

**TOWN OF WRIGHTSVILLE BEACH, NC
SPECIAL EVENT PERMIT APPLICATION**

Wrightsville Beach Parks & Recreation Department
P. O. Box 626, Wrightsville Beach, NC 28480
(910) 256-7925

Applications requiring Board of Aldermen approval must be submitted 60 days prior to the event.
A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH EVENT DATE.
PLEASE TYPE OR PRINT LEGIBLY AND INCLUDE THE APPROPRIATE FEE WITH APPLICATION

FOR OFFICE USE ONLY

New Event

Recurring Event

Fee Per Day:

Participants	Fee
<input type="checkbox"/> 1 - 25	\$125.00
<input type="checkbox"/> 26 - 100	\$175.00
<input type="checkbox"/> 101 - 199	\$225.00
<input type="checkbox"/> 200 - 400	\$350.00
<input type="checkbox"/> 401 - 600	\$450.00
<input type="checkbox"/> 601 - 1,000	\$500.00
<input type="checkbox"/> 1,001 - 2,000	\$600.00
<input type="checkbox"/> 2,001 - 3,000	\$700.00
<input type="checkbox"/> 3,001 - 4,000	\$800.00
<input type="checkbox"/> 4,001 +	\$1,000.00

SEP Security Deposit:

Yes No

Security Deposit Amount:

Participants	Fee
<input type="checkbox"/> 200 - 400	\$200.00
<input type="checkbox"/> 401 - 600	\$500.00
<input type="checkbox"/> 601 - 1,000	\$1,000.00
<input type="checkbox"/> 1,001 - 2,000	\$1,500.00
<input type="checkbox"/> 2,001 +	\$2,000.00

Non-profit organization?

Yes No

Tax Exempt ID:

**Time between
8 am & 10 pm?**

Number of Hours _____

Rain date necessary?

Yes No

Park Facility Reserved?

Yes No Not Required

Portable toilets needed?

Yes No Not Required

Trash Disposal Service?

Yes No Not Required

Health Dept permit?

Yes No Not Required

1. Description of event: _____

2. Event Day and Date: _____

Timeframe needed: Set up time _____ am/pm to Tear down time _____ am/pm

Event start time: _____ am/pm End time: _____ am/pm

3. Estimated number of participants (including spectators): _____

4. Location: _____

5. Individual making request: _____

Complete Mailing Address: _____

Phone Number: _____ E-mail: _____

6. Individual who will be on site and in charge of activity: _____

Complete Mailing address: _____

Phone Number: _____ E-mail: _____

7. Sponsoring organization/corporation (if applicable): _____

Contact: _____

Complete Mailing Address: _____

Phone Number: _____ E-mail: _____

8. Briefly describe provisions for the following:

Toilet facilities: _____

Trash disposal: _____
(Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)

Parking: _____

Electrical power and/or water needs: _____

9. Will food be served? _____ If yes, has permit from Health Dept. been obtained? _____

Please explain: _____

FOR OFFICE USE ONLY

SEP Fee: _____ PD Contract: _____

Facility Use Fee: _____ OR Contract: _____

Security Deposit: _____ COI: _____

Parking Fees: _____ TOTAL PAID: _____

TOTAL DUE: _____ Check #: _____

FOR OFFICE USE ONLY

Site plan included?

Yes No Not Required

Permit(s) needed for vehicle on the beach?

Yes No

Number needed: _____

Vehicle permit issued to: _____

Vendors requested? If yes, attach a list of the vendors.

Yes No

*Full road closure required? Yes No

If yes, do you have NCDOT approval? Yes No

Police support requested? Yes No Not Required

PD Comments:

Fire Department support requested?

Yes No Not Required

FD Comments:

Ocean Rescue support requested?

Yes No Not Required

OR Comments:

EMS support required?

Yes No

Certificate of Insurance obtained?

Yes No Not Required

10. Will there be any music, PA system, or loud activities (if any, briefly describe)? _____

If yes, provide information specifying location and direction of noise-emanating devices along with proposed noise level, frequency, and duration: _____

11. Will any banners, tents, stages, chairs, nets, decorations, etc., be used at this activity? _____

If so, what company is providing the equipment: _____

Describe equipment in detail and provide a sketched plan: _____

12. Will there be sales of any types of souvenirs, t-shirts, food, drinks or other products on public property?

If so, describe in detail: _____

13. Is police assistance necessary? _____ *Are you requesting the closing of any streets? _____

If so, please specify: _____

Events requiring a complete road closure must pay a fee of \$0.50 per registered participant. Amount will be submitted with a statement attesting to the number of participants. Payment is due within fourteen (14) days of the event. The NC Department of Transportation requires a permit for road closures on state maintained roads.

Organizers of runs and other race events are responsible for providing traffic and/or crowd control which shall be handled by the Wrightsville Beach Police Department (or New Hanover County Sheriff's Department). Organizers of waterborne activities are responsible for providing adequate water safety resources to assure the safety of participants. Depending on the nature of the event, the Special Events Coordinator, Town Manager, or the Board of Aldermen may require police assistance with traffic/crowd control, additional Ocean Rescue support, and/or Emergency Medical Services support. Additional fees for these services may be incurred.

I understand that if my event requires a complete road closure, I am responsible for paying an additional fee of \$0.50 per registered participant. Payment is due within fourteen (14) days of the event.

I hereby certify that I am the authorized and responsible representative of the applying group and that I am at least 18 years of age. I understand that if any information is found not to be accurate, additional fees and/or fines may be assessed and/or my permit may be revoked.

I agree to comply with all town ordinances, rules, regulations, and other applicable laws.

I agree to save and keep the Town free and harmless from any and all loss or damages or claims for damages, including attorney's fees and litigation costs, arising from or out of the special event.

I agree to, upon request of the Special Events Coordinator, Town Manager, and/or the Board of Aldermen, to provide proof of general liability insurance listing the Town as an additionally insured with limits no less than 1 (one) million dollars.

I understand that if the event is cancelled, I will receive a refund of my application fee less \$15 administrative fee.

See attached memo for additional stipulations.

Signature: _____ Date: _____

This application is hereby approved, this the _____ day of _____, 20_____.

Special Events Coordinator, Town of Wrightsville Beach, North Carolina



Town of Wrightsville Beach
Rules and Policies Governing Special Events
and
Special Event Permit Application Instructions

TOWN RULES AND POLICIES GOVERNING SPECIAL EVENTS

Special events requiring Board of Aldermen approval must be submitted **no less than 60 days in advance of the event**. Events causing significant impact to the Town, including road closures and traffic concerns, will be placed on the Board of Aldermen's Regular Agenda for review and discussion prior to approval or denial of the Special Event Permit Application. All other special event permit applications requiring Board of Aldermen approval will appear on the Board's Consent Agenda but may be pulled for review and discussion as determined by the Board.

Special Event Permit Applications for any new events including runs, walks, surf or paddleboard contests, etc. will not be accepted for new events occurring between April 1 and September 30. Only recurring events that originated prior to February, 2015 may reapply each year for a special event permit. This does not apply to weddings and other ceremonial activities or Easter Egg Hunts, which may occur in March or April as the date coincides with Easter Sunday determined by the March equinox.

Events occurring multiple days must submit a separate and complete application for each day of the event.

Town ordinance prohibits fires or cooking of any kind on the beach strand. **No open flames** are allowed on the beach strand including fireworks, tiki torches, and sky lanterns.

The consumption of **alcoholic beverages** on the beach strand or any public property is prohibited.

All requests for Special Event Permits for **surfing competitions** must be presented to the Board of Aldermen for approval. All participants in surfing events are required to wear ankle straps (leashes) in accordance with the Town of Wrightsville Beach Code of Ordinances.

Organizers of runs and other race events are responsible for providing **traffic and/or crowd control** which shall be handled by the Wrightsville Beach Police Department (or New Hanover County Sheriff's Department). Events that include waterborne activities must provide adequate water safety resources to assure the safety of participants. Depending on the nature of the event, the Special Events Coordinator, the Town Manager, or the Board of Aldermen may require police assistance with traffic/crowd control, additional Ocean Rescue support, and/or Emergency Medical Services support. Additional fees for these services may be incurred.

Obstruction of any public beach right-of-way, parking areas or public streets is prohibited. You may contact Pivot Parking (910-256-5453) to purchase parking permits prior to the event. In Wrightsville Beach Park, Bob Sawyer Drive serves as the fire lane for emergency vehicles. No structures or equipment are allowed on this roadway nor are any vehicles allowed to park or stand on this street. Violators may be fined and/or towed.

No balloons may be used as part of any decorations placed on public property. All decorations (flowers, streamers, etc.) must be removed from the site immediately following the event.

For information concerning marriage licenses, call the New Hanover County Registrar of Deeds Office 910-798-7712.

SPECIAL EVENT PERMIT APPLICATION INSTRUCTIONS—COMPLETE APPLICATION IN ITS ENTIRETY

Description of the Event: Indicate the name of the event and a brief description.

Event Date/Time: Total time required should reflect the time needed including set-up, clean-up, and the actual event. Event start/finish time should reflect the start/finish time of the event applied for (i.e. actual start/finish time of the wedding ceremony or race). Events occurring outside of the 8:00 a.m.—10:00 p.m. timeframe require Board of Aldermen approval. If no rain date is included on the original permit request, the make up date, if any, must be approved by the Special Events Coordinator, Town Manager, or Board of Aldermen.

Estimated number of participants: The permit application fee is based on the number of participants. The number of participants should include event organizers, spectators, and volunteers anticipated at the event. The special event permit application fee, as listed on page one of the application, and any other fees associated with the event such as park facility reservation fees, must be submitted with your application.

Location: Indicate the desired location for the event.

Individual making the request: Individual completing the application and point of contact regarding the application.

Individual who will be on site and in charge of activity: Point of contact during the event.

Town of Wrightsville Beach

Rules & Policies Governing Special Events and Special Event Permit Application Instructions

SPECIAL EVENT PERMIT APPLICATION INSTRUCTIONS—COMPLETE APPLICATION IN ITS ENTIRETY (CONTINUED)

Sponsoring Organization/Corporation (if applicable): Identify the non-profit organization or corporation, if applicable, that is associated with the event.

Briefly describe provisions for the following:

Toilet Facilities: Event organizers must provide adequate toilet facilities to accommodate the number of participants considering the timeframe of the event, location of public facilities, and recommended industry standards. For events in the park with expected attendance of 200 people or more, portable toilets must be provided by the Event Director. Portable toilets may not be set up more than 48 hours prior to the activity, and must be removed within 48 hours afterwards. Toilet facilities must be secured according to Town Ordinance §151.007. Location of portable toilets must be coordinated with the Town's Special Event Coordinator.

Trash Disposal: Event Organizer is responsible for removal of any trash or litter produced in any areas used. Trash disposal service may be obtained through Wall Recycling, LLC or other service of choice. All cardboard, plastic, and aluminum litter must be recycled; use of styrofoam and glass products for serving refreshments is prohibited. Litter is subject to a \$250 fine.

Parking: Event Organizer must consider the number of participants and available parking when determining the event location. Shuttle service or a change of venue may be required if the location cannot adequately accommodate the estimated number of participants. No vehicles including transportation services may block any public streets or highways; and, no buses may be used to transport participants on any of the following streets: Arrindale, Chadbourn, Oceanic, Birmingham, East and West Columbia, East and West Atlanta, Charlotte, Raleigh, Augusta, East and West Asheville, East and West Fayetteville, East and West Oxford, East and West Henderson, East and West Greensboro, Seagull, Shearwater, Heron, Sandpiper, Crane, Mallard, South Ridge, and North Ridge.

Electrical power and/or water needs: Event Organizer must provide for their own electrical power and water needs. If event is occurring in Wrightsville Beach Park, the Organizer may use available power and water sources.

Will food be served? Event Organizer is responsible for securing any permits required by the Health Department, if applicable.

Will there be music, PA system, or loud activities (if any, briefly describe)? Any amplified music or PA system within Wrightsville Beach Park must be set up by the shelters unless otherwise approved by the Board of Aldermen or Special Event Coordinator. Any amplified music or PA system on the beach strand must be directed toward the ocean and away from any residences. Music may not occur between 10:00 pm and 7:00 am unless otherwise approved by the Board of Aldermen. The volume of the music must fall within limits set by Town ordinance. This ordinance will be enforced by Town of Wrightsville Beach Police and/or other Town personnel.

Will any banners, tents, stages, chairs, nets, decorations, etc, be used at this activity? Describe in detail and provide a sketched plan.: A sketched plan of the proposed activity must be submitted with the permit application and must identify location, temporary structures to be used during the event, any existing permanent structures, the proposed route, etc. Temporary structures may not be set up more than 12 hours prior to the activity and must be removed within 12 hours afterwards. Per North Carolina Fire Prevention Code, tents greater than 200 square feet and open canopies greater than 700 square feet on public property require a permit from the New Hanover County Fire Marshal. And, multiple tents must be placed at least 12 feet apart. Events requiring equipment that must be driven onto the beach strand will require a permit to allow a vehicle on the beach. This should be requested during the application process. The Special Event Coordinator will secure the necessary permits from the police department if the special event permit application is approved.

Will there be sales of any types of souvenirs, t-shirts, food, drinks, or other products on public property? Describe in detail proposed plans for selling items during the event. List items, vendors, etc. Merchandise sales or donation solicitations by a person or group for the purpose of raising money for a charity or non-profit group may only be conducted on public property with an approved special event permit. Information concerning non-profit vending activities must be included in the special event permit application. "For profit" vendors must be disclosed in the special event permit application and must be approved by the Board of Aldermen. Event is limited to no more than five "for profit" vendors who must be sponsoring agencies of the non-profit organization holding the special event.

Is police assistance necessary? Are you requesting the closing of any streets? Street closures require police assistance that must be contracted through the Town of Wrightsville Beach for an additional fee. If Town police are unavailable to assist, applicant may contact the New Hanover County Sheriff's Department for assistance. Closure of NC Department of Transportation roadways will require that applicant receive permission from the NCDOT. Events requiring a complete road closure must pay an additional fee of \$0.50 per registered participant. Amount must be submitted with a statement attesting to the number of participants within (14) days of the event.



Town of Wrightsville Beach

REQUEST FOR OFF-DUTY PUBLIC SAFETY EMPLOYMENT

Off-Duty Employment is strictly voluntary; thus, all requests may not be filled.

Services Requested: Fire Department Ocean Rescue Police Department Park Ranger

Purpose of Request

Event Name/Purpose of Contract: _____
Description of Activity: _____
Date of Event: _____ Start Time: _____ AM PM End Time: _____ AM PM

Contact Information

Name of contact person present at event: _____ Cell# _____
Name of Applicant: _____ Cell# _____
Applicant's Relation to Activity: _____

Billing Information

Business Name: _____ Telephone: _____
Billing Address: _____
Street Address: _____

Contract Rates (Four-Hour Minimum)

Contact Information	Description	Qty Req	Rate	Billed
(910) 256-7920 Chief Josh Haraway	Firefighters		@ \$40.00/hour	\$
(910) 256-7920 Dave Baker	Lifeguards		@ \$40.00/hour	\$
	Personal Watercraft		@ \$40.00/hour	\$
	Ocean Rescue ATV		@ \$25.00/hour	\$
(910) 256-7945 Captain Bishop	Police Officers		@ \$40.00/PWC	\$
	Police Vehicle		@ \$25.00/vehicle	\$
(910) 256-7937 Tony Wilson	Park Ranger		@ \$40.00/hour	\$
	Park Ranger Vehicle		@ \$25.00/vehicle	\$
Total Contract Amount				\$

Please provide a summary of expected duties. Additional notes may be continued on the back of this form.

*The applicant understands that all employees may be called back to active duty in the event of an emergency.
A prorated invoice will be generated if such an instance should arise.*

CANCELLATION NOTICE: Due to scheduling, a 24-hour cancellation notice is required. If you should need to cancel the request, please call the contact number listed above. If the applicant fails to comply with the 24-hour cancellation notice, payment is due in full. The applicant hereby agrees to the terms listed above and is responsible for payment of services incurred under this agreement.

Signature of Applicant _____ Date _____

FOR TOWB STAFF USE ONLY **SPECIAL EVENT PERMIT REQUIRED:** Y N

Approved by Fire Chief _____ Date _____ Approved by Planning & Parks Director _____ Date _____

Approved by Police Chief _____ Date _____ Approved by Town Manager _____ Date _____

Invoice mailed (initial, date) _____ Payment received (initial, date) _____