



# SPECIAL EVENTS POLICY

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# Introduction

Special Events are an important component of the high quality of life in Wake Forest. These events support a sense of place and community, have a positive economic impact on surrounding businesses and encourage residential, commercial, and professional office investment in the Town of Wake Forest (“Town”). The Town has long been a supporter of community events that provide leisure and recreational activities.

When the Town organizes a Special Event, any adverse consequences such as security, traffic and crowd control, property damage, and sanitation are minimized. Similar Special Events sponsored by private groups may not adequately address the adverse consequences. The Town believes it is in the public interest and promotes the public health, safety, and welfare to regulate such Special Events that interfere with the free flow of vehicular and pedestrian traffic on Public Areas and/or utilize private property for events that may impact traffic or public safety.

This Policy is intended to permit many types of Special Events in Public Areas but under guidelines that will prevent, or at least reduce the adverse consequences.

The Wake Forest Board of Commissioners (BOC) of the Town of Wake Forest do hereby enact and ordain the Special Events Policy.



## Special Events Policy

This policy shall be known and cited as the Special Events Policy (“Policy”).

It is the policy of the Town that Public Areas, as defined below, are set aside primarily for use by the public at large and should not ordinarily be reserved for private events, parties and gatherings that do not promote a public purpose that benefits and is made available to the entire community. However, on a limited basis, private events that accomplish public good by celebrating the history, heritage and diversity of Wake Forest may be allowed within a Public Area subject to the provisions of this Policy.

The Town Manager is hereby given the authority to authorize the temporary closure of Public Areas, as defined below, for Special Events subject to the provisions of this Policy.

The Town Manager shall have the right to grant waivers concerning scheduling or other minor requirements of this Policy where there is a hardship caused to the event organizer by the strict enforcement of this Policy provided the health, safety and welfare of the public is not placed at risk and the overall intent of this Policy can be achieved.

This policy shall not apply to events taking place in our public parks, greenways, playgrounds and at The Renaissance Centre. The Parks, Recreation, and Cultural Resources Department, the Renaissance Centre, and Center for Active Aging have policies in place to regulate events held in these venues.





# Definitions

For the purposes of this Policy, the following Definitions shall apply unless the context clearly indicates or requires a different meaning:

**Centennial Plaza:** Plaza located directly in front of Town Hall located along Brooks Street. See section for special conditions related to Centennial Plaza use.

**Certificate of Insurance (COI):** A certificate showing proof of the required insurance coverage(s) in the form of an original current certificate of insurance presented by the Insured's agency. The Town, its officers, officials, agents, and employees, shall be named as additional insured on the General Liability Policy.

**Community Event:** These are approved "special events" that a business, religious institution, community group, or other organization runs, pays for, and plans after applying for and receiving a Special Event Permit from the Town. Examples of Community Events include the Wake Forest Rotary Club's Cars & Carnivores Street Festival, Wake Forest Downtown, Inc.'s Forest Fest, and the Wake Forest Area Chamber of Commerce's Meet in the Street. Town staff may approve an event location (Festival Street/East Owen Avenue, South White Street, etc.), and may require staff from Police, Public Works, and other departments, as necessary. Community Event Organizers are invoiced for the cost of Town staff required to work the event.

**Community Events Coordinator:** The Town's employee(s) and/or contact(s) that help guide the event organizer(s) throughout the various special event processes and stages (application, planning, requirements/regulations, etc.) in the Special Event Policy. They also act as a liaison between the event organizer and other Town departments throughout the event process.

**Crowd Manager:** The person(s) responsible for defining their event organization/ establishment's emergency plan for evacuation. They are also responsible for ensuring that all event personnel, including volunteers, properly understand their roles in crowd management and assisting in directing the crowd in an orderly manner for evacuation. They provide direction for all



event personnel in assigned areas by continuously communicating necessary changes of events or strategies consistent with event management as well as monitor crowd behavior, intervening as necessary.

**Downtown Wake Forest:** Defined by a geographical area designated as the Municipal Service District (MSD). See map for details: [www.wakeforestnc.gov/sites/default/files/uploads/WFD/msd-map.pdf](http://www.wakeforestnc.gov/sites/default/files/uploads/WFD/msd-map.pdf)

**Event Organizer:** The individual(s) completing the Special Event Permit Application and point-of-contact for the event. This individual is responsible for coordinating and submitting all the requirements and conditions pertaining to the Special Event Permit and complying with the Town's Special Event Policy. The Event Organizer is to remain on-site beginning at event set up, during the event and after, until all equipment is picked up, clean up, etc. has been completed. The permit will be issued in the name of the specific individual and that individual shall be physically present throughout the duration of the event, and personally responsible for the information provided, for compliance with the terms and conditions of the permit and all terms set forth in this policy.

**Event Site Plan/Map:** A comprehensive plan/map of the event site that includes (as applicable) such items as street closures, stage location(s), restroom facilities/locations, vendor areas, food/food truck areas, information tent, designated parking areas, first aid stations, missing child relocation area, emergency shelter locations, and volunteer stations.

**General Event:** Minimal-impact events that take place in off-street venues and do not close roads; have fewer than 200 estimated total attendees; affect a minimal number of residents or establishments; and have no significant event infrastructure.

## DEFINITIONS



**Motorized Parade:** Any parade that includes a motorized vehicle; these types of events are governed by the Town's Motorized Parade Policy.

**Neighborhood Event:** Organized small-scale activity that closes a small section of a local street. Events are limited to a neighborhood cul-de-sac or on a road with only one entrance where all the affected residents have been notified. These small-scale gatherings are initiated by, and are intended to, attract only local residents who live on or in close proximity to the street being closed. They are not intended for the general public.

**Political Events/Parties:** A group of people engaged in political activities and/or events (i.e. lobbying, community organizing, campaign advertising, etc.) aimed at achieving clearly defined political goals, which typically benefit the interests of their members.

**Positive Protective Barrier:** The measures and/or devices which contain and/or redirect motorized vehicles and meet applicable crash standard criteria. Examples may include Class III barriers, Meridian barriers, highly mobile barriers, movable and temporary steel barriers, movable concrete barriers, and traditional concrete barriers.

**Private Property Events:** Events held entirely on private property where a disruption to vehicular or pedestrian traffic is anticipated.

**Public Area:** Primarily an area dedicated, reserved, or set aside for public use and maintained by or under the

control of the Town. Among other places, it includes streets, alleys, sidewalks, parking lots, parks, and other open space and property owned by the Town. Further, streets under the control of the North Carolina Department of Transportation (NCDOT) and the sidewalks along those streets are a Public Area for the purposes herein when the appropriate review and consent has been obtained from the Town and NCDOT.

**Public Purpose:** Events that accomplish public good by celebrating the history, heritage and diversity of Wake Forest. These events support a sense of place and community, have a positive economic impact on surrounding businesses and encourage residential, commercial, and professional office investment in the Town.

**Social District:** Social Districts are areas where people can walk with open, to-go containers of alcoholic beverages (malt beverages, unfortified wine, fortified wine, spirituous beverages, and mixed beverages) in a contiguous area. A Social District may include both indoor and outdoor areas of businesses within the defined district during the days and hours established for the district. When applicable due to the time, location, or other elements of an event, the Town's Social District requirements and obligations must also be followed in addition to this policy. This policy and Town Social District requirements shall not be interpreted or applied in a manner contrary to the other.

## DEFINITIONS

**Special Event:** An event which is expected to attract/assemble fifty or more persons on a Public Area (Centennial Plaza has additional permitting requirement – please refer to that section), or which may require the closing of public streets and sidewalks, or which may restrict or interfere with the right of merchants, the public and private individuals to have access to offices, stores, residences, or other places. Streets under the control of NCDOT are considered a Public Area for the purposes of this definition when appropriate consent has been obtained from NCDOT.

Special events include, but are not limited to general events, neighborhood events, walk/race events, street festivals, carnivals, concerts, parades, processions, block parties, private property events, performances, rallies, ceremonies, and festivals of any kind. At all times, the Town reserves the right to define and categorize the type of event, its Tier, the required insurance coverages, the operations and logistics necessary to maintain safety and compliance, and any other definition decision necessary to the consistent application of the spirit and letter of this policy.

**Special Event Emergency Action Plan (SEEAP):** A plan that includes and identifies such items as, but not limited to comprehensive site map(s), crowd managers, emergency access, event communication/contacts, how event organizer(s) deal with emergencies, notification, safety/security information, and weather contingency plans.

**Sponsor/Sponsoring Organizations:** An individual or organization that pays some or all of the costs involved in an event in return for advertising.

**Street Festival/Carnival/Concert/Parade:** Greater impact on the community, which may involve the closure of multiple town blocks; closure that affects numerous residents or establishments; high noise levels; estimated attendance of 200 or more people; and/or significant event infrastructure such as multiple vendors, stages, and tents.

**Tier 1 Event:** Event with fewer than 200 people, limited Town services, no public right of way closures, and limited event components (without inflatables, tables, food trucks, large tents, alcohol, and stage systems). Does not include Motorized Parades.

**Tier 2 Event:** All events except those that fit the Tier 1 Event criteria. Includes events that serve alcoholic beverages. Does not include Motorized Parades.

**Town-Organized Event:** These are events that the Town creates, pays for, and plans. Town staff manage the programming, including activities, logistics, sponsors and vendors. These are often referred to as “Town Events.” Examples of Town events include Friday Night on White, Halloween Boo Bash, and the Wake Forest Cares Holiday Kickoff.

**Walk/Race Event:** Organized activity involving running, biking, walking or other means of transportation, involving three or more participants and utilizing a fixed course that involves the use or obstruction of Town street right-of-way, Town sidewalks, and greenways.



# Special Event Permit

## PERMIT REQUIREMENT

*It shall be unlawful for any person to conduct, sponsor, maintain or assist in maintaining a Special Event, as defined above, within or on any Public Area without first obtaining the permit required herein and maintaining the validity of the permit throughout the Special Event.*



## Special Event Permit Exceptions

The following events are exceptions to the permit and will not apply to nor require a permit:

- Funerals.
- Educational activities involving students and/or faculty provided the event is under the immediate direction and supervision of school administrative personnel and does not require closure of a public area or have traffic, safety or noise impacts.
- The Town or any other governmental unit carrying out its normal functions.
- Town-Organized Events, or an authorized agent of the Town provided the Special Event is insured against accidents and liabilities by the Town or by the entity acting on behalf of the Town.
- Spontaneous events lasting no more than two (2) hours occasioned by news or public affairs coming into the public knowledge within three (3) days of the event provided the organizer of the event provides immediate written notice to Wake Forest Police Department.
- Official observances for national holidays, national, state, and local events which are of short duration and open to the public at large without the payment of admission fees or other charges and do not involve commercial activity.
- Picketing. Regulations for picketing are stated in Chapter 20, Article IV, Section 20-118,119 of the Code of Ordinances of the Town.

# SPECIAL EVENT PERMIT

## Special Event Permit Application Process

### APPLICATION

An electronic application for a Special Event Permit shall be filed with the Town Manager or their designee using the form link below.

1. Applying for a Special Event Permit does not guarantee approval.

The Town assumes no liability if an event is not approved; selling tickets, advertising, gaining sponsorship, and any other activities done prior to the event approval will be done at the risk of the event organizer.

2. Read the Special Events Policy thoroughly and please direct any questions to the Community Events Coordinator(s) at: [communityeventscoordinator@wakeforestnc.gov](mailto:communityeventscoordinator@wakeforestnc.gov) or (919) 435-9415.

3. Complete the Town Special Event Permit Application online: [www.cognitoforms.com/TownOfWakeForestNC1/SpecialEventApplication](http://www.cognitoforms.com/TownOfWakeForestNC1/SpecialEventApplication)
4. Pay the required, non-refundable application fee (see below) and upload any required documentation (i.e., event site plan/map, private property approval letters) at the time of application submittal.

### DETERMINATION AND ISSUANCE OF PERMIT

The event organizer should review the following table to understand event type classifications. In issuing any permit applied for under this Policy, the Town Manager and/or designee, shall determine which departments should review and make recommendations for approval, approval with conditions, or denial. Applications for Special Events shall be submitted in accordance with the following schedule.



## SPECIAL EVENT PERMIT

Event Type	Tier	Examples	Application Deadline	Application Fee*	Insurance Requirements**
General	Tier 1	Fewer than 200 people; limited Town services; no public right of way closures; limited event components with no inflatables, tables, food trucks, large tents, alcohol, or stage systems. Examples include pop-up markets and small gatherings for public purpose.	Minimum 90 days prior to event	\$25	Comprehensive general liability insurance policy providing bodily injury and property damage liability protection in the amount of \$2,000,000.
Neighborhood Events	Tier 1	Cul-de-sac closures	Minimum 60 days prior to event	\$25	Comprehensive general liability insurance policy providing bodily injury and property damage liability protection in the amount of \$2,000,000.
Private Property Events	Tier to be determined based on event components	Music nights, carnivals, retail grand openings, etc.	120 days prior to event	\$50	To be determined based on Tier assigned.
Walk/Race Events	Tier 2	5Ks, half-marathons	Minimum 120 days prior to event	\$100	Comprehensive general liability insurance policy providing bodily injury and property damage liability protection in the amount of \$5,000,000.
Street Festivals/ Carnivals/ Concerts/ Parades	Tier 2	All other events except those that fit Special Event Tier 1 criteria. Event examples include festivals, car shows, and events serving alcohol.	Minimum 180 days prior to event	\$100	Comprehensive general liability insurance policy providing bodily injury and property damage liability protection in the amount of \$5,000,000.
Motorized Parade	Governed by the Motorized Parade Policy	Motorized Parade	***	***	Comprehensive general liability insurance policy providing bodily injury and property damage liability protection in the amount of \$5,000,000.

\*Non-refundable

\*\*See Conditions, Insurance Section within this Policy for more information

\*\*\*Governed by the Town's Motorized Parade Policy

# SPECIAL EVENT PERMIT

## Evaluation Criteria

### DETERMINATIONS

The Special Event Permit process utilizes the following criteria when evaluating and permitting Special Event Permit Applications:

- The event purpose meets the public purpose requirement (events that accomplish public good by celebrating the history, heritage and diversity of Wake Forest);
- The Public Area to be used can accommodate the number of people expected to participate;
- The general health, safety, and welfare of the participants in/or attending the event as well as the surrounding community;
- Potential conflicts with prior scheduled permitted Special Events. Please also see maximum number of events allowable below in the Additional Determinations section;
- Whether the activities are in compliance with other applicable laws and Town ordinances;
- **Frequency.** No permit shall be issued which allows a particular Public Area to be closed for more than twelve (12) continuous hours; for more than two (2) days in a calendar month;
- **Benefit.** No permit shall be issued for an event which is substantially intended to financially benefit the event organizer or sponsor of the event unless the individual or sponsor can demonstrate the public purposes to be achieved;
- The individual making the application is a responsible individual with no criminal record;
- Priority is given to Town-based groups, chapters, and organizations (these are events organized by a group, chapter or organization that is Wake Forest-based either through its non-profit status, physical location, or with a chapter/group providing community services in Wake Forest); and
- No political groups/events.

### ADDITIONAL DETERMINATIONS

No permit shall be issued unless the permit can reasonably find:

- The property owners and public have pedestrian access to residences and businesses located along the closed portion of the Public Area.



- If alcohol will be served, or available, there is a plan for security, crowd control and emergency services.
- Availability of public safety and town personnel to ensure event safety.
- All other permissions, licenses and permits have been obtained.
- Adherence to event frequency limitations listed below which attempt to minimize the impact on residents, property owners and businesses affected by street closures, traffic, noise, etc.

### LIMITATION ON NUMBER OF EVENTS

In order to continue to cost-effectively support these events with public staff, to protect the interests of community members who are regular users of streets, sidewalks, and greenways from undue inconvenience, and to continue to support these events that are positive for the health, recreation and well-being of participants and for the economic development of the Town, the following restrictions shall be considered during the Special Event Approval Process:

**Downtown Wake Forest.** Maximum two (2) events per month on Downtown streets, including but not limited to S. White Street, S. Brooks Street, Elm Avenue, E. Owen Avenue, E. Jones Avenue, or Wait Avenue; this maximum number of events includes events hosted by the Town.

**Community-Wide.** Maximum of two (2) permitted events Town-wide per day (if Town Public Safety Resources are needed, event request will be evaluated and approved based on availability of Town Public Safety Resources).

**Blackout Dates.** Due to the reduced availability of supporting Town resources, applications for dates that fall on, or around, Town-Organized and sponsored events and Town observed holidays may not be approved. Please check the Town's website for a list of official Town holidays.

**Maximum Number of Street Closure Events**  
for each Organization Per Calendar Year (excluding Festival Street):  
Downtown – one (1) per entity

# SPECIAL EVENT PERMIT

## FORM OF SPECIAL EVENT PERMIT

An electronic application form will be provided by the Town.

- Upon submitting your application, you will receive a confirmation email that your application has been received.
- An application is not considered complete until all required fee(s), information, and documents are submitted. Incomplete applications will not be considered.
- **Event Organizer.** If the event organizer represents an organization or group, that information should be included; however, the permit will be issued in the name of the specific individual and that individual shall be personally responsible for the information provided and for compliance with the terms and conditions of the permit. The person designated by the application as the person responsible for the Special Event shall be physically present and accept responsibility for compliance with any and all terms as set forth in this policy.
- **Transferability.** The permit granted under this policy will not be transferable or assignable.
- **Vendors and Event Displays.** The event organizer has control of event vendors and displays. All vendors and displays must meet the criteria in this policy.



## REVOCATION OR DENIAL OF SPECIAL EVENT PERMIT

The application for any permit may be denied and any permit issued under this Policy may be revoked if:

- The application contains false or misleading information or does not set forth all the information requested, or
- The Special Event is operated in such a manner as to create a public nuisance or to constitute a hazard to the public health, safety, and welfare, or
- The event organizer and/or sponsor of the event has failed to obtain and maintain any health, business or other license or permit required by law for the activities carried on during the Special Event, or
- The event organizer and/or sponsor of the Special Event has violated or is attempting to violate any of the terms and conditions of this Policy or in prior approved events, or
- If there is a conflict with any previously scheduled Special Event. Events sponsored by the Town or carried out on behalf of the Town as part of its public service shall be given priority in scheduling.

## APPEALS

Event organizer(s) denied a permit may appeal before the Wake Forest BOC at a regularly scheduled meeting by filing with the Town Clerk. Appeal filing must occur within fifteen (15) business days of notification of denial.

Property and business owners unreasonably and unduly affected by a permitted Special Event may appeal before the Wake Forest BOC at a regularly scheduled meeting by filing with the Town Clerk.





# Policy Overview

## Special Event Permit Regulations

The permit issued for a Special Event under this Policy shall be subject to the regulations, conditions, and reservations of rights as set forth in this section.

**Additional Permits.** Any other permit required for the Special Event shall be obtained, including, but not limited to, permits for the service and consumption of alcoholic beverages, permits issued by NCDOT, Wake County Health Department, use of private property, and other similar licenses or permits. The Special Event will be operated in strict compliance with the terms and conditions set forth in those licenses and permits.

**Public Safety Officers.** The event organizer is responsible for all aspects of event management including crowd control and safety. The event organizer may be required to arrange for Wake Forest Public Safety Officers, at the event organizer's expense, to be present at the event. The number of officers required will be determined by the Wake Forest Police Department ("WFPD") and communicated in advance as a condition of the event permit approval.

**Event Barriers.** Events requiring street closures may require the use of large vehicles or heavy barriers to prevent vehicular traffic into event areas. Barrier requirements will be determined by the WFPD and will be communicated in advance as a condition of the event permit approval. The event organizer will be responsible for the cost of the required barriers.

**Access.** Pedestrian access will be provided for businesses and/or residences located along the Public Area; as well as access for fire and other protective services required by the Town.

**Crowd Control.** In compliance with the NC State Fire Prevention Code (Section 403.3), the event organizer agrees to provide one certified crowd manager for every 250 people during events with 1,000 or more people in attendance. A copy of the primary event organizer's "Certificate of Completion" of Crowd Manager Training (see link to training below) must



be submitted to the Town no later than ten (10) business days prior to the event and certificates of the remaining required crowd managers must be available at the event for viewing by Town officials. [www.ncosfm.gov/licensing-cert/pyrotechnics/classes-pyrotechnic-license-fusing-crowd-manager](http://www.ncosfm.gov/licensing-cert/pyrotechnics/classes-pyrotechnic-license-fusing-crowd-manager)

**Special Event Emergency Action Plan.** The event organizer must submit a Special Event Emergency Action Plan ("SEEAP") no later than fourteen (14) business days prior to the event. A SEEAP template can be found on the Town website: [www.wakeforestnc.gov/sites/default/files/uploads/towf\\_special\\_event\\_emergency\\_action\\_plan\\_template\\_2024\\_6\\_27.pdf](http://www.wakeforestnc.gov/sites/default/files/uploads/towf_special_event_emergency_action_plan_template_2024_6_27.pdf)

**Amplified Sound.** All events must comply with the Town's Noise Ordinance, Chapter 14, Article III, Section 14-56 through 14-63 of the Code of Ordinances of the Town.

**Temporary Stage.** Stages in excess of 400 sq ft will require a permit. Fees apply. Please visit our Electronic Plan Review site here or contact [www.wakeforestnc.gov/inspections/divisions/fire-inspections](http://www.wakeforestnc.gov/inspections/divisions/fire-inspections).

**Tents.** All event tents must be secured with weighted devices and proper permits must be obtained for tents in excess of 400 square feet.

**Sanitation.** The event organizer is responsible for litter and debris cleanup of the event site both during and after the event. The event organizer agrees to provide cleaning services to ensure that the event area is left in a clean, sanitary manner with all event trash removed from the event area.

## POLICY OVERVIEW

**Electricity.** If the event organizer elects to use Town electrical outlets, they must contract with the Town to provide a minimum of one (1) Facilities employee for onsite electrical set up and will have the option of contracting with Facilities staff to stay for the event or to have on an “on call” basis. Event organizer will be assessed fees for this service as per our fee schedule. This service is subject to availability of staff which will be determined at the time of event application.

**Equipment.** No equipment is provided unless it is a Town-sponsored event. This includes, but is not limited to, event signage, tents, cord covers, PA systems, trash cans, electrical equipment, toilets, and other various event equipment.

**Toilets.** The event organizer is responsible to provide adequate on-site toilets to support the needs of their event. Handicapped accessible toilets are required for all special events that require the use of on-site toilets.

**Alcohol.** The sale, distribution, possession and consumption of beer, wine and any other alcoholic beverages within Public Areas is prohibited (as per Article 20-2 of the Town of Wake Forest Code of Ordinances).

- If the Special Event Permit applicant/event organizer wants to offer alcohol for sale or consumption outside of what is already offered as part of the Wake Forest Social District, then the Special Event Permit applicant must obtain a waiver of the Town Alcohol Ordinance from the Board of Commissioners (BOC). This waiver is required before approval will be granted to serve alcohol at any Special Event. This requirement remains in full effect regardless of Wake Forest Social District permissions. A waiver may be approved by the Wake Forest BOC at a regularly scheduled meeting. Alcohol waiver must be requested at least ninety (90) days in advance of actual event date.
- If a waiver is approved, all applicable state and local laws governing such matters must be observed.
- Only alcohol vendors with an appropriate ABC license who are authorized to serve at a festival/special event will be allowed to provide and/or dispense alcoholic beverages and are subject to the insurance requirements listed below. All ABC permitting required as part of the application must be made and held in the name of the entity hosting the event (the applicant and ABC permittee must be the same entity), Pursuant to 18B-901(c)(7), the Town of Wake

Forest will recommend that the North Carolina ABC not issue a permit for the organization/person/event on the application if the ABC permit applicant is not the same person/entity on the application, who must be the same person/entity hosting the Special Event.

- ***Alcohol vendors operating under a limited use ABC license.*** The event organizer must present documentation of successful completion of NC ABC “Responsible Alcohol Seller Program” training no later than two weeks prior to the event. Event organizer assumes all responsibility to ensure that all servers comply with NC ABC laws as per their ABC license.
- Event organizers have the ability to “opt in” or “opt out” of the Wake Forest Social District:
  - ▶ When a Special Event is held pursuant to the issuance of a Special Event Permit, issued by the Town of Wake Forest, the terms of the Special Event Permit supersede the provisions of the Wake Forest Social District within the boundaries of the Special Event.
  - ▶ It is the decision of the Special Event Permit holder to choose whether to allow Wake Forest Social District beverages to enter the Special Event boundary. That decision can be made when a person has applied for the Special Event Permit with the Town of Wake Forest. If a Special Event Permit holder chooses to opt out of the Wake Forest Social District, necessary signage will be provided but it will be the responsibility of the event organizer to post at points of entry to the Special Event notifying the public that alcohol is prohibited within the event as well as the responsibility of the event organizer to enforce the prohibition. Otherwise, Wake Forest Social District beverages are allowed to enter a Special Event.
  - ▶ If a Special Event area overlaps with the Wake Forest Social District and there is a vendor selling alcoholic beverages at that event under their designated Special Event Permit, those drinks are not allowed to leave the Special Event area and enter the Wake Forest Social District or participating establishments.

# POLICY OVERVIEW

## Applicable Ordinances

The event organizer and other sponsors of the event will comply with applicable ordinances of the Town, state, and federal laws.

## Deposit

The event organizer will be required to post a deposit with the Town which will be used to reimburse the Town for any actual expense incurred for special services, damages or clean up. The Organizational Performance Director, in consultation with other Department Directors, will establish the amount of deposit required for the event. The minimum deposit will be five hundred (\$500) dollars for events not including alcohol and three thousand (\$3,000) dollars for events including alcohol. The deposit must be submitted to the Town no later than ten (10) business days prior to the event. Upon satisfactory inspection of the event area, the deposit refund will be processed within thirty (30) business days of the event's end.

## Public Notification Process

The event organizer must notify all affected community members within, and adjacent to the event area, including residents, businesses, schools, and places of worship about the event, associated road closures and other event impacts such as amplified sound.

Notification must be provided a minimum of three (3) weeks prior to the event and must include the following:

- Name of event;
- Sponsoring organization(s);
- Date and time of the event;
- Description of road closures (locations and times);
- Description of event;
- Noise impacts, such as permitted amplified sound;
- Name, email address, and phone number of event organizer(s);
- Website associated with event; and
- A copy of the emailed or printed notification must be provided to the Community Events Coordinator(s) a minimum of three (3) weeks prior to the event.



## SPECIAL REGULATIONS FOR Parades and Processions

The following regulations are set forth for Parades and Processions:

- Every parade or procession shall follow the route designated and approved by the permit.
- No person shall unreasonably hamper, obstruct, impede, or interfere with any parade or procession, or with any person, vehicle or animal participating or used in a parade or procession.
- No hand-carried signs or posters transported in any parade or procession shall be of greater density than eight-ply three hundredths (.03) thickness cardboard. No support, staff or pole for such sign or poster shall be made of metal or metal alloy. If made of wood, the support, staff, or pole shall be no greater than three-fourths (.75) inch in diameter at any point and must be blunt at both ends.
- Number of allowed motorized vehicles, placement of motorized vehicles and any required motorized vehicle inspections will be determined by Wake Forest Public Safety Officers and will be communicated in advance as a condition of the event permit approval.
- Event Organizer must comply with all requirements in the Town's Motorized Parade Policy.

# POLICY OVERVIEW

## Conditions

The following minimum conditions (and those outlined in the final, approved Special Event Permit) are set forth for Special Events:

**Indemnity.** In consideration of the granting of the permit under this Policy, the Event Organizer and any entity represented by such person shall indemnify and hold harmless the Town, its officers, agents and employees against all loss, expense or liability of any kind, including attorney's fees, caused by or in any way resulting from the acts of any person attending the Special Event or in any way resulting from the activities carried on during the Special Event.

**Insurance.** The event organizer and sponsor of the Special Event shall secure, and at all times, maintain in full force and effect, a comprehensive general liability insurance policy providing bodily injury and property damage liability protection in the amount of \$2,000,000 per occurrence for Tier 1 Events and \$5,000,000 per occurrence for Tier 2 Events. If applicable, liquor liability protection in the amount of \$5,000,000 per occurrence is also required. The following should be included and/or applied:

- Insurance required to be maintained by the event organizer and sponsor under this Agreement shall apply on a primary and non-contributory basis with respect to the Town of Wake Forest, its officers, officials, employees, agents, and volunteers. Event organizer and sponsor waive all rights of subrogation against the Town, its officers, officials, employees, agents, and volunteers for any claims arising out of this agreement. The insurance requirements mandated herein are minimum requirements for the event organizer or sponsor and in no way limit the indemnity covenants contained in the contract. The Town in no way warrants that the minimum limits contained herein are sufficient to protect the event organizer and sponsor from liabilities that might arise out of the performance of their work; event organizer and sponsor is free to purchase additional insurance as necessary.
- The Town, its officers, agents, and employees are included as additional insured with respect to the general liability insurance policy.
- The insurance shall be issued by a company licensed to do business in the State of North Carolina and shall be endorsed to the effect that the policy shall not be terminated or cancelled



## SPECIAL REGULATIONS FOR Centennial Plaza

The following additional regulations are set forth for Centennial Plaza:

- All programming or organized gathering in Centennial Plaza requires a permit, regardless of number of event participants.
- No alcoholic beverages permitted.
- No equipment provided unless it is a Town-sponsored event.
- Restrooms not provided or available. Event organizer must make appropriate accommodations.
- Centennial Plaza is not available during Town Hall regular operating hours. Availability is limited to evenings between 5pm and 9pm and weekends when available.
- Use of the Plaza is limited to two (2) events per year per event organizer/ club/ organization.
- No vehicles or heavy equipment are permitted on Centennial Plaza.

prior to its expiration date except upon thirty (30) business days advance written notice to the Town.

- The insurance shall cover the Special Event, and the types of activities carried on at the Special Event. Typically, this is noted in the description of activities section.
- The event organizer and sponsor shall provide proof of the required insurance coverage in the form of an original current certificate of insurance presented by the insured's agency.
- Evidence of such insurance shall be provided to the Town's Community Events Coordinator(s) at least five (5) business days before the date of the Special Event.

## POLICY OVERVIEW

- Event Organizers shall assume all risks incident to, or in connection with, the permitted activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of, or in connection with the permitted activity or the conduct of the Organizer's operation,
- As a condition precedent to the permissions granted under a Permit, event organizer and sponsor agrees to fully comply with all applicable law and administrative requirements, including but not limited to ABC licensing and permitting requirements. Upon granting of a Permit, Permittee, including Permittee's officers, agents, employees, subcontractors, and invitees, agrees to indemnify, defend, and hold harmless the Town, its officers, employees, and agents from and against: 1) any and all claims, damages, losses, injuries, expenses, demands, and liabilities arising out of or in connection with this Permit, 2) any claims arising from failure by Permittee to maintain and comply with all licensing requirements and other applicable law, and 3) any non-compliance with law, ordinance, licensing requirements, or this Permit. This indemnification shall survive the termination or expiration of a Permit.
- If the Special Event does not involve the closing of a public street or sidewalk, the comprehensive general liability insurance required hereunder may be waived by the Town Manager in accordance with contractual insurance requirement policy. Waiver of such insurance is not assured.



### SPECIAL REGULATIONS FOR Festival Street

The following additional regulations are set forth for Festival Street:

- No equipment provided unless it is a Town-sponsored event.
- Restrooms not provided or available. Event organizer must make appropriate accommodations.
- Use of the Festival Street is limited to one (1) time per quarter per event organizer/club/organization.
- Event availability (including set up) is limited to evenings between 5pm and 9pm Monday through Thursday, 6pm and 9pm on Friday, and 6am and 9pm with event to end no later than 9pm on Saturday and Sunday.



### SPECIAL REGULATIONS FOR Neighborhood Events

The following regulations are set forth for Neighborhood Events:

- Public Area street closures for Neighborhood Events are limited to a neighborhood cul-de-sac or on a road with only one (1) entrance where all the affected residents have been notified.

### Reservation of Right

Required Event Permit Condition – First Amendment Compliance: As a condition of an event permit, the event organizer, volunteers, vendors, and participants are hereby notified and agree as follows:

- The Town of Wake Forest and its law enforcement officials will enforce all applicable laws and ordinances in a manner that 1) protects the purpose of the permit, and 2) does not discriminate based on the viewpoint or content of speech in accordance with the First Amendment of the United States Constitution and North Carolina law.
- The Town of Wake Forest and its law enforcement officials will work to prevent counter-speakers and other counter-event individuals or groups from unlawfully harassing or inappropriately interfering with the lawful speech and activities permitted by the First Amendment and allowed under the permit.
- Lawful speech by any individual, including counter-speakers or street preachers, conducted in traditional public forums or public areas within the permitted event footprint is protected, subject only to 1) neutral and lawful time, place, and manner restrictions and 2) lawful prohibitions against disorderly conduct or other safety violations.
- Event organizers, their volunteers, vendors, and participants must not interfere with, harass, or attempt to silence any person exercising protected speech - including by using noisemakers, amplified sound, or other disruptive means. Event organizers, their volunteers, vendors, and participants must fully comply with any and all instructions given by law enforcement officers and Town staff.
- Any violation of these conditions may result in immediate revocation of the event permit and termination of the event at the discretion of Town officials and law enforcement.
- By accepting a permit, the event organizer and participants acknowledge these obligations and agree to cooperate fully with the Town and its law enforcement to ensure lawful, safe, orderly, and constitutionally compliant conduct.

The Town reserves the right to suspend all or any part of a Special Event and to require all persons to immediately vacate the Public Area during any period of national or local emergency, natural disaster, lawlessness and other acts or events which threaten the public safety.