

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.

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.
- 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 may be required to hire a minimum of two law enforcement officers. This requirement for additional officers may be modified 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 \$10 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 will be required when alcohol is being served. At the discretion of the Police Chief, modifications may be made to staffing requirements.
- 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 public safety personnel.
- 16.5 All events requiring more than the regularly scheduled police/fire staff are required to hire additional public safety personnel. 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

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. 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 Public Safety: \$32.50/hour

Electricity: \$50 per event

Town Parking Spaces: \$10 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

Trash/Recycling Containers: \$10 per cart

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. Road Closure Map/Parade Route Map
10. Food vendor list
11. Vendor List
12. Tent Permit
13. Health Dept. Permit

Date Application Received:

Permit Number:



APPLICATION FOR SPECIAL EVENT PERMIT

Please return completed application form with permit fee and paperwork to:

Events Coordinator, Town of Beaufort
701 Front Street
P.O. Box 390
Beaufort, NC 28516
Phone: (252) 728-2141 Email: r.johnson@beaufortnc.org

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

EVENT BASICS

Event Name: _____

Location of Event Site: _____

(If more than one site is being requested please be specific and list each one individually below)

Run by: _____

Applicant (Organizer) Name: _____ Contact # _____

Day of Event Contact #: _____ Email: _____

Type of Event:

- Festival
- Parade
- 5K Race
- 10K Race

- Music Event
- Other _____

Actual Event Date(s): _____ Time of Event: _____

Set-Up Date: _____ Start Time: _____

Tear Down Date: _____ End Time: _____

Estimated Attendance: _____ Admission Fees: _____

Event Description:

Name of Organization: _____

ORGANIZER/APPLICANT INFORMATION

Primary Contact Person: _____

Mailing Address: _____

Email: _____

Daytime Phone #: _____ Cell Phone #: _____

Alternate Contact Person: _____ Phone #: _____

Is your group a non-profit organization? _____ If yes, please provide documentation with your application.

Site Plan Attached

SITE PLAN

- Yes
- No

(If you need help, please set up a meeting with the Town of Beaufort's Events Coordinator)

A detailed site plan must be included with your event application. The following, should they be relevant, must be included in your Site Plan.

OTHER EVENT DETAILS

- Location of all tents and temporary structures
- Location of requested barricades and road closures
- Emergency exits
- Fire extinguishers, propane storage
- Location of command post, medical & first aid station, emergency vehicle access points and all exits and entrances (both emergency and for the public)
- Fencing, staging, bleachers, stages, inflatables, etc.
- Food/refreshment tent vendors, refreshment tents
- Food Trucks
- Location of Restrooms
- 5K/10K race routes

If the Site Plan is not submitted with the event application, the deadline is 45 days before the event, otherwise a permit will not be issued.

PARKS & PARKING LOTS REQUESTED

Please mark all that apply:

- East Parking Lot
- West Parking Lot
- Craven Street Parking
- Middle Lane
- John Newton Park
- Lynn Eury Park
- Grayden Paul Park
- Topsail Marine Park
- Other Please list: _____

Specific Requirements: (Extra trash cans/recycling/electrical etc.) Please be specific and include each item on the Site Plan for the desired location. Please note extra charges may apply in accordance to the fee schedule. (Trash/Recycling Carts: \$10 each, Electricity: \$50)

Please provide the name and contact information of all outside companies who are providing services during your event. IE: Tent Rentals, Inflatable Rentals, Port-A-Pottie Rentals, etc.

Will there be canon/re-enactment fire during your event? _____ If yes, please coordinate with the Beaufort Fire Department for safety procedures.

Does your event require a road closure? _____ YES _____ NO

Please provide specifics below:

ALCOHOL

Alcohol at the event YES ____ NO ____ Attach all required paperwork. Applicant is responsible for obtaining applicable ABC License and Liquor Liability Insurance. Applicant must provide a clearly marked and contained area for alcohol consumption and hire two Town of Beaufort police officers at a rate of \$32.50 per hour for the duration. At the discretion of the Police Chief, modifications may be made to staffing requirements. All local, state and Federal laws must be adhered to.

I/we have read, understand and will comply with the rules outlined by the Town of Beaufort in the Town Code of Ordinances as well as in the Event Procedures.

X _____ (Applicant's Signature)

ROAD CLOSURES

Road	Set-Up Time	Event Start Time	Finish Time	Tear Down Time

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.

Emergency Vehicle Access Requirements: A road may be closed to regular traffic during an event, but an unobstructed fire lane must be left open at all times for emergency vehicles.

Parking lots required for Event set-up: (Please mark on the site map if applicable) (Please note charges may apply. The rate is \$10 per parking space per day for special event closure during Pay-To-Park season).

Please list all parking lots and spaces you are requesting. Spaces are numbered so please be specific. Also please note that parking space closures MUST be approved by the Board of Commissioners. Event organizers are not permitted to acquire additional spaces without Town permission prior to an event.

Please list off-site Parking Location for Vendors & Event Staff: A letter of permission is required for the use of private property per the event procedures. Please include this with your event application.

Bicycle Parking: Yes _____ No _____

Additional Handicap Parking: Yes _____ No _____ Location: _____

Event Parking: (Please outline your plan for day of parking for event attendees. Please include parking lot locations and the name/contact information for any shuttle/trolley service):

PARADE/WALK INFORMATION

Parade Assembly Area: _____ Time: _____

Parade Dismissal Area: _____ Time: _____

Parade Start Time: _____

Route Map Attached: _____ YES _____ NO (Please note a route map is required)

EMERGENCY MANAGEMENT

Designated Emergency personal/liaison (onsite): _____

Cell #: _____ Other Contact: _____

How will your event staff react to severe weather?

How will you alert visitors to the event to evacuate the site? (If multiple sites are being requested, a plan must be submitted for each location)

RISK ASSESSMENT

It is important for Event Organizers to identify risks and hazards associated with their event and know how to prevent these risks. Please identify possible risks for your event and list below (weather, food, fire, etc.) Please provide details.

What training will you provide to your volunteers/staff/participants regarding emergencies?

TENTS

Will you have tents at your event? _____ YES _____ NO

Please list the tent sizes: _____

If your event includes tents, you must make arrangements with the Beaufort Fire Department for a tent permit. There is a \$50 fee. Please contact Tammy Turek at (252) 728-4325 to make arrangements. The Tent Permit Application and a list of requirements are available online at www.beaufortnc.org.

FOOD

Will there be food served at your event? _____ YES _____ NO

If yes, please provide a detailed list of all food vendors.

If yes, have you contacted the Carteret County Health Department to set up inspections? _____ YES _____ NO

All food vendors must have proper licensing, inspections, etc

Will there be vendors selling items at your event? _____ Yes _____ No

Please note vendors are only permitted to sell during the event hours listed on this application. Any vendor selling before or after the listed hours is in violation and subject to being shut-down.

VENDORS

All vendors must have proper certifications and licenses. They must display the required state sales and use tax information and the event organizer must keep all of this information on file pursuant to North Carolina State laws.

Please submit the following documents with your event application. Once all forms (if applicable) are received and the event is approved an Event Permit will be issued.

CHECKLIST

- Tent Permit
- Detailed Site Plan
- Detailed Route Map (Parade/5K/10K)
- Map of Road Closures
- ABC Permit
- Health Inspection Documentation
- Insurance
- Non-profit documentation
- Private property parking permission letter
- List of food vendors
- List of vendors
- Application Fee
- Application Signature

I/We the event organizer _____, on behalf of _____, the party requesting the use of the Town of Beaufort facilities noted in the above application do hereby hold and save harmless and agree to indemnify the Town of Beaufort and its elected officials, directors, officers, employees, servants, agents, contractors and their respective heirs, executors, successors with respect to any and all liability, actions, debts, suits, demands, costs, damages and expenses whatsoever arising wither directly or indirectly as a result of the use of the Town of Beaufort's facilities, park, road or other and in accordance with the provisions contained in this policy. I/We have read and understand this application, the event procedures and the requirements placed upon this applicant and organization. I agree to abide by the Town of Beaufort rules, regulations and ordinances.

Applicant's Signature _____ Date _____