCIPALS INFORMATION SHEET
(Make additional copies as needed)

Name: _____

Organization/Business/Agency/Affiliation: _____

Mailing Address: _____

Phones: _____
 (Daytime) **(Evening)** **(Other)**

Title and Functional Responsibility with Regard to the Event: _____

Will this person have authority to cancel or greatly modify event plans?

Yes **No**

Will this person be present at the event area or areas and in charge of the event at all times?

Yes **No**

IV. REQUESTED EVENT COMPONENTS:

A. Requested day and date (first choice): _____

B. Alternate days and dates: _____

C. Requested hours of operation, from _____ AM/PM to _____ AM/PM

D. Set up beginning day and date _____ Time _____ AM/PM

Dismantle by day and date _____ Time _____ AM/PM

E. Describe the number and type of animals to be used in the event: _____

F. Attach a draft of the entry form for participants/spectators.

G. Anticipated number of participants: _____ and spectators: _____

V. INSURANCE:

Attach to this application either an insurance policy or a certificate of insurance including the policy number, amount and the provision that the Town is included as an additional insured. (Please note that insurance requirements depend upon the risk level of the event. Also, if your event can be classified as First Amendment expressive activity, insurance requirements can be waived by the Board of Aldermen under certain circumstances.)

VI. SANITATION:

Attach your "Plan for Clean/up Material Preservation." Include number, type and location of trash containers to be provided for the event. Indicate who and how many will be responsible for emptying and cleaning up around containers during the event. Indicate who and how many will be responsible for cleaning up the event area after the event. Describe the number, type and location of portable toilets to be provided for the event area. Describe the number, type and location of portable toilets to be provided for the event (or permanent toilets to be used for the event). Include any other plan you have for ensuring post-event cleanliness and material preservation of city facilities, equipment, premises and streets.

VII. LOCATION MAP:

Check off below items that apply to your event. Indicate these items on attached maps. Use, where necessary, a to-scale drawing.

- If a route is involved, the beginning area, the route (indicate directions with arrows), and the finish area
 - If a route is involved, the places where traffic needs to be considered
 - If a relay is involved, indicate hand-off points
 - If street/lane closures are involved (closure of State Maintained Roads requires approval from NCDOT)
 - Entertainment or stage locations (grandstand operators should provide you with a to-scale drawing)
 - Alcoholic beverage concession area
 - Non-alcoholic concession areas
 - Food concession areas
 - General merchandise concession areas
 - Portable toilet facilities (indicate number)
 - First-aid facilities
 - Event participant and/or spectator parking areas
 - Event organizer's command post
 - Fireworks or pyrotechnics site
 - Vehicle fuel-handling site
 - Cooking areas
 - Tables, enclosures, etc.
 - Temporary structures constructed for the event
 - Site of electrical wiring to be installed for the event
 - Trash containers (indicate number): _____ Recycling Containers (indicate number): _____
 - Other. Please describe: _____
-
-

VIII. AVAILABILITY OF FOOD, BEVERAGES AND/OR ENTERTAINMENT:

A. If there will be music, sound amplification or any other noise impact, please describe, including the intended hours, the music, sound, or noise.

B. Alcoholic beverages to be served? Yes No

C. If yes, describe what system will be used to ensure that alcoholic beverages will be consumed only by those persons 21 years and older.

D. If yes, describe how, where, when and by whom the alcoholic beverages will be served.

E. If yes, attach to the application a copy of your permit from the State Alcoholic Beverage Control Board. Alcohol may not be served without a permit.

F. If a casino party, a dance, or live entertainment is part of your event, please describe.

G. Please describe all of the activities of your event for which a privilege license is required (contact Permit Specialist 910-328-1349 option 3).

H. Food and/or non-alcoholic beverages to be served? Yes No

I. If yes, describe sanitation measures, food handling procedures, and the nature of the food (such as pre-packaged foods, hot dogs, pre-mixed sodas, unpeeled fruit, raw meats, vegetables, fish, or peeled and cut fruit).

J. If yes, you may need to have a health permit from the Onslow County Health Department – Environmental Health Division. Attach a copy of your health permit to this application.

K. If you intend to cook food in the event area, describe your area layout, including fuel or electrical source to be used.

IX. SECURITY AND SAFETY PROCEDURES:

A. Describe your proposed procedures for set up, operation, internal security and crowd control.

B. If the event is to occur at night, describe how you are going to light the event in order to increase the safety of participants and spectators coming to and leaving the event.

C. If you event includes vehicles or animals, describe the minimum and maximum speeds of the event and the minimum and maximum intervals of space to be maintained between units.

D. Attach to this application a copy of your building permit (or permits) if you are installing any electrical wiring on a temporary or permanent basis and/or if you are building any temporary or permanent structures such as bleachers, scaffolding, a grandstand, reviewing stands, stages or platforms.

E. Will this event include the use of signs? Yes No

If yes, please refer to the Town Unified Development Ordinance Section 8.09. Temporary signs (up for no more than 30 days) require a permit from the Town's Planning & Zoning Department.

F. Give name, address and phone numbers of the agency or agencies which will provide first-aid staff and equipment. Attach additional sheets if necessary.

Name of Agency: _____

Name of Representative: _____

Address: _____

Phone Numbers: _____

Indicate medical services that will be provided for the event.

Medical Service	How Provided
_____ Ambulances	_____
_____ Doctors	_____
_____ Nurses	_____
_____ Paramedics	_____

X. VENDORS OR CONCESSIONAIRES:

A. Describe what vendors or concessionaires you will allow in conjunction with the event and the purpose or purposes of these concessions.

B. Describe how you intend to regulate, monitor and control the type, number and quality of vendors/concessionaires whom you may permit to operate in conjunction with the event.

XI. MITIGATION OF THE IMPACT ON OTHERS:

Describe how you intend to mitigate the impact of the special events on businesses, neighbors, motorists, and others. Attach additional sheets, if necessary, entitled "Mitigation of the Impact on Others."

XII. TOWN SERVICES/EQUIPMENT:

Describe town services and/or equipment requested for this event. Town barricades, cones, and no-parking signs may be borrowed on an as-available basis. You should plan to pick up and return this equipment. If you or your volunteers cannot pick up and return this equipment, please attach a letter requesting these services and explaining why your organization cannot perform them. This will be reviewed and approved or denied by the Customer Service Coordinator.

XIII. OPTIONAL INFORMATION:

The following information is not required for permit approval. It is requested so that the Town will have data, in the future, of the dollars raised for charities, the estimated age groups of participants and spectators, the fees charged or donations required and the specific public benefits derived from each event.

A. Estimate percentage of age groups for participants and spectators:

	PARTICIPANTS	SPECTATORS
Age 15 years & under	_____ %	_____ %
16 to 25 years	_____ %	_____ %
26 to 45 years	_____ %	_____ %
46 years & older	_____ %	_____ %

B. If there is a fee or donation required as a condition of attendance or participation in this event, please describe the amounts to be collected from various categories or participants or spectators:

XIV. AGREEMENT

I, the applicant, understand the filing of this application does not ensure the issuance of this permit. I also understand that all Special Event organizers and participants must comply will all applicable Town ordinances, traffic rules, park rules, State health laws, fire codes and alcohol licensing regulations. I have read the Town of North Topsail Beach Special Events Policy and I further understand that an incomplete application may be cause for denial of the event.

Hold harmless indemnification defense.

For good and valuable consideration I, the applicant agree to indemnify, defend, and hold harmless the Town of North Topsail Beach, and it officers, officials, employees, and agents from and against any and all liability, loss, damage, expenses, costs, including attorney fees arising out of the activities performed as described herein, cause in whole or in part by any negligent act or omission of the applicant/organization, anyone directly or indirectly employed by any of them or anyone whose acts any of them may be liable, except where caused by the sole negligence or willful misconduct of the Town.

Signature of Applicant

Date

Submit this application with \$25 processing fee to:

Town of North Topsail Beach
2008 Loggerhead Court
N Topsail Beach, NC 28460
ATTN: Town Clerk

Email: townclerk@northtopsailbeachnc.gov

DO NOT WRITE IN THIS SPACE

DATE RECEIVED: _____ BY: _____

FEE COLLECTED: \$ _____ DATE OF APPROVAL/DENIAL: _____

BY: _____
TOWN MANAGER

Application # _____

Forwarded for review/information:

- Fire Department
- Inspections Department
- Public Works
- Police Department
- Planning & Zoning