

# Town of Beaufort Event Procedures

## Section 1: Purpose

- 1.1 A permit is required for outdoor community events on town-owned property, including roads, parks, parking lots, open spaces, walkways, docks, etc. Such events may include the following elements: food being given or sold to the general public, alcohol, vendors, fireworks, sound amplification, tents, use of electricity, fencing, canon fire during reenactments, rides/bounce houses, road races.
- 1.2 The purpose of the Town of Beaufort Event Procedures and Application is to establish guidelines and procedures for the application process and management of special events in the Town of Beaufort. It outlines the operation of events on Town of Beaufort property, streets and roadways.
- 1.3 The procedures will help the event organizer determine the requirements that are to be in place in order to effectively plan and execute a successful special event.

## Section 2: Application Process

- 2.1 The Town of Beaufort Events Coordinator will serve as the primary point of contact for processing all event applications.
- 2.2 The permit process begins when a **COMPLETED** Event Application including a site plan is submitted by the required deadline along with the appropriate permit fee. All applications should be submitted to the Events Coordinator at 701 Front Street, P.O. Box 390, Beaufort, NC 28516 or by email at [r.johnson@beaufortnc.org](mailto:r.johnson@beaufortnc.org).

### Application Deadlines

Event applications for Special Event Permits must be completed and returned with all paperwork and additional required permits by application deadlines.

- At least 60 days or 2 months in advance for events with an attendance of less than 500
- At least 90 days or 3 months in advance for events with an expected attendance of 500 or more and all new tourism events

Applications submitted late or incomplete may not receive approval and may not be issued a permit.

- 2.3 The application will be processed and reviewed by the Town of Beaufort Event Coordinator, Chief of Police, Fire Chief, Public Works Director and Town Manager prior to submission to the Board of Commissioners for approval.
- 2.4 Event organizers may be notified if the event requires additional information or modification and if additional charges may be applicable.
- 2.5 If the event will have more than 500 people in attendance, the event coordinator may request a site visit with the event organizer and various departments several weeks prior to the event.
- 2.6 A permit will be sent once the event is approved and all aspects of the event application have been met.
- 2.7 Insurance is mandatory for all events.

### **Section 3: General Policies & Procedures**

- 3.1 All municipal, state and federal laws must be adhered to by the event organizer. The event organizer is required to provide evidence of all necessary licenses/permits required to operate the event.
- 3.2 The event organizers must adhere to all special event policies and procedures.
- 3.3 The Town expects that all events in Beaufort strive to be accessible and compliant with the Americans with Disabilities Act (ADA). For more information on special event compliancy, visit <http://onsiteco.com/ada-regulations-for-special-events/>.
- 3.4 The Town of Beaufort may attach such terms and conditions to a permit as deemed necessary to ensure public safety, protect Town property or to maintain the enjoyment of the park(s), parking lots and roads for the public.
- 3.5 Any damage to Town property as well as missing barricades, signage, etc. will be borne by the event organizer.

### **Section 4: Road Closures**

- 4.1 All road closures must be approved by the Board of Commissioners.

- 4.2 Regulatory signs required for a special event shall only be installed by Town staff.
- 4.3 Emergency access must be provided at all times. An unobstructed fire lane must be left open for emergency vehicles.
- 4.4 Sidewalks will remain open and unobstructed to the public throughout the closure except for safety reasons.
- 4.5 If a road closure has any impact on area businesses and/or residents, the applicant will be required to inform all residents and/or businesses in the area of the road closure, by letter or hand-delivered flyer at least 14 days in advance of the event, of the particulars of the approved temporary road closure and any detour route available.
- 4.6 Requests for road closures may be subject to event/site specific conditions or alternative routes at the discretion of town staff and the Board of Commissioners.

## **Section 5: Waste Management/Recycling**

- 5.1 As an event organizer, you are responsible for the clean-up of your event site(s). The Town of Beaufort will provide all normal maintenance services to its current routine standards. Any additional maintenance required by the special event organizers prior to or during the event should be requested and additional fees may apply. (This includes but is not limited to restroom facilities and solid waste.)
- 5.2 The event organizer is encouraged to recycle and behave in an environmentally friendly manner.
- 5.3 Arrangements must be made in advance for additional garbage/recycling bins, additional pickups and restroom cleaning/restocking. Additional fees may apply.

## **Section 6: Tent Permits**

- 6.1 The North Carolina Fire Prevention Code requires tents and other membrane structures to be evaluated for fire and life safety and a permit issued prior to the event.
- 6.2 Town of Beaufort Tent Permit Inspection Requirements and application may be found at <http://www.beaufortnc.org/i-want-to/print-a-tent-permit>.

- 6.3 There is a \$50 Tent Permit Fee. Please submit the fee and completed tent permit application to: Town of Beaufort Fire Department, Attention: Tammy Turek 506 Live Oak Street, Beaufort, NC 28516. If you have questions, please call (252) 728-4325 or email [t.turek@beaufortnc.org](mailto:t.turek@beaufortnc.org).
- 6.4 Tent companies must submit a completed application with required attachments at least 3 days prior to an event. Attachments include: Certificate of Flame Resistance if the tent is not permanently affixed with a National Fire Protection Association 701 label, detailed site and floor plan for tents with an occupancy of 50 or more people.
- 6.5 All rules and regulations must be followed at all times during an event.
- 6.6 The fire inspector will be using the latest NC Fire codes during their inspection.
- 6.7 Open flames or flammable liquids are not allowed in the tent. (This includes performances involving flames).

## **Section 7: Fireworks**

- 7.1 Law prohibits setting off fireworks in the Town of Beaufort without prior approval and permitting from the Town of Beaufort Fire Chief and Fire Marshal. Please contact the Beaufort Fire Department at (252) 728-4325 for further information.

## **Section 8: Fencing/Staking**

- 8.1 All requests for installation of any object that penetrates the ground including but not limited to fence posts, sign installation, tent stakes, etc. must be approved. Locates for gas, electric and all other services in or near the area may be requested and must be obtained prior to any installation. The event organizer is responsible for all damages to Town property.

## Section 9: Food Service

- 9.1 Any food service or vendor involved in any charitable and/or commercial function or event at which food is prepared, served, sold, provided and/or offered to the public must comply with all State and County regulations. For more information visit <http://www.carteretcountync.gov/180/Food-Service-Establishments>. Fees, inspections and deadlines apply. The North Carolina Food Code Manual is available at <http://ehs.ncpublichealth.com/faf/docs/foodprot/NC-FoodCodeManual-2009-FINAL.pdf>. The North Carolina Department of Agriculture guidelines may be found at <http://ncagr.gov/fooddrug/food/inspections.htm>.
- 9.2 The event organizer is responsible to ensure all state and local regulations are followed.
- 9.3 All food vendors must display and/or have available their inspection documentation as required by state law.
- 9.4 If a vendor does not comply with all regulations, they will be shut down for the duration of the event.
- 9.5 The event organizer must make necessary arrangements with the county for health inspections.

## Section 10: Alcohol

- 10.1 Per Town of Beaufort Code of Ordinances 115.02 it shall be unlawful for any person to possess or consume any malt beverages and unfortified wines on town property.
- 10.2 Event organizers may request the Town of Beaufort Board of Commissioners waive this regulation during a special event. The Town of Beaufort reserves the right to set specific requirements such as limiting hours, requiring fencing, requiring security, proper signage etc.
- 10.03 If alcohol will be served or consumed at the event, the organization must obtain an ABC permit and provide a copy of the permit to the Town. Limited Special Occasion Permits may be found at <http://abc.nc.gov/Permit/ApplyLSO> and Special One-Time Permits may be found at <http://abc.nc.gov/Permit/ApplySOT>. Please read each one carefully to ensure you have applied for the appropriate permit. Please note there are fees and deadlines associated with these permits. For complete details please contact the North

Carolina Alcoholic Beverage Control Commission at (919) 779-0700 or online at <http://abc.nc.gov>.

- 10.04 Event organizers are required to conduct I.D. checks at the event.
- 10.05 If any alcoholic beverages will be served, sold or consumed onsite, liquor liability insurance with a limit of not less than \$1,000,000 each occurrence is mandatory. This is in addition to Commercial General Liability insurance. Insurance must include the Town of Beaufort, its officials, officers and employees as insureds.
- 10.06 If a special event serves alcohol, the special event will be required to hire a minimum of two law enforcement officers. The requirement for additional officers may be increased due to public safety concerns at the discretion of the Beaufort Police Chief. The rate per officer is \$32.50 per hour.

## Section 11: Insurance Requirements

- 11.1 The event organizer shall procure and maintain for the duration of the event the following insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the organizer, his agents, representatives or sub-organizers.
  - A) **Commercial General Liability Insurance** – The event organizer shall maintain occurrence version commercial general liability insurance with a limit of not less than \$1,000,000 each occurrence. If such insurance contains a general aggregate limit, it shall apply separately or be no less than two times the occurrence limit. Such insurance shall:
    - 1) Include the Town of Beaufort, its officials, officers and employees as insureds. The coverage shall contain no special limitations on the scope of protection afforded to the above listed insureds. List Certificate Holder and Additional Insureds as follows:
      - Town of Beaufort
      - Its Officials, Officers and Employees
      - Attn: John Day
      - 701 Front Street
      - Beaufort, NC 28516
    - 2) Be primary with respect to any insurance or self-insured retention programs covering the Town, its officials, officers and employees.

**B) Liquor Liability Insurance** – If any alcoholic beverages will be served or consumed onsite by event organizers, employees, volunteers or guests, organizers shall maintain occurrence version liquor liability insurance with a limit of not less than \$1,000,000 each occurrence. If such insurance contains a general aggregate limit, it shall apply separately or be no less than two times the occurrence limit. Such insurance shall:

1) Include the Town of Beaufort, its officials, officers and employees as insureds. The coverage shall contain no special limitations on the scope of protection afforded to the above listed insureds. List Certificate Holder and Additional Insureds as follows:

Town of Beaufort  
Its Officials, Officers and Employees  
Attn: John Day  
701 Front Street  
Beaufort, NC 28516

2) Be primary with respect to any insurance or self-insured retention programs covering the Town, its officials, officers and employees.

- 11.2 The event organizer understands that these insurance coverage requirements are minimums and that they do not restrict or limit the hold harmless provisions
- 11.3 Any vendor, contractor or caterer brought in for the event by the event organizer is required to provide valid proof of insurance upon request.

## **Section 12: Noise Policy**

- 12.1 Noise is regulated by the current Town of Beaufort Code of Ordinances Chapter 91. Please refer to 91.03 for times and levels.

## **Section 13: Signage & Banners**

- 13.1 Permission is required to erect any sign or banner on municipal property.

- 13.2 A letter requesting what and where the signage you would like to place should be submitted with the event application. Please note signage is not permitted in the public right of ways.

## **Section 14: Electrical & Water**

- 14.1 It is very important to ensure that individuals working at or attending festivals are safe from potential fire or shock hazard. Event organizers may be required to complete an electrical inspection before commencing work at a festival or event.
- 14.2 At no time should electrical cords be placed across a public walkway or main entrance to a tent.
- 14.3 Electricity is available at certain locations for events at the rate of \$50 per event per location.
- 14.4 If an electrician must be called due to diagnostics or tripping a receptacle, the event organizer will incur all fees associated with the electrician.
- 14.5 Town outlets are only 110 capable. Arrangements for higher ampage must be made at least 30 days prior to an event and is at the cost of the event organizer. The Town will not pay to install temporary receptacles.
- 14.6 Only qualified electricians as arranged by the Town of Beaufort are permitted to work on electrical receptacles.
- 14.7 If an electrical cord is deemed hazardous it must be removed immediately. The Town reserves the right to shut the vendor and/or the event surrounding the area in danger of electrical shock down for the duration of the event.
- 14.8 Non potable water is the only water accessible. This is available via hoses at several Town locations. This water is not for drinking.
- 14.9 It is the responsibility of event organizers to ensure an adequate supply of drinking water is available to all event staff, volunteers and event participants.



## Section 15: Parking/Parking Lot Closures

- 15.1 The event organizer is responsible for:
  - A) Ensuring there is sufficient parking for event attendees including additional accessible parking during major events.
  - B) Arranging off-site parking for vendors, staff, volunteers, etc. as well as for event attendees.
  - C) Arranging shuttle service for off-site parking.
- 15.2 The Town will not close roads or parking lots for the specific use of vendor/event organizer parking. Arrangements must be made in advance for off-site parking and a parking plan must be submitted with the event application.
- 15.3 Any events that require the closure of a paid parking lot and/or paid spaces will be charged accordingly for the loss of parking associated with the requested closures. The estimated rate is \$5 per day per parking spot. Fees will only be assessed during the Pay-To-Park parking season.
- 15.4 Event organizers are encouraged to promote active transportation (walking, biking).
- 15.5 Vehicles illegally parked are subject to fines and towing.
- 15.6 Vendors shall have designated parking that is not adjacent to any part of the event.
- 15.7 All parking lot and parking space closures require the approval of the Town of Beaufort Board of Commissioners. Event organizers are NOT permitted to block off unapproved spaces and will be assessed fees for doing so.
- 15.8 The applicant is required to provide a parking plan detailing how parking will be managed for the event; proposed location of parking for event goers and vendors, if parking will be on-site or off-site and how event goers and vendors will transit between event area and parking area.
- 15.9 If off-site private parking is identified on the parking plan for the special event, a letter from the property owner shall be required stating that the existing land use will not utilize the parking spaces during the hours of the special event.

## Section 16: Security

- 16.1 Pay Duty officers may be required for large-scale events.
- 16.2 Pay Duty officers are required when alcohol is being served.
- 16.3 All event applications are dependent on Public Safety approval to include the Beaufort Police Department and Beaufort Fire Department.
- 16.4 The Pay Duty rate is \$32.50 per hour per officer and a special application must be submitted to the Police Department. The application is available at <http://www.beaufortnc.org/i-want-to/request-to-hire-a-police-officer>.
- 16.5 All events requiring more than the regularly scheduled police staff are required to hire officers. This includes but is not limited to large scale events, events serving alcohol and 10K races.
- 16.6 If in the opinion of the Chief of Police or his designee, a sworn officer is essential for a special event, the applicant will be instructed on the number of officers needed.

## Section 17: Restrooms

- 17.1 The Town of Beaufort has public restrooms available for day to day use. Special events are required to provide additional restroom facilities and to make arrangements for additional cleaning and supplying of public facilities. Please note there may be charges associated with additional usage of public facilities.
- 17.2 Port-A-Johns are required at 1 per 100 event goers. Port-A-Johns may not be placed in town parking spaces without prior approval and should never be placed in a handicap spot.
- 17.3 Port-A-Johns may not be placed within 100 feet of a food based business.
- 17.4 Town staff will not be responsible for cleaning and supplying Port-A-Johns.
- 17.5 Port-A-Johns must be removed within 24 hours of the closure of the event.

## Section 18: Weather

- 18.1 The Town of Beaufort reserves the right to alter or cancel an event at any time due to weather or an emergency.

## Section 19: Contacts

- 19.1 Your primary point of contact will be the Town of Beaufort Events Coordinator.  
Rachel Johnson – (252) 728-2141 or [r.johnson@beaufortnc.org](mailto:r.johnson@beaufortnc.org)

## Section 20: Exemptions

- 20.1 The following are exempt: Town sponsored events, commercial establishments with outdoor areas, private events on private property that are outside the commercial areas.

## Section 21: Parades

- 21.1 Parades requesting road closures must adhere to the special event application.
- 21.2 Parades/Group Demonstrations not requiring road closures must fill out and submit an application for a Parade or Group Demonstration Permit as found online at [www.beaufortnc.org](http://www.beaufortnc.org). All Parade/Group Demonstration applications must be approved by the Chief of Police.

## Section 22: Fee Schedule

**Application Fee:** \$25

**Tent Inspection Fee:** \$50 (Payable to the Beaufort Fire Department)

**Hire-A-Police Officer:** \$32.50/hour

**Electricity:** \$50 per event

**Town Parking Spaces:** \$5 per space per day during Pay-to-Park season (not to be used for event organizers/vendor parking)

**Public Works Service Fee:** \$68/hour includes 2 employees for 1 hour

**Electrician Fees:** Subject to Electrician fees

## Section 23: Application Checklist

23.1 Incomplete applications will not be considered. Please make sure the following documents are included with your special event application.

1. Event Application
2. Insurance
3. Site Plan
4. ABC Permits
6. 5K/10K Race Route
7. Hire a Police Officer Request Form
8. Non-profit documentation
9. Parade Route Map
10. Food vendor list
11. Vendor List
12. Tent Permit
13. Health Dept. Permit
14. Road Closure Map