

City Of Washington



Outdoor Special Events Policy

Adopted By
Washington City Council

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**City Of Washington
Special Events Policy**

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Section 1. Purpose

The City of Washington supports the use of public-owned facilities and outdoor venues for special events, such as festivals, shows, performances and programs; such events contribute to quality of life and promote the community. To ensure the public safety, help create an environment for the smooth operation of special events, and help ensure a pleasant experience for participants, the City of Washington provides general services and operations support to such events. Adequate advance planning and coordination are key components to the success, smooth operation and safety of any special event.

The City of Washington has developed this Outdoor Special Events Policy to facilitate advance planning, coordinate scheduling and arrange for appropriate City services and operations to serve the event in a timely manner. Toward this end, Event Planners are required to secure a Special Events Permit no less than three months in advance of a large event and one month in advance of a small event. To ensure compliance with the Special Events Policy and to discourage last-minute planning, event planners are required to make an Event Deposit, refundable according to the terms of this policy, and may be required to pay a nonrefundable late registration fee. To recover some of the public's costs of providing services to special events, additional fees may be charged as described in this policy and the "City of Washington Outdoor Special Events Charges and Fees Schedule."

Failure to comply with the terms of the Special Events Permit and/or this policy may result in denial of future Special Events Permits for the Event Planner, sponsoring organization and/or their agents and/or other penalties outlined in Section 10.

Section 2. Application of this Policy

This policy shall apply to all organizations (including City departments and divisions), commercial establishments, individuals, and families desiring to use any public area owned by the City of Washington for an outdoor special event, both public and private. This policy also shall apply to all organizations (including City departments and divisions), commercial establishments, individuals, and families desiring to use any privately-owned or non-City venue for an outdoor special event when the event will require specific City services and operations support. A Special Events Permit is not required for events wholly contained on private property and not requiring additional services from the City of Washington in order to carry out the event; such events, however, may be required to secure an amplification permit, tent permit or temporary electrical service from the City.

Section 3. Definitions of Terms in this Policy

Terms and expressions used in this policy are defined as follows:

- 3-1. **Public Event.** A gathering, activity or series of activities in which all components are open to the general public, with or without an admissions charge, and with a primary purpose of providing entertainment or community celebration, observance or ceremony.
- 3-2. **Private Event.** A gathering, activity or series of activities that are by invitation only and/or are geared toward a defined audience and are typically and primarily social in nature.
- 3-3. **Event Planner.** A representative of the sponsoring organization or the individual in charge of planning and implementing the special event. The person submitting the permit application must be an adult age 21 years or older.
- 3-4. **Events And Facilities Supervisor.** City of Washington staff member who administers the Special Events Policy and permit application process.
- 3-5. **Outdoor Special Events Permit.** A document issued by the City of Washington upon completion of an application process that officially schedules the event and identifies requirements for appropriate City services and operations and after payment of any required fees.
- 3-6. **Community Event.** An event of interest mainly to people in the local community.
- 3-7. **Regional Event.** An event of interest to people outside the Beaufort County area as well as to the local community.
- 3-8. **Stationary Event.** An event that is confined to a designated area or areas.
- 3-9. **Roving Event.** An event that will be moving from one location to another, such as a parade or road race.
- 3-10. **Large Event.** A community or regional public event that is expected to attract more than 100 people, that will require closing of all or part of Stewart Parkway or a street in the Downtown Business District, and will require coordinating operational support from more than one City of Washington department.
- 3-11. **Small Event.** Either a private event or a community public event that is expected to attract fewer than 100 people, that is confined to a residential neighborhood or one park area, and which requires minimal operational support from any City of Washington Department, as determined by the Events And Facilities Supervisor.

- 3-12. **Special Events Review Committee.** Representatives of the City of Washington departments providing services to a specific special event. The committee is convened at the discretion of the Events And Facilities Supervisor to review arrangements with the Event Planner and/or City staff prior to the event.
- 3-13. **In-Kind Services.** Services provided by City of Washington departments in support of special events, including regular and over-time staff hours, regular and over-time equipment hours, supplies and other services.

Section 4. Locations for Outdoor Special Events

4-1. **City of Washington Facilities.** The following City of Washington owned or leased public facilities are available for use for outdoor special events:

- a) Boat Slips and Docks on the Waterfront
- b) Stewart Parkway and adjacent parks and parking lots
- c) Havens Gardens
- d) Seventh Street Recreation Center grounds
- e) Susiegray McConnell Sports Complex
- f) Beebe Park
- g) Kugler Field
- h) Ninth Street ball field
- i) Other athletic fields leased from Beaufort County schools

Other outdoor City facilities may be available on request and with approval of Washington City Council. Use of the Washington Civic Center in conjunction with any outdoor special events must be coordinated separately with the Civic Center.

4-2. **Private events at locations not owned or operated by the City of Washington.** A special events permit is not required for private events to be held in locations other than those owned or operated through the City of Washington, unless City services and/or operations support are needed. However, such events may need to secure tent permits, amplification permits, and/or temporary electrical service according to terms of the Washington City Code.

A special events permit is required for private events on non-city property or facilities to request city services, such as street closings and solid waste assistance. As part of the application process, the event planner must provide written permission from the property owner to use the property.

Section 5. Scheduling Use of City of Washington Facilities for Outdoor Special Events

City of Washington locations must be reserved for special events through the City of Washington Parks and Recreation Department. Facilities are available on a first-come, first-served basis. Locations may be reserved up to one year in advance through arrangement with the department's Events And Facilities Supervisor. Scheduling facilities as early as possible is recommended, especially for large events, to maximize planning and publicity opportunities. To allow adequate time to schedule City of Washington services, permits should be issued for large events no less than three months in advance and for small events no less than one month in advance. *No City location is reserved for any special event, including recurring events, until the Event Planner schedules use of the City facility and pays appropriate fees with the Parks and Recreation Department. No other organization or City Department is authorized to reserve the facilities and locations listed in Section 4.*

- 5-1. **Scheduling Small Events.** Event Planners for small events may schedule use of a facility listed in Section 4 up to one year in advance and no less than one month in advance. Events scheduled less than one month in advance are subject to a non-refundable Late Registration Fee. Scheduling is confirmed upon approval of a Small Outdoor Special Events Permit and payment of appropriate fees.
- 5-2. **Scheduling Large Events.** Event Planners for large events may schedule use of a facility listed in Section 4 up to one year in advance and no less than three months prior to the event. Events scheduled less than three months in advance are subject to a non-refundable Late Registration Fee. Scheduling is confirmed upon approval of a Small Outdoor Special Events Permit and payment of appropriate fees.
- 5-3. **Rain Dates.** Scheduling of facilities for rain dates is allowed with payment of the appropriate reservation fee. The fee for the rain date is not refundable, even if the alternative date is not used, if the Event Planner chooses not to relinquish the reservation to a party who requests a reservation for that same date. If the rain date is not used, the rain date fee is refundable if no other party had requested a reservation for that date.
- 5-4. **Frequency of Events.** Multi-day events are limited to no more than one per calendar quarter on Stewart Parkway unless granted special permission by the City Manager.
- 5-5. **New Events and Unprecedented Activities.** At the discretion of the Director of Parks and Recreation, new events and unprecedented activities at new and recurring events may be brought to the City Manager for consultation prior to staff approval. At the City Manager's discretion, staff may bring proposed events to Washington City Council for consultation prior to staff approval.

Section 6. Outdoor Special Events Permit

6-1. **Purpose.** All events requiring coordination of City of Washington services and/or facilities must be issued an Outdoor Special Events Permit. The permit application process ensures that appropriate City of Washington Departments have sufficient advance notice of the requirements of an event in order to provide services and operations support. The permit process also informs the Event Planner of specific requirements, responsibilities and expectations during special events as outlined in Section 8 and 9 below.

6-2. Application Procedure.

- a) **Events on City Property/Facility.** At the beginning of the event planning process, the Event Planner should contact the Events And Facilities Supervisor at the City of Washington Parks and Recreation Department, 310 W. Main St, Suite 200 (E. Peterson Building) to reserve use of any City-owned or leased facility, to assess needs for City services and operations support, and to obtain a copy of the Outdoor Special Events Permit Application. A copy of the permit application also can be downloaded from the City of Washington website at www.washington-nc.com. The Event Planner should complete a copy of the application with required attachments and return it to the Events And Facilities Supervisor no later than three months prior to a large stationary or roving event or one month prior to a small event. The Events And Facilities Supervisor will review the application for completeness and route the application to appropriate City staff members for acknowledgement of service and operations support for the event and for comment. The Parks and Recreation Director also consult with the City Manager as outlined in Section 5-5. When all requirements listed on the application have been met and the required fees paid, the Events And Facilities Supervisor shall issue an Outdoor Special Event Permit to the Event Planner for the specific event at the specified times and locations. The permit is not transferable. The City of Washington reserves the right to deny activities that, in the City's view, pose a threat to public health and safety and/or if determined that the City will be unable to provide adequate services for the event. The Events And Facilities Supervisor may convene the Special Events Review Committee to meet with the Event Planner prior to issuing the permit and as needed after the permit is issued to facilitate coordination of activities and services.
- b) **Events on Non-City of Washington Property.** Applications for events to be located on property that the City of Washington neither owns nor leases require attachment of a letter signed by the property owner with the name, address and telephone number of the property owner and stating that the Event Planner has permission to conduct the special event at the designated times and location.

- c) **Events on Private Property Requiring City Services.** A Special Events Permit for events wholly contained on private property is not required unless the Event Planner is requesting services for the event from the City of Washington as outlined in Section 9 of this policy.
 - d) **Events Sponsored or Co-Sponsored by Non-Profit Organizations.** Applications for events that are sponsored or co-sponsored by a non-profit organization require attachment of a letter from the organization stating the organization's address and tax-exempt number and that the organization is a sponsor or co-sponsor of the event. The letter must be signed by an official agent of the organization.
- 6-3. **Use of Permit.** The Event Planner should have the Special Event Permit available to show to officials upon request during event set-up and the event itself. Actual display of the permit is not required.
- 6-4. **Changes in Plans.** The permit is issued based on the conditions in the permit application. The Event Planner must notify the Events And Facilities Supervisor about any changes in plans, activities and/or service requirements no later than three weeks prior to a large event or one week prior to a small event so that accommodations can be made, if feasible. If accommodations for the proposed changes are not feasible, then the Event Planner must follow the arrangements specified in the permit application. Inadequate notification or failure to notify the Events And Facilities Supervisor about changes in plans and/or activities and violations of the terms of the permit will result in forfeiture of the event deposit and may jeopardize approval of permits for future special events and/or specific activities by the Event Planner and/or sponsoring organization.
- 6-5. **Permit Amendments.** The Events And Facilities Supervisor should document changes in plans in writing as an amendment to the Special Events Permit and circulate to respective City departments.
- 6-6. **Permits from Other Agencies.** The Event Planner is responsible for securing any other required permits, permissions or services from agencies other than the City of Washington that may have jurisdiction over activities at the special event.

Section 7. Charges and Fees

- 7-1. **Schedule of Fees.** The City may collect charges and fees authorized by a “City of Washington Outdoor Special Events Charges and Fees Schedule” approved by City Council. Charges also may be imposed by agencies other than the City of Washington for required permits and/or services. It is the Event Planner’s responsibility to identify and pay such charges.
- 7-2. **Insurance Fees.** Depending on the size and activities of the event, the Event Planner also may be required to purchase liability insurance for the event, as determined by the City of Washington Risk Manager and according to the terms in Section 8-2(d).
- 7-3. **Payment of Fees.** Payment of fees and charges is due at the Parks and Recreation Department upon submission of the permit application.
- 7-4. **Event Deposit.** The event deposit will be used to pay for damages to public property and/or to compensate for additional expenses incurred by the City of Washington to accommodate activities not specified during the event application and review process, last minute additions of activities and changes in plans (except true emergencies), and to compensate for removal of flyers, street-level banners, posters and/or temporary signs in public areas that are not removed according to the terms of Section 8-1(n). In the absence of these factors, the event deposit will be returned to the Event Planner.
- 7-5. **Refunds.** Allow two weeks for processing of any authorized refund.

Section 8. Rules, Regulations and Requirements for Special Events

8-1. Requirements and Procedures Specified by this Policy

- a) **Availability/visibility of Event Planner Prior to and During the Event.** During setup and the event itself, the Event Planner or a designee must wear an identification badge provided by the Parks and Recreation Department in order to be known to the public and City staff. The Event Planner or a designee also must be on site at all times. The Event Planner should be prepared to handle questions and problems regarding the event, such as resolving disputes among vendors, rain delays, and requesting City services.
- b) **Information station at large events.** During set-up, break-down and the course of large events, the Event Planner shall provide a clearly marked Information Station in a location convenient to attendees, vendors, and other parties involved with the event. Event staff or volunteers shall be available to provide general information, directions or other assistance and to serve as a drop-off point for equipment, supplies, and lost and found items if needed. City of Washington staff will not be responsible for equipment or supplies left unattended.
- c) **Emergencies.** The Event Planner should contact the City of Washington for emergencies that arise during the event at the following numbers. All non-emergency services and needs must be arranged for in advance.
 - (1) Police, Fire, Rescue and Emergency Services: 9-1-1.
 - (2) Electric service problems: 975-9320
 - (3) Sanitation services problems: 975-9320
- d) **Provision of Space for Public Safety Command Center.** The following location must be reserved at major special events on Stewart Parkway (such as Summer Festival, Smoke on the Water, July 4, and Christmas Flotilla) for a Public Safety Command Center for the Police and Fire departments: southside of Stewart Parkway at the intersection with Respass Street between, and including, the brick crosswalks. The command center will be used to stage emergency public safety and medical response, provide public education, and provide a station for lost children.
- e) **Provision of Space for Water Safety Command Center.** Upon request by the City Police and/or the Fire-Rescue-EMS departments, the Event Planner agrees to reserve at

least one boat dock for mooring of boats used by Public Safety vessels during events involving the waterfront.

- f) **Provision of Space for City of Washington Public Outreach Activities.** Upon request by the City of Washington, the Event Planner agrees to set aside space at no charge to the City of Washington for public outreach and/or public relations activities.
- g) **Electrical Requirements.** The Event Planner is responsible for determining in advance any special electrical requirements, such as for sound systems and stage lighting. The City reserves the right to charge the Event Planner the cost of installing special electrical connections or providing electric utilities where none are currently in place. The Event Planner also is responsible for the cost of securing the services of a licensed electrician if needed to install services, such as temporary electric service.
- h) **Access to Closed Areas.** The Event Planner is responsible for controlling access by authorized parties to streets and parking lots that have been reserved for the event.
- i) **Charges to Vendors.** The Event Planner may charge vendors to participate in the event.
- j) **Charges to the Public.** The Event Planner may charge the public to attend an event. The Event Planner may not charge the public for use of the boat docking facilities on the Washington waterfront. Boaters must coordinate use of the docking facilities with the City of Washington dock attendant.
- k) **Care of Public Property.** The Event Planner shall support the City of Washington in ensuring that public property is protected from damage other than from normal wear and tear, including, but not limited to, vandalism; damage to grass, shrubbery or trees; docking boats in prohibited areas; damage to monuments, benches or other park amenities; damage to underground utilities; damage to asphalt in streets and parking lots. Persons found damaging public property shall be prosecuted to the extent the law allows. If damage to public property is a result of failure of the Event Planner to adhere to terms of this policy and/or permit requirements, then the cost of repairs will be subtracted from the event deposit, and a higher deposit may be required for future events.
- l) **Use of Cookers and Cooking Equipment.** Cookers and cooking equipment must have containers to carry and hold water and must use drip pans to catch grease. Gas cookers must meet safety standards such as using proper regulators, securing tanks to prevent accidental leakage, and other requirements deemed necessary to ensure public health and safety. Cookers and cooking supplies must be located in a manner as to not damage grass, shrubbery or public or private property. The Event Planner must consult in

advance with the Beaufort County Environmental Health Division regarding food preparation regulations.

- m) **Fireworks.** Approved fireworks can be discharged only by fully insured professionals and under the arrangements specified in the Special Events Permit application and by the City Fire Marshal.

- n) **Publicity.** The Event Planner and/or sponsoring organization are responsible for notifying the public in advance about the event. Organizers are encouraged to use the resources that are available in the community for publicizing events at little or no cost, including those available through the City of Washington as specified in Section 9-8.
 - (1) **Removal of publicity items.** The Event Planner is responsible for removal of any flyers, street-level banners, posters and/or temporary signs placed in public areas to publicize the event within 72 hours of the end of the event.

 - (2) **No posting on poles, signs or vehicles.** In accordance with the Washington City Code, temporary signs are not allowed to be attached to Washington Electric Utilities poles or to regulatory signs. It also is unlawful to place flyers on vehicles in the city limits.

 - (3) **Inquiries about the event.** The City of Washington will refer any inquiries about activities at special events to the Event Planner or other contact named on the permit application.

- o) **Restroom Facilities.** Adequate restroom facilities must be available according to the following City of Washington standards to serve the needs of the public during the special event. This requirement can be met by using on-site City facilities and/or portable toilets. Comparable facilities also may be used to meet this requirement, with approval of the City administration.
 - (1) **Events up to four (4) hours duration.** No restroom facilities are required regardless of the size of the event.

 - (2) **Events greater than four (4) hours duration.**
 - (a) A minimum of one handicapped accessible facility must be available for up to 150 people.

 - (b) Two facilities must be available for up to 550 people.

(c) A minimum of one additional facility must be available for each additional 400 people.

(3) **Portable toilet rental.** Portable toilets will be arranged through the City of Washington.

8-2. Requirements Governed by Local and/or State Code

The City of Washington and other agencies will enforce the following rules and regulations that apply to special events.

- a) **Permits from Other Agencies.** The Event Planner is responsible for securing any other required permits, permissions or services from agencies other than the City of Washington that may have jurisdiction over activities at the special event.
- b) **Prohibitions.** In the interest of public safety, the following are prohibited from public outdoor special events on the Washington waterfront, boat docks and boat slips and Stewart Parkway and adjacent parks and parking lots: pets (including leashed pets, but excluding seeing eye dogs), bicycles, motorized vehicles and conveyances (except for use by event and City staff), roller skates, roller blades, skateboards or scooters (push-style or motorized), fireworks (except as specified in Section 8-1(m)), laser lights, weapons (concealed or otherwise), or other devices that could jeopardize public health and safety.
- c) **Alcoholic Beverages.**
 - (1) **Serving at public events.** Non-profit organizations may serve alcoholic beverages at public events with approval at least 60 days in advance by Washington City Council in accordance with the “Guidelines for Special Events on City-Owned Property Serving Alcoholic Beverages,” the Washington City Code, and N.C. Alcoholic Beverage Control Board regulations. It is the Event Planner’s responsibility to secure the necessary permits from the N.C. Alcoholic Beverage Control Board and to ensure that regulations are followed at the event.
 - (2) **Serving at private events.** Alcoholic beverages are allowed on public property at private official outdoor special events in accordance with state Alcohol Enforcement regulations and City regulations. It is the Event Planner’s responsibility to secure the necessary permits from the N.C. Alcoholic Beverage Control Board and to ensure that regulations are followed at the event.
 - (3) **Serving at Farmers Market.** The farmer’s market sponsored by the organization Downtown Washington on the Waterfront and the Downtown Washington Merchants Association is granted permission by Washington City Council (June

14, 2004) to allow customers to sample wine produced in Beaufort County from Beaufort County grown grapes at sales locations in the Stewart Parkway area and between the hours of 8 a.m. and 1 p.m. It is the Event Planner's responsibility to secure the necessary permits from the N.C. Alcoholic Beverage Control Board and to ensure that regulations are followed.

- d) **Insurance.** Amusement rides, fireworks and other activities require a Certificate of Insurance. Insurance coverage must name the City of Washington as an additional named insured. Insurance coverage also may be required for large events in general and/or for activities at small events on public property at the discretion of and amount specified by the Risk Manager. Organizations serving alcohol under terms of "Guidelines for Special Events on City-Owned Property Serving Alcoholic Beverages" must furnish liability insurance in the amount of at least \$1 million with the City of Washington shown as the additional insured and also shall purchase a liquor liability policy.
- e) **Noise Control.** Event activities must comply with City of Washington and Beaufort County noise control regulations.
- f) **Fire Prevention.** Event activities must comply with the City of Washington and State of North Carolina Fire Prevention Code.
- g) **Privilege Licenses.** City of Washington business privilege licenses are not required of vendors doing business on the site of and as part of an official special event.
- h) **Waste Disposal.** It is unlawful to dispose of solid and/or liquid wastes in the river, creek, drainage ways, storm sewers, streets, parking lots or park areas. It is the responsibility of the sponsoring organization to arrange for proper disposal of grease and/or hazardous materials generated at the special event.
- i) **No Wake Zone.** A no wake zone is in effect on the Pamlico River between the US 17 bridge and the railroad trestle unless lifted by the City Manager at the request of the Event Planner.
- j) **Amplification Requirements.** Use of amplified sound for public address and/or sound systems requires an amplification permit issued by the Washington Police Department.
- k) **Temporary Food Establishment (TFE) Permit.** Food service event activities must comply with the TFE requirements of the North Carolina "Rules Governing the Sanitation of Restaurants and Other Food-handling Establishments" as enforced by the Beaufort County Environmental Health Division.

Section 9. Provision of City of Washington Services and Operation Support to Event

With proper advance notification as afforded through the Outdoor Special Events Permit process, the City of Washington can provide the following services and operational support to special events.

- 9-1. **Site Preparation.** Up to 72 hours prior to the opening of the event, the City will prepare outdoor public areas at the location of the event by mowing, picking up trash, sweeping street(s) and/or parking lot(s), if needed.
- 9-2. **Solid Waste Services.** Upon request, the City will place roll-out garbage carts and/or dumpsters at the event location prior to the event. In some circumstances, the Event Planner may need to roll the roll-out carts to the desired location. If needed, temporary and permanent trash receptacles in the event area will be emptied periodically during the event at a schedule agreed to in advance by the Event Planner and the City Public Works Department. The City will remove temporary solid waste containers at the conclusion of the event and may require that the Event Planner consolidate containers into a single location. The Event Planner is responsible for ensuring that access to containers is not blocked during times they are scheduled to be emptied. All vendors must have self-contained facilities for disposal of waste liquids.
- 9-3. **Water for Consumption.** Food service event activities must comply with the TFE requirements of the North Carolina "Rules Governing the Sanitation of Restaurants and Other Food-handling Establishments," including rules for providing water for consumption, as enforced by the Beaufort County Environmental Health Division. The City will assist food service activities in complying with these regulations in the following manner:
 - a) **Water tank.** Upon request the City will provide a tank of potable water from the public water supply to the event location. This tank must remain locked and secure at all times. A key to the tank will be issued to the Event Planner. The key must be returned to the Events And Facilities Supervisor at the conclusion of the event or the key deposit will be forfeited.
 - b) **Prohibited connections.** Obtaining water from connections serving private or public facilities is prohibited.
 - c) **Other provisions.** Other provisions for water must be done in accordance with regulations enforced by the Beaufort County Division of Environmental Health.
- 9-4. **Street and Public Parking Lot Closings.** The City can provide barrels, cones, poles and/or barricades for blocking of streets and/or parking lots upon request at least three weeks prior to

the event. In some circumstances the Event Planner may be required to set-up barrels, cones and/or barricades that the City has delivered to the event venue.

- a) **Approval of Closing of Residential Streets.** Closing of a residential street for a special event can be approved by staff.
- b) **Approval of Closing of Commercial Streets.** Unless the closing is for a traditionally scheduled parade, closing of a commercial street for a special event requires advance approval of the City Manager. The City Manager shall report the decision to Washington City Council at the next regularly scheduled meeting. Staff may approve closing of a commercial street for a traditionally scheduled parade. At his or her discretion, the City Manager also may consult City Council prior to granting requests to close a commercial street.
- c) **Approval of Closing of Stewart Parkway, adjacent parking lots and feeder streets.** Closing of Stewart Parkway, adjacent parking lots and feeder streets to vehicle traffic for special events requires approval of the City Manager. As maintaining public access to these areas is important to commercial activities, each of the following conditions must be present in order for closing of Stewart Parkway to be appropriate:
 - (1) All components of the event are open to the general public,
 - (2) The event has community wide and/or regional appeal,
 - (3) The event involves a variety of groups in providing a variety of activities including, but not limited to, food sales, merchandise sales, exhibits, and entertainment,
 - (4) Large crowds or heavy pedestrian traffic are expected,
 - (5) A large block of space must be reserved for future event set up and activities.
 - (6) The event has been endorsed by either the Downtown Washington Merchants Association and/or Downtown Washington on the Waterfront.In addition, the closing of these areas also is appropriate if the event has been endorsed by the Downtown Washington Merchants Association and/or Downtown Washington on the Waterfront, even if only some or none of the other conditions are present. Stewart Parkway shall not be closed for private events or public events that are primarily social occasions. The City Manager shall report a decision to close Stewart Parkway for a special event to Washington City Council at the next regularly scheduled meeting. At his or her discretion, the City Manager also may consult City Council prior to granting requests to close Stewart Parkway.
- d) **Closing of roads maintained by the NC Department of Transportation.** Request to close all or part of a state-maintained road must be approved by the NC Department of

Transportation. The Events and Facilities Supervisor will contact the local DOT supervisor to secure permission and make arrangements.

- e) **Notification of Street and Public Parking Lot Closings.** The Event and Facilities Supervisor is responsible for notifying individual businesses, residents, agencies and organizations abutting affected streets and public parking lots at least 72 hours in advance of any street and/or public parking lot closing for the event. The Communications Director is responsible for posting closing information on the City of Washington cable access channel at least 72 hours in advance of any public street and/or parking lot closing for the event
- 9-5. **Electrical service.** Facilities to support large electrical service are in place along Stewart Parkway, the parking lot at Respass Street and Stewart Parkway, the South Market Street block, the Bonner Street pump station near the Estuarium, and behind the Dock Attendants station on the west end of Stewart Parkway. Marine twist lock connections are recommended for large services. At least three weeks advanced notice is required to install pods housing receptacles and electrical connections to provide access to electric service on Stewart Parkway. The Event Planner is responsible for determining in advance any special electrical requirements, such as for sound systems and special lighting. The City reserves the right to charge the Event Planner the cost of installing special electrical connections or providing electric utilities where none are currently in place. The Event Planner also is responsible for the cost of securing the services of a licensed electrician if needed to install services, such as temporary electric service. Small electric service facilities are in place at Beebe Park, Civic Center parking lot, Civic Center deck, Sloan Insurance building on Main Street, the Curiosity Shoppe building at Main and Respass streets, South Market Street, and Seventh Street Recreation Center.
- 9-6. **Lighting.** Upon request, the City of Washington can control street lighting along the waterfront for appropriate activities, such as a fireworks show. Only entire areas, not individual fixtures, can be controlled.
- 9-7. **Public safety.** Routine police, fire and emergency medical services are provided by the City of Washington. Any Police officers and Fire-Rescue-Emergency Medical Services personnel stationed on location by the City are subject to being called away for emergencies in other areas of the city during special events. The Police Department will assess the need for traffic and crowd control in advance based on information on the Outdoor Special Events Permit Application and interviews with the event coordinator. During event set up, implementation and follow-up, the Police Department may close and/or open additional areas and take other actions that may impact the event in order to preserve public safety. Under some circumstances, public safety officials may station a command center on site during the event. Private duty police service at

private events is available for an hourly charge as determined by the Police Department. The City of Washington reserves the right to suspend an activity or activities if circumstances pose a threat to public health and safety and/or to public or private property.

9-8. **Water safety.** The City of Washington, assisted upon request by other law enforcement agencies and volunteer organizations, oversees water safety during special events. Boaters are expected to stay clear of the firing zone during fireworks shows, to observe the no-wake zone, and to obey local and state laws regarding operation of water craft.

9-9. **Publicity Resources.** While it is the responsibility of the Event Planner and/or sponsoring organization to notify the public about the event, upon request the City of Washington can assist with event publicity through the following means:

a) Upon request on the permit application, official public special events on the Washington waterfront will be listed in a Special Events Calendar. This information is made available to the Visitor's Center, posted on the Washington Tourism Development Authority website at www.OriginalWashington.com, and announced on the City of Washington Special Events Hotline. At staff's discretion, this information also may be posted on the City of Washington cable access television channel. Event Planners must provide a publishable telephone number that the public can call to obtain more information about the event to use this service.

b) Upon request to the Electric Department, the City of Washington will hang a banner publicizing the event over Main Street. The pre-printed banner must be provided by the Event Planner on durable material. This service is provided on a first-come, first-served basis. Banners will be removed at the end of the event or if damaged, whichever comes first.

c) All other publicity is the responsibility of the sponsoring organization.

9-10. **Other services, special activities.** Some City departments provide programs and activities to promote public relations at special events, provided that staff is available. The Event Planner can arrange for these activities with individual departments.

Section 10. Enforcement of terms of Special Events Permit and Policy

10-1. **Penalty for violations.** Violation of the terms of the Special Events Permit and Policy by the Event Planner and/or sponsoring organization may result in the following penalties:

- a) Forfeiture of all or part of the Event Deposit.
- b) Denial of future Special Events Permits for the Event Planner, sponsoring organization and/or their agents.
- c) Denial of specific components of future Special Events by the Event Planner, sponsoring organization and/or their agents.
- d) Payment of an Event Deposit Penalty for future special events by the Event Planner, sponsoring organization or their agents to the extent that the Schedule of Fees allows and as determined by the Events And Facilities Supervisor.

10-2. **Description of violations.** Any or all of the following infractions will be deemed a violation of the Special Events Policy and/or Special Events Permit:

- a) Damage to public property.
- b) Failure to arrange for needed non-emergency City services in advance within the required timeframe
- c) Failure to remove publicity materials as specified in this policy.
- d) Allowing activities to take place that were not specified in the Special Events Permit Application or amendments to the application.
- e) Failure to comply with rules, regulations and requirements as specified in this policy and local and state code.
- f) Failure to comply with additional requirements and/or specifications as noted on the Special Events Permit application or amendments.

10-3. **Documentation of violations.** The City Events And Facilities Supervisor will document and keep a record of infractions.

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