

CITY OF ALBEMARLE, NC

Special Events Permit Manual



ALBEMARLE

NORTH CAROLINA

Water. Air. Land. Opportunity.

144 North 2nd Street (P.O. Box 190) Albemarle, NC 28001

(704) 984-9400 Fax: (704) 984-9445



Welcome and thank you for your interest in the City of Albemarle to consider hosting your event! This document will serve to help your organization prepare for your event. We openly accept applications from any civic, religious, or non-profit entity for special event permits. Completed application packets (with all supporting documentation) can be submitted to:

Lisa Kiser, Parks and Recreation Director

1816 E Main Street

PO Box 190, Albemarle, NC 28002-0190

(704) 984-9560



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Special Considerations for Events

Street Closing

This section will help the applicant better understand procedures relating to proposed closure request/s.

- All street events (including street closings) must be approved by City Council.
 - City Council cannot approve closing of roads or streets that are part of NC Department of Transportation (NCDOT); they do however require approval from the City of Albemarle before they will allow street closures within their system. Applicants must provide proof of NCDOT approval to the City of Albemarle permit official before the event takes place. There may be additional charges by NCDOT for such requests. Please contact NCDOT directly to obtain a street closure permit for any roads within the State system:

NC Department of Transportation

716 West Main Street, Albemarle, NC 28001

(704) 983-4171

- Applicants can contact the City of Albemarle Street Superintendent at (704) 984-9675 to find out if proposed road closures are under the authority of NCDOT or the City of Albemarle. If applicant obtains a NCDOT street closure approval, the applicant is still required to obtain a special event permit from the City of Albemarle as well.

Ross Holshouser, City of Albemarle Public Works Director

PO Box 190, Albemarle, NC 28002-0190

(704) 984-9675

RHolshouser@albemarlenc.gov

- All proposals must be reviewed by the Police and Fire Departments to ensure public safety will not be compromised. This will be done internally once an application is submitted; you will not need to do this before submitting the application.
- Street Closure requests for individual purpose will not be granted (e.g., block parties).
- The applicant will be responsible for securing the Albemarle Police Department; City Council or the Police Chief will recommend the minimum number of officers required. All officers will be paid directly by the applicant. This will be an additional expense for the applicant.
- The applicant is will be responsible for setting up the barricades at the designated time. City staff will drop barricades off before designated time in the general vicinity of the proposed street closure location/s.
- The requesting organization will be responsible for clean-up after the event on any areas affected by the event including public streets and sidewalks.
- The application for closing streets must be made **well in advance prior** to the requested event date. City Council must take action on street closures and therefore adequate time is needed to place such requests. Typically, 30-45 days in advance is adequate time; anything less than 30 days is unlikely to be approved due to time constraints of the application process. NCDOT may have other time limitations that applicants would need to contact them directly to inquire.
- If the proposed event is requests a street closure that may potentially affect access of a business, those businesses must be properly notified of the event. See the “Other Requirements” Section in this manual for more information.



Permit Requirements/Fee

- Special Event Permit Fee \$25
- Street Closing Permit Fee \$50
- Completed Application
- Site Map displaying area of proposed closure/s, restrooms (if applicable), parking, and all other activities
- Copy of Insurance Policy
- Copy of NCDOT street closure approval (if applicable)
 - Failure to provide evidence of NCDOT approval will result in revocation of permit.
- Business Notification Form (or the equivalent)

Note: Make sure to specify exact times of closures for specific streets/sidewalks along with all applicable information within the “Event Detail” section of the application as it relates to your request.

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Alcohol

The City of Albemarle and North Carolina State Law regulate the possession, sale, and consumption of alcoholic beverages. Special permits and licensing are required for the sale and consumption of alcoholic beverages at any outdoor or special event by the ABC Commission of North Carolina. Any request to allow alcohol sales must be identified within the special event application and proper permits must also be obtained directly from the ABC Commission.

ABC Commission of North Carolina

4307 Mail Service Center, Raleigh, NC 27699-4307

(919) 417-0858

<http://abc.nc.gov/>

contact@abc.nc.gov

- The possession, consumption, sell, and distribution of alcoholic beverages is permissible at special events held at city-owned or city-controlled property or facilities (except City Hall, Fire/Police Stations, and Public Housing Facilities) and/or on public sidewalks, parks, alleys, streets, and rights-of-way; however the following standards apply:
 - Special Event Alcohol Permits are only permissible to a non-profit corporation incorporated in the State and having received Internal Revenue Service 501 (c) recognition.
 - Applicants must obtain and provide all the appropriate State and local permits needed for the possession, consumption, sell, or distribution of alcoholic beverage upon receiving approval within their special event application. ABC Commission requires applicants to submit special event approval from the City of Albemarle first.
- All Special Event Alcohol Permits take action from City of Albemarle City Council and designated areas must be identified as a part of the application process.
- Applicants can allow vendors to sell or distribute alcoholic beverages without such vendors obtaining a separate permit. The applicant receiving the Special Event Alcohol Permit would then be responsible for identifying vendors having all state and local permits necessary to sell or distribute such alcoholic beverages and the required insurance in place for the event.
- The event organizer is responsible for checking identification and providing identification devices for those that purchase and/or consume an alcoholic beverage at the event. The event organizer is responsible for assuring the identification devices and/or alcoholic beverages are not transferred to a person not wearing the identification device; and if the event is multiple days, new identifying devices are issued on succeeding days.
- Requirement of hiring off-duty police officer/s to oversee alcohol sales and consumption will be made by City Council.
 - There may be other reasonable conditions placed on the permit as well
- Security plans must be noted within the application describing a proposal to ensure safe distribution of alcohol sales and/or consumption including use of identification devices and off-duty officers.
- All permit requests must be accompanied with a \$1,000,000.00 general liability policy that names the “City of Albemarle” as an additional-insured. The dates of the policy must be for the entire period of the event.



Permit Requirements/Fee

- Special Event Permit Fee \$25
- Completed Application
- Site Map displaying area of proposed closure/s, restrooms, parking, all other activities, and designated area for alcohol consumption
- Copy of Insurance Policy
- Copy ABC Commission Permit (upon approval)
- Proof of 501(c) Status
- Security Plan to Ensure safe sale and distribution of alcohol
- Map of Portable Restroom locations

Permit Revocation

Permits may be revoked after approved for any of the following reasons: false or misrepresentation of information is found on the application; the event is creating a public nuisance or hazard to public health, safety, or welfare; sidewalks, streets, and right-of-ways are not clean and free of trash; applicant failed to maintain and health, business, or other permit or license as required by law; failure to provide ABC permits after approval; or if the applicant fails to maintain the amount and type/s of insurance required for the permit.

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Tents and Canopies

Tents, canopies, and other membrane structures are regulated by the North Carolina Fire Code 404.3.2 and enforced by the City of Albemarle Fire Marshal. The following information related to tents, canopies, and other membrane structures is to be utilized as a quick reference guide. The City of Albemarle Fire Marshal will conduct an on-site inspection of any tent, canopy, or other membrane structure requiring a permit (anything over 400 square feet). Questions related to these structures should be directed to:

Michael Roark, City of Albemarle Fire Marshal
PO Box 190, Albemarle, NC 28002-0190
(704) 984-9480
mroark@albemarlenc.gov

A permit shall be obtained for all tents, canopies, or membrane structures meeting the following specifications:

- Tents and membrane structures in excess of 400 square feet.
NOTE: Tents and membrane structures less than 400 square feet are regulated by code, but are exempt from the tent permit fee.
- Canopies or tents open on all sides in excess of 700 square feet.
- Canopies or tents open on all sides placed side by side exceeding 700 square feet aggregate area.
- Any canopy or tent open on all sides located within twelve feet (12') of a structure or an enclosed tent.

Locations

- A twenty-foot (20') fire access lane shall be maintained. The access route must be outside of support ropes and guy wires.
- Tents or tent components may not obstruct any fire hydrant or egress from any structure.

Guidelines for All Tents

- Exits shall be clearly marked. Exit signs shall be installed when the exit serves an occupant load of fifty (50) or more persons.
- All tents, canopies, and membrane structures must be flame retardant. Proof of flame propagation shall be provided.
- Tents and other membrane structures shall have a permanently affixed label bearing the identification or size and fabric or material type.
- Smoking shall be prohibited in tents or membrane structures. Approved "NO SMOKING" signs shall be properly posted.
- Fire Extinguishers of a minimum 2A:10BC rating shall be mounted for a maximum travel distance of seventy-five feet (75') to an extinguisher.
- Tents, canopies, and other membrane structures shall be adequately secured and anchored to withstand the elements of weather and prevent collapsing.
- Open flames are prohibited within any tent with the exception of those meeting the requirements for authorized cooking.
- LP Gas containers shall be located outside of tents. Tank capacity will determine the distance from the tank to the tent.



Tents Used for Cooking

- Open flame or other devices emitting a flame, fire, heat, or any flammable or combustible liquids, gas, charcoal, or other cooking device or any other unapproved device shall not be permitted inside or located within twenty feet (20') of the tent or membrane structures while open to the public.
- Cooking equipment shall not be located within ten feet (10') of exits or combustible materials.
- There shall be a minimum of ten feet (10') between the sides of the tent and any heat producing device.
- Any tent used for cooking must be at least twenty feet (20') from property lines, buildings, other tents, canopies, or temporary membrane structures; support ropes and guy wires are considered part of the tent.
- Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within twenty feet (20') of a tent or membrane structure.
- **NOTE:** Nothing in this section will suffice the need to obtain a separate permit from Stanly County Environmental Health (if needed). Please check directly with them if you will be serving/selling food to see if you need a Temporary Food Permit.

Permit Requirements/Fee

- Special Event Permit Fee \$25 (not required if your event ONLY needs a tent permit)
- Tent Permit Fee \$50 (only required for tents greater than 400 sq feet)
- Completed Application
- Site Map displaying area of proposed restrooms, parking, tent locations, and all other activities

Note: Make sure to specify exact dimensions within the "Event Detail" section of the application as it relates to your request.

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Other Requirements & Accommodations

Debris/Trash Collection

Applicants are responsible for assuring all trash from their event is properly collected in a timely manner; this includes any temporary or permanent receptacles within the area of the event location and any associated streets or public right of ways. Any and all costs associated with trash collection are the responsibility of the applicant. If your event will need disposable trash receptacle or the roll-out containers, you can call any solid waste collection vendor of their choice. The City of Albemarle does not operate solid waste collection, local vendors could include the following companies in which the applicant would be responsible for contacting directly to correlate delivery or pick up of containers for events and collection of trash and containers after the event. Typically, these vendors like at least one month notice to assure availability and coordination for delivery.

A L Lowder (704) 982-4456

All Points Waste (70) 821-5424

All American Disposal Corp (704) 636-3581

BFI Industries 800-782-0837

BLM Group (704) 463-7331

R & F Waste (704) 209-6332

Waste Management (704) 982-1224

Noise Ordinance

The City has a noise ordinance that prohibits unreasonably loud noises from 11:00 p.m. to 7:00 a.m. including any noises of construction, radios, horns, sound-producing equipment, etc. Please make sure all events that have any operations or set up/break down between the hours of 11:00 p.m. and 7:00 a.m. respect this noise ordinance. Civil penalties of \$100 may be issued for failure to abide.

Portable Restrooms

Public restroom facilities in the downtown area are limited to normal operating hours of City Hall from 8:00 a.m.-5:00 p.m. Monday-Friday. Nearly all special events hosted downtown will need to secure portable restroom facilities if your event will be more than 30 minutes. As a general recommendation, at least 2 portable restrooms are suggested per people (with 1 of these having a hand washing station and 1 having handicapped accessibility). To keep events ADA compliant, please assure at least 5% of available toilets are handicapped accessible. The chart below will provide recommendations for your event for more people. The following links provide recommendations with ADA compliance as well.

<https://www.unitedsiteservices.com/uses-and-planning/special-events/planning-tool>

<http://www.rentnational.com/portable-restroom-calculator.aspx>



People Attending	Number Of Hours for Event									
	1	2	3	4	5	6	7	8	9	10
	Units Needed									
50	1	1	1	1	2	2	2	2	2	
100*	2	2	2	2	2	3	3	3	3	
250*	3	3	3	3	4	4	4	6	6	
500*	2	4	4	5	6	7	9	9	10	12
1000*	4	6	8	8	9	9	11	12	13	13
2000*	5	6	9	12	14	16	18	20	23	25
3000*	6	9	12	16	20	24	26	30	34	38
4000*	8	13	16	22	25	30	35	40	45	50
5000*	12	15	20	25	31	38	44	50	56	63
6000*	12	15	23	30	38	45	53	60	68	75
7000*	12	18	26	35	44	53	61	70	79	88
8000*	12	20	30	40	50	60	70	80	90	100
10,000*	15	25	38	50	63	75	88	100	113	125
<p><i>*(1) unit provides approximately 200 uses</i></p> <p>These are the standards from the Portable Sanitation Association International</p>										

Site Map Layout

Each application is required to be accompanied with a site map identifying all proposed activities (including, but not limited to: portable restroom facilities (if needed), proposed street closures, staging for performances, tents, vendor stations, first-aid stations, inflatable locations, etc.). The City of Albemarle requires a site map of all activities for proposed events to ensure proper emergency response during an event. If you need assistance creating a site map, contact:

Brian Taylor, City of Albemarle Fire Marshal
 PO Box 190, Albemarle, NC 28002-0190
 (704) 984-9480
btaylor@albemarlenc.gov

Portable Restrooms

Each event shall be able to provide adequate restrooms coverage for the anticipated attendees. Applicants must secure Portable restroom facilities at their expense.

Notification of Affected Business Owners

All Applicants must provide documentation that they have notified any and all affected business owners within the proposed area to be closed off from public access. Attached to this manual is a “Business Notification Form” that can be used for this purpose. If your event is proposing a street closure that may potentially affect access of a business, those



business owners must be notified of proposed event, nature of event, time and day of event, and which streets are being requested to be closed or partially closed. Sufficient documentation must accompany the application and display the following: date and time affected business was notified about the street closure; person in which the applicant notified at each business; the person in which the applicant designated to notify each business owner; whether they were in favor or against the proposed street closure; and a signature of notification of the person notified (if possible).

Fire-Watch Requirement

Any public event with greater than 300 people in attendance is regulated by the North Carolina Fire Code 404.3.2 and enforced by the City of Albemarle Fire Marshal. Events this size are required to have one (1) Firefighter to provide Life and Fire Safety Services on standby for the entire length of the event. It shall be the responsibility of the applicant to secure necessary coverage of fire and emergency response personnel for events over 300 attendees. To coordinate, please contact the City of Albemarle Fire Marshal:

Michael Roark, City of Albemarle Fire Marshal
PO Box 190, Albemarle, NC 28002-0190
(704) 984-9480
mroark@albemarlenc.gov

Payments

All permit fees are due at time of application. Payments can be submitted in form of cash or check if you are submitting with the application. If you wish to pay with a credit card, the permit official or the City's business office can process credit payments upon application submittal.

Use of Electricity

There are several electric panels and circuits within the downtown area made accessible for downtown events and vendors. The following areas are potential electric panels with details on specific amp, voltage, and plug-ins available:

- **PANEL #1 – Parking lot beside 126 South First St. (north panel)**
 - 200 amp meter panel combo on a wooden structure.
 - 6 – 120 volt circuits at the panel to feed 2 GFI duplex receptacles each, for a total of 24 plug-ins.
 - 10 – 120 volt circuits to feed 2 GFI duplex receptacles each, for a total of 4 plug-ins at each of ten locations where conduit has been installed.
 - 1 – 30 amp 240 volt plug and 1 – 50 amp 240 volt plug at the panel.
- **PANEL #2 – Parking lot beside 126 South First St. (south panel)**
 - 200 amp meter panel combo on a wooden structure.
 - 16 – 120 volt circuits at the panel to feed 1 GFI duplex receptacle each, for a total of 32 plug-ins.
 - 1 – 30 amp 240 volt plug and 1 – 50 amp 240 volt plug at the panel.
- **PANEL #3 – Alley way beside 119 West Main St.**
 - 200 amp meter panel combo on a wooden structure.
 - 16 – 120 volt circuits at the panel to feed 1 GFI duplex receptacle each, for a total of 32 plug-ins.
 - 1 – 30 amp 240 volt plug at the panel.
- **PANEL #4 – County lot beside 115 South Second St.**
 - 200 amp meter base and a separate 200 amp panel on a wooden structure.



-14 – 120 volt circuits at the panel to feed 1 GFI duplex receptacle each, for a total of 28 plug-ins.

- **PANEL #5 – Courthouse Square Park beside 120 North Second St.**

-200 amp meter base and a separate 200 amp panel on a wooden structure.

-12 – 120 volt circuits at the panel to feed 1 GFI duplex receptacle each, for a total of 24 plug-ins.

-8 – 120 volt circuits to feed 1 GFI duplex receptacle each at four locations where conduit has been installed. Each location has a total of 4 plug-ins.

-1– 30 amp 240 volt plug and 1 – 50 amp 240 volt plug at the panel.

- **PANEL #6 – Beside of 126 North Second St.**

-200 amp meter base and a separate 200 amp panel on a wooden structure.

-14 – 120 volt circuits at the panel to feed 1 GFI duplex receptacle each, for a total of 28 plug-ins.

- **PANEL #7 – Alley way beside 157 North Second St.**

-200 amp meter panel combo on a wooden structure.

-12 – 120 volt circuits at the panel to feed 1 GFI duplex receptacle each, for a total of 24 plug-ins.

There is a minimum fee in addition to the special event permit if use of electricity if requested. All requests for electricity must be made directly with the Albemarle Downtown Development Corporation and follow their fee schedule for these requests.

Albemarle Downtown Development Corporation
P.O. Box 190, Albemarle, NC 28002
(704) 984-9415



Special Event Permit Application
 PO Box 190 Albemarle, NC 28001-0190
www.albemarlenc.gov

SECTION I: GENERAL INFORMATION

Title of Event:		
Event Website (if applicable):	Event Date/s:	Event Hours:

**USE ADDITIONAL ATTACHMENTS
FOR ANY PORTIONS OF APPLICATION AS NEEDED**

Event Category: (please check all that apply) <input type="checkbox"/> Assembly <input type="checkbox"/> Festival/Outdoor Market <input type="checkbox"/> Run/Walk <input type="checkbox"/> Parade <input type="checkbox"/> Demonstration <input type="checkbox"/> Concert/Performance <input type="checkbox"/> Block Party <input type="checkbox"/> Roadside Solicitation <input type="checkbox"/> Educational <input type="checkbox"/> Other: _____	Special Considerations: (please check all that apply) <input type="checkbox"/> Alcoholic Beverages <input type="checkbox"/> Food Sales <input type="checkbox"/> Cooking <input type="checkbox"/> Merchandise Sales <input type="checkbox"/> Pets/Animals <input type="checkbox"/> Use of Electricity <input type="checkbox"/> Sound Amplification <input type="checkbox"/> Tents <input type="checkbox"/> Fireworks/Pyrotechnics <input type="checkbox"/> Portable Restrooms <input type="checkbox"/> Fire Watch (attendance greater than 300 people) <input type="checkbox"/> Other: _____
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Time Set up Begins:	Time Break Down Ends:
Estimated Event Attendance:	Estimated # of People at Peak Periods:
Estimated # of Vehicles:	Estimated Vehicles at Peak Periods:

SECTION II: EVENT ORGANIZATION INFORMATION

Host Organization:	Applicant Name:		
Address:	City:	State:	Zip:
Phone#:	Mobile#:	Email:	
Primary On-Site Contact:		Mobile#:	
Other On-Site Contact Info:			Org. EIN#:

SECTION III: EVENT DETAILS

Description of the Event: _____

Location/s of the Event:	Site Capacity:
Property Address:	
Property Owner/s:	Owner/s Authorized Use:

SECTION IV: INSURANCE REQUIREMENTS
 (COMPLETE ONLY IF STREET CLOSURE, FIREWORKS, OR ALCOHOL BEING REQUESTED)

Name of Policy Holder:	Policy#:
Policy Amount:	Policy Type:

**A COPY OF POLICY MUST BE PROVIDED WITH THE APPLICATION.
CITY OF ALBEMARLE MUST BE LISTED AS "ADDITIONAL INSURED" PARTY.**

SECTION V: PERMIT FEES

Tent Permit (\$50)
 Public Assembly (\$25)
 Special Event Permit (\$25)
 Street Closing (\$50)
 Fireworks/Pyrotechnics (\$100 for one time event/\$300 for 6 months)

**Civic Groups or 501c organizations may be fee exempt at discretion of City Council, if requested.
 Proof of federal 501c Status must be submitted with Application.**
 Check here for fee waiver request



SECTION VI: SPECIAL CONSIDERATION DETAIL

(CHECK EACH BOX AS APPLICABLE AND PROVIDE DETAIL REQUESTED)

Street Closures (map of proposed closing and route must be provided with application)

NOTE: ALL NCDOT ROADS MUST BE APPROVED BY NCDOT

Reason for Street Closure: _____

Name of Street to be closed: _____ from _____ to _____

Additional Street: _____ from _____ to _____

of Barricades needed: _____ # of cones needed _____ Dropoff location: _____

Date of Closure: _____ Start Time: _____ to _____

Additional Comments: _____

Trash/Debris Plan: _____

Alcoholic Beverages* (check all that apply)

- Free/Host Alcohol
- Alcohol Sales (ABC Permit must accompany)
- Host and Sale Alcohol
- Beer
- Wine
- Beer and Wine
- Liquor

* Applicant must provide a map of proposed designated area with this application. Right to modify area is reserved by the City.

Describe Security Plan to ensure safe sale and distribution of alcohol at your event: _____

Appropriate ABC Permits must accompany application. Failure to submit at time of application will affect approval.

Parade/Run/Walk/Procession/Demonstration

- (map of route required)
- Open Sidewalks only
- Streets w/ temporary traffic interruptions
- Street Closures
- Sidewalk Closures

Start Time: _____ End Time: _____

Purpose: _____

Additional Permit Attachments Included:

- Site Map of All Activities
- Parking Plan
- Emergency Action Plan with site map (required for any downtown event)
- Security Plan
- General Liability Insurance
- ABC Permit
- Alcohol Beverage Designated Area Map
- Proof of 501C Status
- Application Fee
- Property Owner Authorization
- Business Notification Form

Tents (Width x Length x Height)

Dimensions of Tent: _____

**Tents greater than 400 square feet require an additional \$50 permit fee
 TENT PERMIT ONLY DOES NOT REQUIRE ADDITIONAL SPECIAL EVENT FEE**

Cooking or Warming Food? (Circle One)

Method of Heat _____

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand, and agree to abide by the rules and regulations governing the proposed Special Event under the City of Albemarle Municipal Code and I understand that this application is made subject to the rules and regulations established by the City Council and/or City Manager or City Manager's designee. Applicant agrees to comply with all other requirements by the City, County, State, and Federal Government, and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. In the event that a possessory interest subject to taxation is created by virtue of this use-permit, I agree to pay all possessory interest taxes and the City shall not be liable for the payment of such taxes. I further agree that the payment of any such taxes shall reduce and consideration paid to the City pursuant to this use-permit. I agree to abide by these rules, and further certify that I, on behalf of the host organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Albemarle. I also understand the application fee is non-refundable and due at the time of application submittal. The submission of this application is not an automatic approval or guarantee.

Print Name of Application/Host Organization: _____ Title: _____

Signature _____ **Submission Date:** _____

Business Notification Form

Proposed Event Title and Nature of Event: _____

Date of Proposed Event: _____ **Times of Proposed Event:** _____

Streets Proposed to be closed or Partially Closed:

Businesses Notified

Business Name	Date of Notification	Time of Notification	Person Notified	Favor/Against	Signature (if possible)