

Town of Surf City

Special Events Permit Manual



Special Event Application Process

Thank you for considering Surf City as the location for your event. Please review this entire manual before submitting your application.

- Events held at Town facilities require an application that will need to be presented to and reviewed by the Town of Surf City Special Event Committee for approval.
- All event applications require a fee prior to review.
- Applications requiring Town Council approval must be submitted 60 days prior to the event.
- Applications requiring Town Personnel must be submitted 30 days prior to the event.
- **Special Event Permit Applications will not be accepted for events that are occurring during the months of: June, July, August & November.**
- A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH EVENT DATE.

Please follow the below link to submit an application:

[REC DESK Profit/Non Profit Special Event Applications](#)

Facility Rates

To qualify for the Resident rate, event organizer or responsible organization must meet one of the following criteria:

- Property Owners- Own property in Surf City
- Business Owner/Employee- Own/Employed by Surf City business with storefront
- Renter- Renters within Surf City with proof of residency
- Active/Retired Military & Dependents- with proper identification are eligible for the Resident rate

Non-profits must show proof of 501c (3) tax exempt status for each event. All discounted events must contribute to the purpose and/or mission of the organization.

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Town of Surf City Fees 2020-2021			
Special Event Application Fee		\$150	
Restroom Cleaning Fee		\$25 per day of event	
Ground Clean Up		\$45/hr.	
Cone Rental		\$10 per day (up to 10 cones)	
Electrical Service		\$20 per day	
On Site Firefighter		\$25/hr.	
On Site Fire Pickup Truck		\$75/hr. (up to 6 hours)	
On Site Marked Police Car		\$30/hr.	
On Site Police Officer		\$35/hr. (min. 3 hours)	
Tent Inspection		\$50	
Park Fees			
<i>Area</i>	<i>Season</i>	<i>Resident Fee</i>	<i>Non-Resident Fee</i>
Park Rental (Non-Profit)	All	\$250	\$350
Park Rental (Profit)	All	\$500	\$600
Staff (per person)	All	\$25/hr.	\$30/hr.
Barricades*	All	\$100/event	\$150/event
Tables and Chairs (6 chairs/table)**	All	\$10/set	\$15/set
Portable Sound System***	All	\$50/event	\$75/event
*Organizer responsible for picking up, setting up, & returning barricades to original spot.			
If damaged a replacement fee will be required.			
**Replacement cost - Table and Chair Set = \$250/Set, Chair = \$30/Chair, Table = \$70/Table			
***Deposit of \$50 is required. Once returned with no damages the deposit will be refunded.			
Replacement cost is additional \$900 if damaged beyond repair, lost, or not returned.			
Community Center Rental Fees			
<i>Area</i>	<i>Season</i>	<i>Resident Fee</i>	<i>Non-Resident Fee</i>
Gymnasium	All	\$100/hr., \$400 All Day	\$125/hr., \$500 All Day
Gymnasium Set Up	All	\$50	\$60
Gymnasium Clean Up	All	\$250	\$250
Security Deposit	All	\$50	\$100
Staff (per person)	All	\$25/hr.	\$30/hr.
Welcome Center Fees			
<i>Hours</i>	<i>Season</i>	<i>Resident Fee</i>	<i>Non-Resident Fee</i>
Hourly (9am - 5pm - 3 hr. min.)	All	\$60	\$70
After Hours (5pm-10pm - 3 hr. min)	All	\$80	\$90
Full Day (9am - 10pm)	All	\$770	\$910

Special Considerations for Events

Incident/Emergency Action Plan

Incident/Emergency Action Plan (I/EAP) Requirements:

- For all gatherings expected or projected to exceed 250 people in total (staff and visitors), an I/EAP will be required
- It is not about the length of the I/EAP document, but rather the content included within the plan. Applicants should clearly present the following information:
 - Name and contact information of the onsite I/EAP representative(s)
 - Method of emergency notification utilized (to event attendees, staff, and emergency responders)
 - Any event staff that will be on-site providing a specialized service in one or more of the below areas (please include name and VALID contact information):
 - Medical and/or Rescue response
 - Security and/or Access Control operations
 - Event management
 - Crowd management
 - Actions to be taken in the following situations:
 - Medical emergencies
 - Fire emergencies
 - Severe weather conditions
 - Violent or riotous behavior
- Additionally, the plan should also identify the following:
 - Any specialized equipment onsite that will be provided by the applicant/organization
- On the provided Site Plan, the applicant should highlight or denote where the following items/areas will be located:
 - Applicant/organization provided first aid kit(s)
 - Applicant/organization provided AED(s)
 - Applicant/organization provided fire extinguisher(s)
 - Ingress/egress points
 - Evacuation route(s)
 - Rally point(s)
- The Emergency Management Director, or designee, will review the submitted I/EAP and will render one of the following determinations:
 - Approved as presented
 - Denied as presented
 - Deferred to applicant for modification (information will be provided to applicant)

Street Closing Permit Requirements:

- Completed Special Event Application
- Recommendations sent to Town Council from the Special Event Committee
- Surf City Police Department (considered after application is submitted)
- NCDOT (if necessary, approval from NCDOT must be included in your application)

Street Use for 5K/run/walk events:

- Special Event coordinators must present event to the Special Event Committee once application and fees have been received.
- Special Event coordinators for run, and/or walk events that use Town/DOT streets and roadways are REQUIRED to host a safety briefing with all participants BEFORE beginning the, run, or walk.
- All event coordinators and participants must ensure that everyone involved in any events are aware of and must follow all traffic laws. The required safety briefing must include this information:
 - Roadways are not closed for run, or walk events. (Unless requested by the event coordinator, as described in the section below)
 - Officers assigned to events are for safety and law enforcement, not for closing roadways. If necessary, law enforcement officers are the only persons qualified for stopping traffic on a street or roadway.
 - Event volunteers will be stationed at road crossings along the run/walk route. In the event a car approaches an intersection, event volunteers will instruct runners/walker to stop, allowing the car to pass. These volunteers must have on a safety vest.
 - ALL runners/walkers MUST utilize the left-most portion of the roadway FACING oncoming traffic, NOT the right side WITH traffic.
 - Per NC State Statute 20-174:
§ 20-174. Crossing at other than crosswalks; walking along highway.
 - a) Every pedestrian crossing a roadway at any point other than within a marked crosswalk or within an unmarked crosswalk at an intersection shall yield the right-of-way to all vehicles upon the roadway.
 - b) Any pedestrian crossing a roadway at a point where a pedestrian tunnel or overhead pedestrian crossing has been provided shall yield the right-of-way to all vehicles upon the roadway.
 - c) Between adjacent intersections at which traffic-control signals are in operation pedestrians shall not cross at any place except in a marked crosswalk.
 - d) Where sidewalks are provided, it shall be unlawful for any pedestrian to walk along and upon an adjacent roadway. Where sidewalks are not provided, any pedestrian walking along and upon a highway shall, when practicable, walk only on the extreme left of the roadway or its shoulder facing traffic which may approach from the opposite direction. Such pedestrian shall yield the right-of-way to approaching traffic.
 - e) Notwithstanding the provisions of this section, every driver of a vehicle shall exercise due care to avoid colliding with any pedestrian upon any roadway, and shall give warning by sounding the horn when necessary, and shall exercise proper precaution upon observing any child or any confused or incapacitated person upon a roadway. (1937, c. 407, s. 135; 1973, c. 1330, s. 33.)

Street Closing Information:

- All street events (including street closings) must be approved by Town Council.
 - Special Event Committee/ Town Council cannot approve closing of roads or streets that are part of NC Department of Transportation (NCDOT); they do however require approval from the Town of Surf City before they will allow street closures within their system. Applicants must submit a detailed map of the event to the Police Department. A letter of approval from the Police Chief or his designee will then be issued to the applicant. The approval letter is then sent to NCDOT. Applicants must then provide proof of NCDOT approval to the Surf City Police Department 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:

North Carolina Department of Transportation Division 3
Allen Hancock: dahancock@ncdot.gov

- Please follow the below link for the North Carolina Department of Transportation Special Event Request Form:

<https://connect.ncdot.gov/resources/safety/TEPPL/TEPPL%20All%20Documents%20Library/S77%20-%20Request%20Form.pdf>

- Applicants may contact the Surf City Police Department to find out if proposed road closures are under the authority of NCDOT or the Town of Surf City. If applicant obtains a NCDOT street closure approval, the applicant is still required to obtain a special event permit from the Town of Surf City as well.
- All street closure proposals will be reviewed internally by applicable Town staff to ensure public health, safety, and welfare will not be negatively impacted or compromised.
- Street Closure requests for individual purpose will not be granted (e.g., block parties)
- The Police Chief or his designee will recommend the minimum number of officers required. The applicant will pay the City a fee per hour, per officer, for a minimum of 3 hours. Road closures require 1 Surf City Police Officer per intersection closed. This will be an additional expense for the applicant. Note: A separate application for off duty officers will need to be completed. The organizer will be invoiced after the event.
- The application for closing streets must be made at least sixty (60) days prior to the scheduled beginning of the event.
- The Special Event Committee/ Town Council must act 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 will not be approved due to the time constraints of the application process. NCDOT may have other time limitations that applicants would need to contact them directly to inquire.
- The applicant will be responsible for setting up the barricades at the designated time. If available, town staff will drop barricades off before designated time in the general vicinity of the proposed street closure location(s).
- Applicant must also return barricades to their resting place after the event until the town staff returns to collect barricades.
- If the proposed event 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.

Alcohol Permit Requirements:

- Completed Special Event Application
- Site Map displaying area of proposed closure(s), ingress, egress, 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

Guidelines for Alcohol

The North Carolina State Law regulates 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, sale, and distribution of alcoholic beverages is permissible at special events held at town-owned or town-controlled property or facilities and in town owned parks; however, the following standards apply:
 - Applicants must obtain and provide all the appropriate state and local permits needed for the possession, consumption, sale, or distribution of alcoholic beverages upon receiving approval within their special event application. ABC Commission requires applicants to submit special event approval from the Town of Surf City first.
- The Special Event Committee/ Town Council must approve all Special Event Alcohol Permits and the designated areas must be identified as a part of the application process.
- Applicants may 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 to 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.
- Responsible Alcohol Seller/Server Program (RASP) is highly recommended for those checking identifications and serving alcohol. This training can be found on the NC ABC website: <https://abc.nc.gov/Education/RASP>
- No marketing practices to encourage alcohol consumption will be allowed. Oversized drinks, contests, volume discounts or similar incentives are not permitted.
- Bottled beer and other alcoholic beverages must be served in paper or plastic containers.
- Malt beverages served in aluminum cans may stay in the original aluminum container or be served in paper or plastic cup.
- Alcoholic drinks (limited to beer, wine and champagne) are allowed. **No liquor or mixed drinks are allowed under any circumstances.**
- The serving of all alcoholic beverages must cease at least one (1) hour prior to the specified ending time on the special event and/or municipal facility use application signed by the Applicant/Lessee.

- The Police Chief or his designee reserves the right to discontinue the service of alcoholic beverages at any time during a function. Rental/use agreements can be revoked at any time and any violation of this policy may result in immediate termination of the event without refund.
- The Applicant/Lessee will be responsible for promoting safe transportation options for all the drinking participants.
- The Police Chief or his designee will recommend the minimum number of officers required to oversee ~~alcohol~~ sales and consumption. The applicant will pay the Town of Surf City a fee per hour, per officer, for a minimum of 3 hours. This will be an additional expense for the applicant.
- There may be other reasonable conditions placed on the permit.
- 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 Surf City Police Officers.
- All permit requests must be accompanied with a \$1,000,000.00 general liability policy that names the “Town of Surf City” as an additional-insured. The dates of the policy must be for the entire period of the event.

Tents and Canopies

Tent and Canopy Requirements:

- Completed Special Event Application
- Tent/Membrane Structure Inspection Fee:\$50.00
- <https://surfcitync.viewpointcloud.com/categories/1071/record-types/6405>
- Site Map (explained under “Site Map Layout”)

The Town of Surf City will not provide tents, tables, chairs, or any other furniture or equipment. Tents and other membrane structures are regulated by the North Carolina Fire Code Chapter 31 and enforced by the Town of Surf City Fire Marshal. The following information related to tents, canopies, and other membrane structures is to be utilized as a quick reference guide. The Surf City Fire Marshal will conduct an on-site inspection of any tent, canopy, or other membrane structure requiring a permit. Questions related to these structures should be directed to:

Jonathan Burton, Fire Marshal
jburton@surfcitync.gov

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

- Membrane structures in excess of 400 square feet.
 - **Exceptions:** Membrane structures less than 400 square feet are regulated by code, but are exempt from the permit fee and inspection.
- Tents having an area in excess of 800 square feet.
 - **Exceptions:** Tents open on all sides without sidewalls, drops or other physical obstructions on 75% or more of the perimeter that comply with the following:
 - Individual tents having a maximum size of 1800 square feet.
 - The aggregate area of multiple tents placed side by side without a fire break clearance of 12 feet not exceeding 1800 square feet.
 - A minimum clearance of 12 feet to all structures and other tents.

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 performance treatment shall be provided.
- Tents and other membrane structures shall have a permanently affixed label bearing the identification of size and fabric or material type.
- Smoking shall be prohibited in tents or membrane structures. Approved “NO SMOKING” signs shall be properly posted.
- A fire extinguisher of a minimum 2A:10BC rating shall be mounted for each 1500 square feet of tent area and 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 except for 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 supersedes the need to obtain a separate permit from Pender/Onslow 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.

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

Requirements & Accommodations

Certificate of Insurance

Applicants must provide a certificate of insurance (minimum \$1 million liability) with the application. Further certifications may be required by the Town of Surf City for the event, at the discretion of the Special Event Committee/Town Council and special considerations.

Weather

Applicants are left to use best judgment if inclement weather occurs. The Town of Surf City reserves the right to cancel any event in the case of extreme weather.

Parking Information

Applicant and guests may use public parking throughout the town in designated parking spots. Use of business parking lots must be approved by Business Owners and approval must be included in the application.

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 event organizer may be required to provide parking attendants at specific events. The Police Chief or his designee will recommend the minimum number of attendants needed to accomplish this safely.

Electricity, Equipment, Signs

Power is available in numerous locations within Soundside Park to include the amphitheater. If additional power is needed, you are permitted to use approved generators, at your sole expense. All signs used for event must comply with the Town of Surf City sign ordinance.

Clean Up

Applicants are responsible for cleaning up the entire area following the event in a timely manner. Please leave Town property the way you found it. Applicants must agree to pay for any expenses that the Town of Surf City may incur as a result of the renter or renter's guests not fully cooperating with the policies and procedures listed here and on the application. A fee may be charged if adherence to clean up is not followed.

If your event will need disposable trash receptacles or the roll-out containers, you may call GFL to coordinate special event service. The applicant is responsible for coordinating delivery and pick up of containers for events and collection of trash and containers after the event. Typically, the vendor likes at least one month notice to assure availability and coordination for delivery.

GFL
910-850-3342
jennifer.rackley@gflenv.com

Noise Ordinance

Events must be between the hours of 7:00am and 11:00pm. The Town of Surf City has a noise ordinance that prohibits unreasonably loud noises, including any noises of construction, radios, horns, sound-producing equipment, etc. during specific hours of the day/week. Please review the entire Town of Surf City Noise Ordinance and act in compliance with the ordinance. Civil penalties of \$50 may be issued for failure to abide. The ordinance is available on our website at: www.surfcitync.gov or you can obtain one from the Surf City Police Department.

Surf City Police Department
910-328-7711
info@surfcitypolice.com

Portable Restrooms

Public restroom facilities throughout the town are limited to normal operating hours of 8:00 AM-5:00 PM Monday-Friday. Nearly all special events hosted in the Surf City Parks will need to secure portable restroom facilities if your event will be more than 30 minutes. Each event shall be able to provide adequate restroom coverage for the anticipated attendees. Applicants must secure portable restroom facilities at their expense. As a general recommendation, at least 2 portable restrooms are suggested per event size (with 1 of these having a hand washing station and 1 having handicapped accessibility). To keep events ADA compliant, please ensure at least 5% of available toilets are handicapped accessible. The chart below will provide recommendations for your event for more people.

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

**(1) unit provides approximately 200 uses*

These are the standards from the Portable Sanitation Association International

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 Town of Surf City requires a site map of all activities for proposed events to ensure proper emergency response during an event.

Permit Requirements and Associated Fees

Application Requirement List:

Please use this checklist to compile necessary fees and/or documents for your application.

*denotes items necessary only for events with special recommendations.

- Completed Special Event Application
- Any additional Town Facilities Fees
- *Surf City Police Officer Fee (fee hour per officer, three-hour minimum, with a minimum of 1 officer at each closed intersection)
- Site Map displaying area of proposed closure(s), portable restrooms, parking, tent locations, all other activities, and designated area for alcohol consumption
- Copy of Insurance Policy
- Security Plan to ensure safe sale and distribution of alcohol (if applicable)
- *Copy of NCDOT street closure approval
- Failure to provide evidence of NCDOT approval will result in revocation of permit
- Proof of 501(c) Status (if applicable)
- Business Notification Form (or the equivalent)
- Approval for Parking in Business lot (Letter from Business Owner)

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-way areas are not clean and free of trash; applicants who fail to maintain their 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.

How to Send in Your Application:

- Please log onto: <https://surfcity.recdesk.com/Community/Home>
- For additional questions you may email Jodi P. Shepard Special Events Coordinator: jshepard@surfcitync.gov