

CITY OF BURLINGTON

SPECIAL EVENTS 2020



PERMIT GUIDE

ADOPTED JULY 2014

Permit Guide Table of Contents

- I. Permit Process
 - a. Citywide Special Event Permit Process
 - b. Citywide Special Event Process Designed to Assist Event Organizers
 - c. Application Process
 - d. Other Costs and Fees

- II. Event Details
 - a. Host Organization
 - b. Special Events Calendar
 - c. Event Cancellation
 - d. Event Date & Time
 - e. Attendance
 - f. Venue Rental and Fees
 - i. Centers, the Historic Depot & Buildings
 - ii. Burlington City Park
 - iii. City Lakes
 - g. Event Permitting
 - h. City of Burlington Event Permit Process

- III. Street Closures

- IV. Burlington Police Department & Public Safety

- V. Site Plans & Event Layout
 - a. Tent, Canopy and Inflatables Permit
 - b. Portable Restrooms
 - c. Sanitation
 - d. Event Activities and Features

- VI. Alcohol
 - a. Alcohol Management Permit Conditions

- VII. Insurance Requirements
 - a. Special Events Liability Requirements
 - b. Certificate of Liability Insurance (COI)
 - c. Food Vendors & Food Trucks
 - d. Food Preparation

- VIII. Event Planning Contact

I. PERMIT PROCESS

a. Citywide Special Event Permit Process

The City of Burlington issues Special Event Permits for: City public streets, City public parks or other City public property; and outdoor private property, only when the property is part of a special event venue including City public property (for example, a parking lot used as part of a street festival venue). Special Event Permit *Applications must be received in full at least 60 days prior to an event to ensure adequate approval time.*

Examples of special events include festivals, runs/walks, and other planned group activities requiring the coordination of a number of city departments or other City of Burlington agencies such as the use of alcohol, on-site cooking, food sales, or large-scale temporary structures.

b. Citywide Special Event Process Designed to Assist Event Organizers

The Citywide Special Event Permit Application has been designed to assist event organizers and serve as a guideline for the development of event plans complying with local, state, and federal codes, laws, policies and regulations governing activities associated with the production and management of special events.

As an event organizer, it is your responsibility to assess the venue, environment, anticipated attendees, and event components of your proposed event in order to develop and implement management strategies ensuring the safety of your guests, citizens, and the surrounding environment affected by your event.

By applying for a special event permit, you and your representatives agree you have the sole responsibility at all times to be knowledgeable about, fully understand, and to meet or exceed all local, state and federal codes, laws, policies, and regulations associated with the proposed event and its related activities including, but not limited to, the provisions of the City of Burlington Municipal Code, Citywide Special Event Permit Application, Special Event Planning Guide, other city documents, permits, requirements and/or correspondence. You and your representatives also agree to accept the venue in an as-is condition and inspect all areas within the event venue and immediate surrounding areas for hazards and take any reasonably necessary actions to protect event participants and attendees until corrective/remedial measures are implemented.

c. Application Process

Application Fees:

\$25.00 Event Application Processing Fee

The City of Burlington Municipal Code requires permit applications to be submitted ***no later than sixty (60) days prior to the actual date of your event*** and allows applications to be submitted as early as one year before the event date. Under the provisions of the Special Events Ordinance, the City of Burlington is not required to act upon an incomplete permit application.

For an application to be considered complete, applicants must submit the Special Events Permit Application in full and additionally include the following information:

- Site Plan, Route Map, or Event Layout
- Certificate of Insurance (includes COB required language)

d. Other Costs & Fees

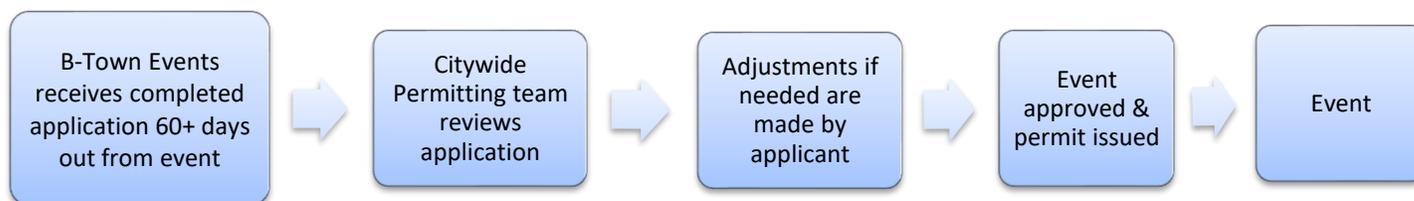
In addition to the permit application fee, you may be assessed other city permit fees, department rates and fees, costs and fees associated with personnel or resources provided to your event by a city department, program or division, as well as fines that may be assessed by the city for the cost to repair and/or restore any public property damaged by an event receiving benefits under the provisions of the Special Events Ordinance. Upon submission of application, a meeting will be set up to discuss additional items and fees.

Applicants are also responsible for obtaining all permits, authorization and/or exemptions required by other agencies with jurisdiction for any element of the event (e.g. Alcohol Beverage Control Permits, Health Permits, etc.)

e. City of Burlington Event Permit Process

The Citywide Special Event Permit Process is managed by B-Town Events, a division of the Burlington Recreation and Parks Department and supported by the Citywide Special Events Management Team.

The Citywide Team is comprised of representatives from city departments, including, but not limited to, Public Safety, Public Works, Sanitation and Risk Management. The Citywide Process provides a coordinated approach to the planning, review, and on-site management of your event.



II. EVENT DETAILS

a. Host Organization

The Host Organization is legally and financially responsible for the overall organization, management, and implementation of an event and its related activities. A Host Organization can be a non-profit tax-exempt organization or commercial entity and is referred to as the Event Organizer in the Special Events Ordinance.

Primary Contact

The Host Organization must designate a Primary Contact. The Primary Contact works closely with the Citywide Team throughout the permitting process and must have authority to make planning, operational, and financial decisions on behalf of the Host Organization. Correspondence directly related to operational planning issues may be directed to the Primary Contact.

Non-Profit Tax Exempt Organization

To qualify as a non-profit organization under the provisions of the Special Events Ordinance, an organization must be recognized as tax exempt by the Internal Revenue Service (IRS) at least six (6) months prior to the event date and be in good standing with the IRS. If the Host Organization is a bona fide tax-exempt non-profit organization, a copy of the IRS 501(c) tax exemption letter certifying its current tax exempt, non-profit status is required.

Commercial Entity

Under the provisions of the Special Events Ordinance, all entities or organizations without an IRS 501(c) valid tax exemption status are considered to be commercial in nature. The Special Events Ordinance includes provisions for the negotiation of revenue-generating agreements with entities that are commercial in nature.

b. Special Events Calendar

B-Town Events maintains the City of Burlington's Calendar of Special Events detailing community events in addition to City sponsored B-Town Events scheduled to take place on public property. The calendar can be accessed at btowneventsNC.com. Events are added to the calendar from permit applications as they are approved. *The application submission time requirement is at least **60 days prior** to an event*, some special events may not be listed until the month in which they are scheduled to occur. The calendar is not intended as a promotional vehicle for private events or for events held on private or commercial property even though the event may be sponsored by a non-profit organization and open to the public. The City of Burlington reserves the right to determine the events and content included in the Calendar of Events.

c. Event Cancellation

If you cancel or reschedule the date of your proposed event or any permitted elements of the event, you must notify the Office of B-Town Events in writing no less than 48 hours in advance of the set-up time for your event. Should personnel or other resources be dispatched to support your proposed event or an event activity that has been cancelled, the Host Organization will be assessed the cost of the services provided.

d. Event Date & Time

The time frame denoted on your final permit is based on the times indicated in this section. No set-up will be permitted before a permit is issued and dismantle must be completed by the time indicated on your permit. Your insurance must cover all time frames. If your event takes place over multiple sequential calendar days and the event plans are similar in nature from day-to-day, one application may be submitted to include all of your event plans per calendar year. If your event plans vary significantly from day-to-day or have multiple distinct event types (e.g. a parade with a separate festival) that may be best managed as separate events, the city may require separate permit applications for the specific event types.

e. Attendance

Providing the estimated attendance or number of participants for your event helps in the review of your event plans with emphasis on public safety, venue occupancy, staffing, and impact to the surrounding neighborhood. The estimated number of participants should be based on the total number of people you anticipate will participate in the event or provide support services to the event. Examples include the total number of people walking or running in an athletic event, providing vendor support at a festival, or serving guests at a gala.

f. Venue Rental and Fees

****New ordinance in effect April 1, 2019. Sec. 22-33 Smoking and the use of tobacco products, including e-cigarettes, shall be prohibited in all Burlington Parks Systems facilities and grounds. This ordinance includes sidewalks and parking lots adjacent to recreation facilities.**

i. Centers, the Historic Depot & Buildings

Recreation and Parks facilities can be rented to community civic and service groups for large scale events when proposed usage does not conflict with Recreation and Parks programmed activities. Community Centers have been identified as the Mayco Bigelow Center, Fairchild Center, Elmira Center, Forest Hills Center, Thataways Youth Center and the Historic Depot.

ii. Burlington City Parks

Events such as Corporate outings, civic-non-profit events, family reunions, and church events may take place at City Park, Davidson Park, Sertoma Shelter at North Park, Lake Mackintosh Clubhouse and surrounding area, Lake

Cammack Civitan Shelter area, Thataways, as well as requests for use of the Jimmy Combs stage in City Park pending their availability.

iii. City Lakes

Lake Cammack Park & Marina, Lake Mackintosh Park & Marina, Guilford/Mackintosh Park & Marina and Old City Lake each have the ability to be used for special events.

For information on rental fees at each of these locations, please reach out to the events supervisor identified at the end of this document.

g. Event Permitting

The event details section of the permit application is intended to provide the approval committee with an overview of your event. Information you provide in this section of your permit application may be used for promotional purposes including, but not limited to, print, electronic and web-based formats. In many instances, the information you provide will be used in developing the City of Burlington's Calendar of Special Events and will help the committee fully understand the scope of your event; please be detailed.

The final permit issued by the City of Burlington's Office of B-Town Events is valid only for the venue area(s) and event activities, including set-up and dismantle, depicted on your site plan and as described in the Citywide Special Event Permit Application and any attachment and/or amendments made to the application during the review process. The City of Burlington may place conditions or not approve all venue areas and/or activities requested in the permit application. Failure to comply with the City of Burlington terms and conditions of the permit, additional requirements of the City of Burlington or requirements established in the Special Event Planning Guide may result in the immediate cancellation of the event, denial of future special event permit applications or the requirement of a cash deposit.

h. Special Event Related Permits

There are a number of different special event related items that require additional permits. The proposed event venue, activities, components, attendance, and unique circumstances of the event are contributing factors to the final determination of the required permit types.

III. STREET CLOSURES

CITY COUNCIL APPROVAL Temporary Street Closures that take place in the Burlington downtown area require a formal request for City Council approval. Event organizers must attend a regularly scheduled meeting at least 30 days prior to proposed event to request City Council approval. Coordinate and communicate your intent to attend a meeting on certain date with Emily Crowley, Supervisor of Special Events, ecrowley@burlingtonnc.gov. Follow this link to view the [City Council meeting schedule](#) and review the guidelines below to learn more:

- If you or your organization would like to close one or multiple downtown Burlington city streets for your event, you must formally apply and request for a temporary street closure during the hours of your event.
- The City Manager may only consider and give approval for neighborhood street events.
- The duration of any street closure is not to exceed 5 hours unless otherwise authorized by the City Council.
- If alcohol is being served at a City Council approved street closure event, the request shall not be for more than 2 city blocks to be involved in the closing. (See alcohol guidelines)

- Requesting organization will be responsible for securing the Burlington Police Department as noted in this event manual and permit guide.
- All regularly scheduled City Council meetings are held the first & third Tuesday of each month at 7:00pm
- Please arrive by 6:30pm to prepare any presentation materials that require technical support.
- All attendees of City Council meetings must pass through security screenings before entering the Council Chambers. Please view the list of items prohibited at Council Meetings by [clicking here](#).

CLOSURE TIMES Streets are only permitted to close and open according to times listed on the Event Permit.

BARRICADES City staff will place the barricades roadside the day before or of your event. The event organizer will coordinate with officers to set the barricades out in appropriate locations. Barricades must be returned to the roadside when the event’s road closures end.

SAFETY Police Department, Fire Department, Transportation and Traffic Division review all proposed closure requests and may make any recommendations for safest execution of closure.

NCDOT STREETS The City cannot approve closings of roads or streets which are part of the State of North Carolina road system. Special Events staff will assist the event organizer in communicating requests for state maintained roads. Applicant must show proof of permission from NCDOT before City will proceed with their approval process.

APPROVAL NOTIFICATION Event organizer will be notified of approval of temporary street closure by City staff after it has been reviewed. If Council approval is required an official notification letter will be provided to applicant. During the event, event organizer or its designee shall maintain a copy of the approved street closing form and/or letter at the event during its duration.

IV. BURLINGTON POLICE DEPARTMENT & PUBLIC SAFETY

Once your Special Event Permit Application has been submitted, the Burlington Police Department (BPD) will review the plan and assess your need for their contracted entity, Extra Duty Solutions (EDS), to provide officers for your event. The BPD has final authority in requiring a minimum number of EDS officers, volunteer and staff positions, private security staff, as well as traffic controllers necessary to staff your proposed event.

Role of Host Organization

The Host Organization is responsible for the safety and security of the people and physical elements in and around your venue. Ensuring the safety of all those affected by your event includes implementing safety measures that address all aspects of your proposed event. These measures may involve hiring private licensed security and/or implementing other safety strategies ranging, but not limited to, lighting, music genre selection, alcohol management, and venue design, etc.

Role of the Burlington Police Department

The Burlington Police Department may require officers through Extra Duty Solutions (EDS) to be present at your event to supplement your security plan and to provide additional presence at your event. These sworn officers are there to maintain peace and order and it is not the responsibility of police officers to provide the services that are the job of private security staff. If your special event impacts the community outside your venue, police services in addition to those needed to directly support your event may be required.

The Burlington Police Department has final authority over your event safety requirements. If the number of Extra Duty Solutions officers approved by the Police Department is not provided, and/or proves inadequate, the Burlington Police Department maintains the right to shut down any or all components of your event and/or to provide additional police services that will be billed directly to the Host Organization.

Police staff will review the request and notify Extra Duty Solutions (EDS) of your events staffing requirements. Police Staff will also notify the vendor/customer of the security requirements and forward them the contact information for Extra Duty Solutions (EDS). The vendor/customer will be required to contact EDS and submit a contract for security services. EDS will notify Police staff once the security contract has been completed and requirements met. Once the contractual guidelines and all requirements have been met, it is then the event will be determined approved. This approval process must be completed no later than **60 calendar days prior to the requested event date**.

If after review it is determined that police staff will be required to work the event, registrants must follow the guidelines stated below.

1. If your event includes a 5K, alcohol or any street closures, please contact the Traffic Unit Supervisor with the Burlington Police Department at (336)570-6509.
2. For events not meeting the above description, please call Extra Duty Solutions (EDS) at (336)290-2616 or e-mail BurlingtonNC@ExtraDutySolutions.com with your request information. You will need to provide information such as the type of event, date, time, if alcohol will be served, etc. EDS will answer any questions the customer may have.
3. If the detail is approved, EDS will e-mail the customer an extra duty agreement. The customer must sign the agreement and return to EDS via email, fax or mail.
4. EDS will send the customer an invoice once the agreement is received. Payment instructions will be provided within the invoice.
5. Once payment is received, EDS will notify Police staff who in conjunction with city staff will make final approval of the event.
6. The Burlington Police Department's primary obligation is to ensure public safety for the entire city and must have access to their staff during times of emergency. Please note, these are not city-sponsored events and BPD Officers are not always available to work extra duty assignments. Details may go unfilled and your event may have to be cancelled due to the unavailability of staffing. Due to a large number of planned events, it is highly suggested and encouraged that these agreements are made and confirmed by EDS at a **minimum of sixty (60) days before the date of the event**. This will aid the BPD with allocating the appropriate police staff. If the appropriate staffing is not secured and then the event is cancelled within 24 hours, all appropriate fees paid to EDS will be fully refunded.
7. EDS will make payment to the officer(s) after the event.

Customers are encouraged to provide positive and negative feedback to EDS at the conclusion of all events. Wages and fees for extra duty assignments are determined by the Burlington Police Department. An administrative fee has been added to all details and is retained by the contract vendor for managing extra duty assignments. All wages will reflect the contract vendor surcharge where appropriate and additional fees will be discussed at time of booking EDS. EDS Officers will be compensated for a **minimum of three hours**, unless prior arrangements have been made with the Community Relations Division (CRD) Captain.

Cancellations

- Employing entities may cancel an event or extra duty assignment with no penalty with 24 hours advance notice.
- If the employing entity provides less than 24 hours' notice, the officers will receive the three hour minimum pay at the expense of the employing entity.

Events or employing entities requesting 1-4 officers can be staffed by officers of any rank and each will be compensated at the base rate. Should a 5th or additional officers be requested, the 5th officer assigned will be a

Sergeant or above to will be compensated at the supervisor rate. Staffing levels requiring eight (8) or more officers will be in consultation with the CRD Captain.

Employing entities requesting officers to work events serving alcohol or regular alcohol serving establishments will have the following understanding:

- Officers will **not** be responsible for checking the age of patrons.
- Officers will **not** be primarily responsible for the control of alcohol onto or off of the licensed premise.
- Officers will **not** be assigned duties inside the bar or liquor establishment.
- Officers may regularly patrol or supervise an exterior consumption area, such as a beer garden at a special event or block party in the downtown area. However, they will not be placed at the exit as a primary control of alcohol leaving the approved area.
- A mandatory minimum of two officers are required to work any event at which alcohol is involved and more may be required based on the type of event, predicted crowds and historical knowledge.

V. SITE PLANS & EVENT LAYOUT

a. Tent, Canopy, and Inflatables Permit

All tent and membrane structures having an area in excess of 200 square feet and all canopies in excess of 401 square feet must be approved and reviewed by the Burlington Fire Department in compliance with the International Fire Code as amended by the State of North Carolina and the City of Burlington NC. In many instances it is necessary to issue a Tent, Canopy and Membrane Structure Permit in conjunction with a Public Assembly Permit in which case the review process is combined; however, the individual permit fees are applicable to each permit type.

As part of the permit requirements, onsite stand-by and inspection services may be required due to the size, complexity and/or unique safety issues regarding the activities associated with the proposed event.

Tents/Canopies

Tents, canopies, and other membrane structures are regulated by the North Carolina Fire Code and enforced by the Burlington Fire Department. The following information related to tents, canopies, and other membrane structures is not all inclusive, but is to be utilized as a quick reference guide. Burlington Fire Department personnel 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 the Burlington Fire Department Fire Prevention Bureau at (336)229-3133 or (336)229-3577.

Permit Requirements and Fees

<u>Temporary Membrane Structures</u>	<u>Tents</u>
\$25.00 (401 Sq. Ft - 1,000 Sq. ft)	\$25.00 (801 Sq. Ft - 1,600 Sq. ft)
\$50.00 (1,001 Sq. ft – 2,000 Sq. ft)	\$50.00 (1,601 Sq. ft – 2,400 Sq. ft)
\$75.00 (>2,000 Sq. ft)	\$75.00 (>2,401 Sq. ft)

A permit shall be obtained from the Burlington Fire Department prior to erecting any tent, canopy, or membrane structure meeting the following specifications:

- All tents and membrane structures (bouncy houses, etc) with sides in excess of 401 square feet.
- 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 or other membrane structures shall have a permanently affixed label bearing the identification of size and fabric or material type
- Smoking shall not be permitted in tents or membrane structures. Approved "No Smoking" signs shall be posted.
- Fire extinguishers of a minimum 2A:10BC rating shall be mounted for a maximum travel distance of seventy-five (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 required distance from tank to tent.

Tents Used for Cooking

- Open flame or other devices emitting a flame, fire or heat or any flammable or combustible liquids, gas, charcoal, or other cooking device or any other unapproved devices 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 three feet (3') 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.

b. Portable Restrooms

Requirements

Alamance County Department of Environmental Health Services recommends one (1) portable toilet for every 250 people. The number of portable toilets can be determined based on your estimated peak time attendance. You must provide portable restroom facilities at your event unless you can substantiate the sufficient availability of both accessible and non-accessible facilities in the immediate area of the event site that will be available to the public during your event.

Additional Details

Event Organizers will be required to provide contact information for the contracted portable restroom company as well as a detailed timeline of when they will be delivered and picked up to their location. Portable restrooms must be included in the event layout submitted with your application.

c. Solid Waste

All approved applicants are responsible for providing a safe and clean atmosphere during their event. The requesting applicant shall be responsible for the proper disposal of all trash and recyclables generated during the event. All receptacles for the collection of trash and recyclables as well as the disposing of such contents shall be the applicant's responsibility. No garbage will be permitted to be left on any streets and/or sidewalks within the approved area. Sanitation only available for public events permitted through this application.

City of Burlington Solid Waste Department

The City of Burlington has the ability to provide trash and recycling bins at your event location for a minimal fee of \$2.50 per receptacle. Event hosts may also schedule a sanitation worker to be at the event for on-site trash removal for an additional fee. Event Organizers will be billed for COB container usage once the event has taken place.

d. Event Activities & Features

This section of the permit application has been designed to obtain a detailed description of the types of activities, performances, services and other elements that you plan to incorporate in your event plans. Providing detailed information in this section helps the Citywide Team to work effectively with you in developing plans that provide for the safety of all those participating or attending your event.

Event Activities

Activities not included in your permit application are not authorized to take place in your event venue and can be curtailed by the Burlington Police Department with possibility of termination of activities if they incite a crowd or have potential to cause unruly and risky behavior.

Inflatables

The use of inflatables is acceptable upon approval of the company's insurance policy meeting all City of Burlington requirements. Examples of inflatables include, but are not limited to, jumpers, climbing walls, obstacle courses, décor elements and promotional signage. Inflatables over 401 sq. ft. will need to be inspected by the Burlington Fire Department.

Performances

As part of the permit review process, you must provide a description of the types of performances or entertainment that will be at your event. This helps the Citywide Team to work effectively with you in developing plans that provide for the safety of all those who attend your event.

Amplified Sound

In most cases, issuance of a Citywide Special Event Permit will serve as your approval to use amplified sound within your event venue as outlined in your permit application. Loud and unreasonable noise at any time of day or night (including music) is a violation of state law.

It is important to carefully assess the environment in which your event is proposed to take place in order to develop a plan that best limits the impact of sound generated by event activities to the surrounding neighborhood. Issues to consider include but are not limited to:

- The direction speakers are pointed.
- Sound checks must be authorized as part of your permit.
- Do not place speakers and sound system devices in areas that have not received authorization.

- Provide information to area residents and business that might be impacted by noise from your event. You should include a mobile number that is staffed by an event representative throughout the event set-up, event duration, and dismantle.

Accessibility

Your event plans must comply with all city, county, state and federal disability access laws and regulations applicable to your proposed event activities. All temporary venues, related structures, and outdoors sites associated with your event must be accessible to all disabled persons.

Event Layout

The site plan or route map you include with your permit application is a visual representation of all the infrastructure and operational event elements that you describe throughout the permit application and should include any stationary elements as well as moving routes. The final permit issued by the City of Burlington will only be valid for the venue areas and event elements described in your permit application and site plan or route map. Modifications to your request may be required during the permit review process and will be incorporated in the final permit.

To supplement your site plan or route map, you must provide a detailed narrative and timeline of your event to better assist in the review of your event. The narrative should include details regarding the set-up, sounds checks, operations and dismantle of your proposed event activities. If there is a moving route associated with your proposed event, you must include a turn-by-turn narrative and diagram that incorporates the names of all proposed street/lane closures, detours, etc.

Your site plan or route map should include the location of all event infrastructure elements identified in your permit application including, but not limited to:

- Fencing, including beer gardens and production areas
- Portable restrooms
- Trash and recycling containers
- Generators and other sources of electricity.
- Placement of any vehicles and/or trailers including production and shuttle areas.
- Portable, prefabricated, or site built structures, bridges, staging, platforms, bleachers, or grandstands.
- Other related infrastructure components not listed above but included in your permit application.

Your event plans should include outreach and mitigating measures that address potential impacts your event may have on the surrounding area in which the event activities are proposed to take place. Ex: events occurring in downtown Burlington/event organizers should inform the businesses of the upcoming event. Additional communications will occur from the Burlington Downtown Corporation via email to business owners and operators.

VI. Alcohol

If you plan to have alcohol at your event, you must receive authorization from the Burlington Police Department and obtain a permit from the North Carolina Department of Alcohol Beverage Control (ABC). The issuance of a Special Event permit allowing alcohol sales, service, possession and consumption of alcoholic beverage on city streets or public properties as allowed by NCGS 18B-300 and Burlington City Code Sec. 15-1. All other laws in regards to the

sale, service, purchase, possession and consumption of alcohol are subject to enforcement action up to and including arrest.

The City of Burlington Police Department and State ABC representatives will independently review your event plans and alcohol management strategies before your license is approved. If the proposed event will take place on public park land; within a city-owned facility; or other city-managed property, you will also be required to provide a letter of authorization to serve alcohol from an authorized representative of the City Manager's Office. Both the Police Department and managing city department may place restrictions on the way in which alcohol is managed at your proposed event.

More information is available at [www. http://abc.nc.gov/](http://abc.nc.gov/) or contact the local ABC office at 336-226-6882.

a. Alcohol Management Permit Conditions

- The sales, services and consumption of permitted alcoholic beverages must take place in a designated and approved area. Approval will be given by the City Council.
- Only the following alcoholic beverages are permitted to be served:
 - **Malt Beverage**-beer, lager, malt liquor, ale, porter, and any other brewed or fermented beverage containing at least one-half of one percent (.05%), and not more than fifteen percent (15.0%), alcohol by volume.
 - **Unfortified wine**: any wine of sixteen percent (16%) or less alcohol by volume, made by fermentation from grapes, fruits, berries, rice, or honey; or by the addition of pure cane, beet, or dextrose sugar; or by the in accordance with the regulations of the United States.
- Consumption will be in the designated area and a map of that area must be included in the permit application. The area of consumption cannot deviate from the mapped area as indicated in the application. A brief narrative describing the consumption area shall accompany the map.
- Alcohol consumed in the event area must be purchased from or provided by the event host or contracted provider. (No Outside Alcohol)
- The event applicant/host shall provide monitors at major entry and exit points to assist in the regulation of alcohol entering or leaving the event area.
- No additional dispensing points outside of the area shall be authorized.

Alcoholic beverages can only be sold or provided to people 21 years or older. As such, each time a person purchases an alcoholic beverage, the person's age shall be verified with identification at the point of sale. The use of hand stamps, tickets or wrist bands to verify age will not serve as age verification. Licensed and approved vendor staff shall be present to check identification for the purposes of verifying that people being served within the designated area meet the age requirements set forth by the State of North Carolina.

- Service of alcoholic beverages must be done by a licensed and insured caterer. All distribution of alcoholic beverages must be performed by designated, trained Safe Service Training or equivalent event staff.
- All alcoholic beverages must be consumed from a single serving container that complies with the following guidelines: 16 ounce cup or smaller for beer; 5 ounce cup or smaller for wine.
- Glass containers may not be used at public events.
- The use of beer luges, drinking funnels, free pouring, etc. is prohibited.
- Burlington Police are required to be present in the area where consumption is taking place at all times that the license privileges are being exercised. The number of officers assigned to work said event will be

determined by the BPD Chief or his designee. If a non-city sponsored event, the host organization assumes the cost of the designated officers.

- Commencement of alcohol service shall not begin prior to the start time of the event. Last service shall be conducted no later than one-half hour prior to the end of the event.
- The Host Organization is responsible for resolving any problems associated with the event and/or issues of concern raised by neighbors.
- Host is responsible for securing the proper number of restrooms and all litter accumulated within the serving area.
- Appropriate number of restroom facilities must be accessible to attendees.

VII. Insurance Requirements

a. Event Operational Plan – Insurance

Before final approval of your Special Event Permit Application is granted, an ACORD Certificate of Insurance reflecting Commercial General Liability insurance, Workers’ Compensation insurance and Liquor Liability insurance (if applicable) shall be provided, for the Host Organization and, as applicable, the Primary Contact, Private Security Service Provider, Medical Service Provider, and other service providers if required.

All certificates of insurance must provide coverage for the duration of the event, including set up and tear down dates. The City’s Risk Management Department has final authority regarding the insurance coverage and limits for the Special Event and can require insurance coverage from other service providers; place requirements on Event Components and/or modify Event Components in a Special Event due to the unique nature or risk of a particular Event or Event Component; and require participant waivers.

Please click the link to review the [Special Events 2019 Example COI](#).

b. Special Events Liability/Insurance Requirements

	EACH OCCURRENCE	AGGREGATE
<u>GENERAL LIABILITY</u> Bodily Injury & Property Damage Combined Single Limit	\$1,000,000	\$3,000,000
<u>AUTOMOBILE LIABILITY</u> Bodily Injury & Property Damage Combined Single Limit	\$1,000,000	
<u>LIQUOR LIABILITY</u> (If alcohol is being served) Bodily Injury & Property Damage Combined Single Limit	\$1,000,000	\$1,000,000
<u>EXCESS LIABILITY</u> (If exposure merits) Lower limits for small companies can be discussed with agent	\$5,000,000	\$5,000,000

THE CITY OF BURLINGTON MUST BE NAMED AS AN ADDITIONAL INSURED ON THE GENERAL LIABILITY POLICY. The address should be typed as follows:

**City of Burlington
425 S. Lexington Avenue
Burlington, NC 27215**

A Blanket Waiver of Subrogation shall apply in favor of the City of Burlington and all additional insured's as required by contract for Workers Compensation and General Liability. North Carolina law requires that any company with 3 or more employees (including part-time) must carry Workers Compensation.

***COI should be handed in no less than 2 weeks prior to your event for proper approval.**

c. Food Vendors & Food Trucks

If you intend to sell, serve, give away, or sample food or consumable products, including water or other beverages, at a public event, you must follow the [Alamance County Health Department's regulations](#).

Additionally, each food vendor at your event must also have a Temporary Food Facility Vendor Permit. Different permits, policies and procedures depend on your classification and the number of days of your event. As part of the food handling requirements, you are required to include public safety features in your event plans such as hand-washing sinks. Alamance County's Department of Environmental Health issues food permits. A Certificate of Liability insurance is required by the City of Burlington from each food vendor.

d. Food Preparation

If you intend to sell, serve, give away, or sample food or consumable products, including water or other beverages at a public event, you must obtain a Temporary Food Facility Sponsor Permit issued by the City of Burlington Department of Environmental Health. Additionally, each food vendor at your event must also have a Temporary Food Facility Vendor Permit. Different permits, policies and procedures depend on your classification and the number of days of your event. As part of the food handling requirements, you are required to include public safety features in your event plans such as hand-washing sinks.

Additional information on cooking food at an event can be found under the Site Plan section.

VIII. Event Planning Contact

Please contact Emily Crowley, Burlington Recreation and Parks Department's Supervisor for Special Events with any questions you have related to the events planning process.

ecrowley@burlingtonnc.gov

336-229-3149

City of Burlington

Special Event Permit Application

ALL PAGES OF THIS APPLICATION MUST BE SUBMITTED ALONG WITH THE APPLICABLE FEES & CERTIFICATES OF INSURANCE BEFORE ANY DATES WILL BE RESERVED & DEEMED COMPLETE.

EVENT NAME	
EVENT DATE	
EVENT TIME	
EVENT LOCATION	
SET-UP & CLEAN-UP TIMELINE	

Event date requested is subject to change based on other events scheduled the same day

EVENT CATEGORY & ACTIVITIES PLEASE CHECK ALL THAT APPLY FOR YOUR EVENT	<input type="checkbox"/> Street Closure	<input type="checkbox"/> DJ/Amplified Sound	<input type="checkbox"/> Farmer/Outdoor Market
	<input type="checkbox"/> Festival/Fair/Celebration	<input type="checkbox"/> Stage(s)	<input type="checkbox"/> Exhibit
	<input type="checkbox"/> 5K Run/Walk	<input type="checkbox"/> Concert/Performance	<input type="checkbox"/> Fundraiser
	<input type="checkbox"/> Food Vendors (trucks, stands, etc.)	<input type="checkbox"/> Inflatables	<input type="checkbox"/> Other:

ADVERTISING EVENTS PRIOR TO RECEIVING APPROVAL PERMIT IS PROHIBITED.

OFFICE USE ONLY

DATE APPLICATION RECEIVED	DATE PAYMENT RECEIVED
CONDITIONS OF APPROVAL	BPD NEEDS
COI STATUS	APPROVAL DATE
ADDITIONAL COMMENTS:	

EVENT DETAILS

SUMMARY OF EVENT

ORGANIZATION NAME: _____

APPLICANT NAME: _____

PHONE: _____ E-MAIL: _____

ORGANIZATION'S NON-PROFIT TAX ID#: _____

WEBSITE: _____ FACEBOOK PAGE: _____

DAY OF EVENT CONTACT NAME: _____ PHONE: _____

DESCRIPTION OF EVENT

ADMISSION FEE ___ No ___ Yes Amount: \$ _____

ESTIMATED ATTENDANCE: _____

LOCATION OF EVENT

GIVE DESCRIPTION OF LOCATION/NAME OF PARK OR FACILITY/ROUTES

WILL YOUR EVENT INCLUDE ANY STREET CLOSURES? ___ No ___ Yes

IF YES, PLEASE COMPLETE THE NEXT PAGE OF THIS APPLICATION. IF NO, PLEASE SKIP THE STREET CLOSURE REQUEST PAGES.



CITY OF BURLINGTON
TEMPORARY STREET CLOSING REQUEST
City Code Section 32-50



1) Describe any streets you are requesting to close in detail by listing:

- Street names, intersecting streets & beginning and ending times
- If this is a 5k route, provide a written turn-by-turn description of your route.
- If the setup and breakdown times vary for different parts of your route, include the differing timeframes in this explanation.

2) Provide a clear and detailed map depicting the area of your requested closure.

Include routes, start/finish lines, placement of barricades, emergency access points, and any other relevant information.

*Map of area involved in temporary closure request must be provided with application before closure will be considered. **Email Map** to ecrowley@burlingtonnc.gov , Supervisor of Special Events.

Closure Description: *(Partial block closures are generally not permitted; one-way streets may require additional closures nearby). Include set-up and clean-up times to begin closure and end closures. Use additional paper if necessary.*

Name of Street to be closed: _____

Beginning Intersection Street: _____ Beginning Time: _____

Ending Intersection Street: _____ Ending Time: _____

Name of Street to be closed: _____

Beginning Intersection Street: _____ Beginning Time: _____

Ending Intersection Street: _____ Ending Time: _____

Name of Street to be closed: _____

Beginning Intersection Street: _____ Beginning Time: _____

Ending Intersection Street: _____ Ending Time: _____

By signing below, I understand and agree to the Temporary Street Closure guidelines. I also understand the City of Burlington Special Events City staff has the final authority on any decision that needs to be made regarding my street closure request.

Event Organizer Signature: _____ **Date:** _____

City of Burlington
 City Manager's Office
 PO Box 1358 – Burlington, NC 27216
 Phone: 336.222.5023
 Email: bsmith@burlingtonnc.gov

OFFICE USE ONLY

Street Closure Request: _____ Approved _____ Denied

Explanation if denied:

BURLINGTON POLICE DEPARTMENT

The following types of events **REQUIRE** the Burlington Police Department to schedule Extra Duty Solution (EDS) officers for your event. Please check the box that best applies to your event request:

<input type="checkbox"/> 5K/Other Race/March that take place in the street
<input type="checkbox"/> Event includes alcohol
<input type="checkbox"/> Event where the community may have opposition
<input type="checkbox"/> Based on the above categories, I do not need to schedule EDS for my event
<input type="checkbox"/> Based on the above categories, I am not required to schedule EDS, but would like to schedule officers anyways because: _____ _____ _____

Please fill out your event history truthfully and honestly. If you are found to be dishonest, your application will no longer be valid and event will be cancelled.

HAVE YOU HOSTED THIS EVENT BEFORE? _____No _____Yes

IF YES, WAS IT HELD IN THE CITY OF BURLINGTON? _____No _____Yes **LOCATION:** _____

IF NO, WHERE WAS YOUR EVENT HELD IN THE PAST? _____

HAVE YOU HAD OPPOSITION TOWARD YOUR EVENT IN THE PAST? _____No _____Yes

DO YOU EXPECT OPPOSITION TOWARDS YOUR EVENT? _____No _____Yes

Extra Duty Solutions must be contacted as soon as this application is handed in. Please refer to pages 7-9 in the COB Special Event Permit Guide for information on scheduling EDS and fees associated with EDS for your event. Event hosts must give a **60 day notice** to EDS for events requiring officers. Event requests not meeting this deadline will be asked to extend event planning and find new calendar date for event.

SITE PLAN & EVENT MAP

A site plan or event map must be submitted with your application, even if a map was submitted in a prior year. It must include the details outlined on pages 9-12 in the COB Special Event Permit Guide.

Maps can be hand drawn, created using Google Earth as the background, etc. Some COB facilities have blank maps available for you to personalize and can be obtained from the Special Events Supervisor.

ALCOHOL

When serving alcohol, state laws apply to all dispensing and sale of beverages.

Does your event involve the use of alcoholic beverages? _____ No _____ Yes

If yes, please check all that apply:

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> Free- Host provides alcohol | <input type="checkbox"/> Beer |
| <input type="checkbox"/> Alcohol Sales | <input type="checkbox"/> Wine |
| <input type="checkbox"/> Sale of alcohol by host | <input type="checkbox"/> Beer & Wine |

Please describe your security plan to ensure the safe sale or distribution of alcohol at your event.

Alcohol consumption will be in the designated area and a map of that area must be included in the permit application. The area of consumption cannot deviate from the mapped area as indicated in the application, accompanying the map. The request to serve alcohol must meet all guidelines set forth on pages 13-14.

INSURANCE REQUIREMENTS

The event host must submit a Certificate of Insurance (COI) listing the City of Burlington as “additionally insured.” Additional information on COI guidelines can be found on page 15 of the COB Special Event Permit Guide.

EVENT HOST INSURANCE REQUIREMENTS

Name of Policy Holder on Certificate of Insurance

Does your organization plan to cook food on-site?

_____ No _____ Yes

If yes, all food preparations, storing, cooking and serving must meet the regulations set forth by the Alamance County Health Department and State of North Carolina.

See page 15 of the COB Special Event Permit Guide for additional information and COI regulations.

PARTICIPATING VENDORS

_____ Food Trucks

_____ Private Food Vendor (Restaurant/Caterer)

_____ Food Stands/Food Carts

_____ Inflatable Company

_____ Special Features

Other: _____

All outside food vendors, special features, inflatables, etc. participating in your event, must have a valid COI on file in order to participate in your event. All COI's must be received at least 2 weeks prior to event.

PORTABLE RESTROOMS

You are required to provide restroom facilities at your event, unless you can substantiate the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event site which will be available to the public during your event. The City has the right to require additional portable restrooms be added to the event at the expense of the event organizer.

Do you plan to provide portable restroom facilities at your event? _____ No _____ Yes

If yes: Total number of portable toilets _____

If no, please explain: _____

Restroom Company: _____

Contact Name: _____ **Phone :** _____

Equipment Setup: Date _____ Time _____ **Equipment Pickup:** Date _____ Time _____

SOLID WASTE DEPARTMENT

All approved applicants are responsible for providing a safe and clean atmosphere during their event. The requesting applicant shall be responsible for the proper disposal of all trash and recyclables generated during the event. All receptacles for the collection of trash and recyclables as well as the disposing of such contents shall be the applicant's responsibility. No garbage will be permitted to be left on any streets and/or sidewalks within the approved area. Solid Waste containers will only be made available for public events permitted through this application.

Will you be utilizing the City of Burlington for your sanitation needs? _____ No _____ Yes

If so, please fill in your sanitation needs.

Name of Event Coordinator overseeing garbage if different: _____

Contact Information Cell: _____ Email: _____

Number of Trash Cans _____ (x \$2.50)

Number of Recycling Containers _____ (x \$2.50)

Billing Address: _____

Please share your plan for cleanup and removal of recyclable goods, waste and garbage during & after event.

*Additional information regarding large scale events and dumpster services available upon request

Before submitting your Permit Application have you.... (Please check off items before signing)

- Read the accompanying COB Special Event Permit Guide?
- Selected an event date that is at least 60 days from the submission date?
- Signed and dated your application?
- Attached your event site plan and map? (Do not submit without including!)
- Attached your event security needs?
- Attached your Certificate of Insurance with appropriate address, liability limits and the City of Burlington listed as additionally insured? (Can be handed in closer to date if necessary)
- Include any permits that may be required to hold your event in the selected venue? [Fire, Alcohol, Tent, etc.]
- Attached any other documents that will assist the Special Events approval committee?
- Secured rentals of any facilities you plan to use for your event? (Rental & Staffing fees apply)
- Understand and will promote the following ordinance to event goers: Sec. 22-33 Smoking and the use of tobacco products, including e-cigarettes, shall be prohibited in all Burlington Parks Systems facilities and grounds. This ordinance includes sidewalks and parking lots adjacent to recreation facilities.
- Attached a \$25 check for application fee or made other arrangements to pay when handing in application?



AFFIDAVIT OF APPLICANT

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 Burlington 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 the City Manager's designee. Applicant agrees to comply with all other requirements by the City, County, State, 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 not reduce any 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 Burlington.

Print Name of Applicant/Host Organization: _____

Name of Event Organizer: _____

Signature: _____ **Date:** _____

Please submit your COMPLETED application by mail or in person to:

COB Special Events / Emily Crowley
1333 Overbrook Road
Burlington, NC 27215

OR email completed application to Emily Crowley at ecrowley@burlingtonnc.gov

For additional questions, comments or concerns, please call 336-229-3149.