



Town of Wendell Special Events Guide

Special events are an important part of the Town of Wendell. Special events can produce endless benefits such as personal, social and economic growth and development, as well social and environmental awareness.

When determining the appropriateness of holding a special event in collaboration with the Town of Wendell or located on Town-owned or leased property or public rights-of-way, several items need to be considered as outlined in the Special Events Policy. The Special Event Application process helps staff determine if the Town has the resources and ability to meet the needs of the event to ensure safety and security of all participants.

Approval of a special event will be considered once a completed application has been received, reviewed and evaluated by the appropriate Town staff and it has been decided that use of public space and allocation of public resources are appropriate. Priority will be given to Town-hosted or sponsored events, and preference will be given to successful events that are recurring. Please note submittal does not mean approval, and it is recommended events are not promoted until approval is received.

Please review the attached Special Events Guide for the Town of Wendell, which includes the Special Events Policy, Application and other information that will be necessary to plan, coordinate and receive approval for your event.

Instructions to Apply for a Special Event Permit

1. Read the Special Event Permit Guide thoroughly.
2. Complete the Town of Wendell Special Events Permit Application.
3. Using the template or map provided, draw a site map showing streets to be closed, tent placement, dumpster location(s), parade/run routes or other similar events or activities. Include your site map with your permit application.
4. If your special event requires other Town-related permits or approvals as indicated in the Special Event Permit guide, complete the necessary forms/actions and include them with any applicable fees along with the Special Events Application.
5. Return the completed application and associated documents to:
Stephanie Smith
Assistant to the Manager
Wendell Town Hall
15 East Fourth Street
Wendell, NC 27591
6. All applications and related forms should be submitted to the Town of Wendell no less than **60 days** prior to the start of the event. The Town Manager may grant exceptions under their discretion for special circumstances.
7. Special event organizers applying for co-sponsorship consideration by the Town of Wendell must have their event approved by the Town of Wendell Board of Commissioners. Co-sponsorship requests must be submitted by January of each year, for incorporation into the annual budget. The application will be reviewed by staff and presented to the Board of Commissioners for consideration. The Board of Commissioners or Town Manager may grant exceptions for late co-sponsorship applications for special circumstances.
8. Once a Special Event Permit Application has been received, the application will be distributed to all associated departments for review. Based on these reviews the permit will be: 1) approved, 2) approved with conditions or 3) denied. The final determination will be provided in writing to the point of contact indicated on the application. The payment of all fees is required prior to issue of the final Special Event Permit. Examples of additional fees could include but are not limited to Town staff support, or waste removal fees.

Questions should be directed to Stephanie Smith, Assistant to the Town Manager at ssmith@townofwendell.com or 919-366-6893.

	POLICY	
	Administration Department	Effective: January 27, 2020
Special Events Policy Version 1.1	Supersedes: New	
	Prepared By: Stephanie Smith, Assistant to the Town Manager	
	Approved By: Marc Collins, Town Manager	

I. Purpose

For purposes of this Policy, “Special Event” is defined as an event or festival or other Recreational, Cultural, Entertainment, Community or similar activity held for the general public. Special events may or may not be sponsored or co-sponsored by the Town of Wendell. Events such as Carnival/Circuses, Religious Meetings, Christmas Tree Sales Lot/Firework Sales/Other Holiday and Special Sale Lots, Contractor’s Office/Equipment Shed, Mobile Storage Units, Seasonal Buildings, Yard Sale or other gatherings held on private property require a Temporary Use Permit (issued by the Planning Department) and are not covered under the Special Event Permit requirements.

All special events are required to submit an application for their event each year. Previously held or annual special events and special events which have received Town co-sponsorship must reapply each year that the event is held and request co-sponsorship from the Town if desired as there is not an automatic renewal. Space is reserved when the permit application has been approved and all applicable fees are received.

II. Types of Special Events

Large Event – 150 or more people, held on Town property or Public Rights-of-Way

Large Event with Major Street Closure – 150 or more people, held on Town property or Public Rights-of-Way with a one-time street closure of a main road, or an ongoing street closure of any road (requires Board of Commissioner Approval)

Large Event with Minor Street Closure – 150 or more people, held on Town property or Public Rights-of-Way with a one-time street closure of a secondary road.

Small Event – Less than 150 people, held on Town property or Public Rights-of-Way

III. Standard Procedures

- A. **Conditions of Approval.** Special Events shall not violate or deviate from any applicable laws, rules, regulations, Town Ordinances, conditions of approval for the site or conditions noted in the Special Event Permit approval.
- B. **Obtain all other applicable permits and approvals.** The Event Organizer is responsible for obtaining all Town and other organizations required permits and approvals prior to the event. This may include but is not limited to tent permits, ABC permits, authorization for road closures, use of public property and/or rights-of-way. (*See Other Permits & Contact Information*)
- C. **Signs.** All special event signage must meet the requirements of Town of Wendell Sign Ordinances administered by the Planning Department. (*See Other Permits & Contact Information*)
- D. **Road Closures.** Closures of major public roads must be approved by the Town of Wendell Board of Commissioners. Permission may be granted by the Town Manager placing an item on the agenda for an upcoming board meeting for board action. Event Organizer must also provide documentation to include list of homeowners and/or businesses contacted that will be affected by closing of the identified streets including

documented permission. Please note minor road closures do not require Board approval, but must be approved by the Town Manager (*See Other Permits & Contact Information*)

*Sidewalks, Greenways and Multi-Use paths are to be used for public refuge and pedestrian traffic only and must remain clear and unobstructed in case of emergency (unless the closure permit specifically states that the sidewalk, greenway or multi-use path is to be closed.)

- E. **Parade Permit.** For parades, the Event Organizer must submit a Parade Permit as part of the application packet, including specific details of what route is proposed for the parade. (*See Other Permits & Contact Information*)
- F. **Food Sales.** The Event Organizer is responsible for arranging for all food permits and approvals from the Wake County Health Department. (*See Other Permits & Contact Information*)
- G. **Alcohol.** Alcohol is prohibited on outdoor Town property without special permission from the Town of Wendell Board of Commissioners. Permission may be granted by the Town Manager placing an item on the agenda for an upcoming Board Meeting for Board action. Police attendance, additional insurance and all associated fees are required for any event serving alcohol. (*See Other Permits & Contact Information*)
- H. **Vending.** The Event Organizer is responsible for procuring vendors for the event. This includes but is not limited to: Amusement Ride and/or Inflatable Rides Vendors and Merchandizing Vendors. Event Organizer is responsible for securing any required inspections and permits.
- I. **Electricity.** Please indicate request to access electricity on the Special Event Permit Application. Staff will follow up to determine need. Additional electrical work by the Town may be subject to additional fees or charges.
- J. **Sanitation and Recycling.** The Event Organizer is responsible for making arrangements for litter and debris cleanup of the special event site both during and after the event. Please note downtown dumpsters do not currently have capacity to handle event-generated trash. Please indicate how trash disposal will be handled on the application.
- K. **Toilets.** The Event Organizer is responsible to provide adequate on-site toilets to facilitate the specific needs of their event and must meet stormwater compliance and recycling requirements. If event will be using port-o-johns, Event Coordinator must provide the following information on Special Event Permit Application: number of regular/handicap units, location of each unit, location of units.
- L. **Water.** Please indicate request access to water on the Special Event Permit Application. Any scheduled services may require a fee.
- M. **Noise.** Permission to include music or amplified sound, including megaphones, as part of a special event may be given, with the submission of a Sound Permit. Event Organizers should be sensitive to local businesses and residences when preparing sound equipment for special events. Noise can be no louder than 95 DB's until 11 pm, and no louder than 90 DB's from 11 pm – 12 am. (*See Other Permits & Contact Information*)
- N. **Tents, Stages, Accessories, etc.** The Town of Wendell defines and classifies any structure, enclosure, or shelter constructed of canvas or pliable material supported in any manner as a tent. If the event will be using any tents larger than 10 feet x 10 feet, an additional permit may be required by Wake County. Tables, chairs and other linens may be rented by the Event Coordinator from a private company. **Stakes may only be used in locations approved by Public Works.** (*See Other Permits & Contact Information*)
- O. **Personnel.** Special Events typically require significant staff time, requires manpower to either be pulled away from Town of Wendell's daily job tasks or for additional staff to be scheduled to cover workloads. Staff time directly related to special events may be charged to the Event Organizer. Staff will review the Special Event Permit Application and determine additional staffing needs, subject to fees. Additional security (Police Officer) may also be requested on the application.
- P. **Insurance.** Event Organizer is required to provide evidence of insurance prior to issuance of special event permit. The certificate of insurance must name the Town of Wendell as an additional insured for a minimum of one million in general liability insurance. Events that include alcohol will require an additional one million in liquor liability insurance and the policy will indemnify and hold harmless the Town of Wendell, its employees, and the Board of Commissioners.
- Q. **Outreach.** Event Organizer is required to notify all adjacent property owners who may be impacted by the event. For any event promotion, the Town logo may only be used if a co-sponsorship agreement has been approved.

IV. Evaluation Criteria

The Town of Wendell utilizes the following criteria when evaluating and scheduling Special Events:

1. The nature of the event and how it can serve the Town of Wendell and its residents.
2. The dates and times during which the proposed event will occur including setup and breakdown time.
3. The location(s) of the Special Event and whether the location(s) inhibit the safe flow of traffic.
4. Whether the activities are in compliance with other applicable laws and Town ordinances.
5. The impact and /or cost of the event on Town support services.
6. Recurring events.
7. The frequency of the event or similar event(s).



**Town of Wendell
Special Event Permit Application**

Applicant Information

Applicant Name: _____

Organization (if applicable): _____

Address: _____
Street/Route
City
State
Zip

Home Telephone # _____ Business Telephone # _____

Cell Phone # _____ Fax # _____

Email Address: _____

Event Information

Name of Event: _____






Purpose of Event: _____

Event Location(s):	
Event Date:	
Set-up Time Begins:	
Time Event Begins:	
Time Event Ends:	
Clean-up Time Ends:	







Attendance:	Check which box applies
Large Event - 150 or more people	
Large Event – 150 or more people and street closure(s) <i>Name street(s) to be closed:</i> _____	
Small Event – less than 150 people	

Site Plan for events with 150 or more people:	Please use the attached template (or separate drawing) to include a detailed site plan must be attached to the application that includes all event features including vendor placement, trash cans/dumpsters, portable restrooms, security fencing, canopies, and tents. Include dimensions of all tents and canopies. Also include a plan to address parking to support this event.
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Check all that apply for the purpose of Event. Please review the Special Event Policy for additional information on applicable fees, staffing and/or permits:

	Yes	No
Will signs be used to advertise the event? <i>If yes, please submit Sign Permit Form</i>		
Will streets need to be closed during this event? <i>If yes, please submit Street Closure Form</i>		
Will this event include a parade? <i>If yes, please submit Parade Permit</i>		
Will alcohol be served at this event? <i>If yes, contact ABC Commission North Carolina. Law Enforcement presence will also be required.</i>		
Will vendors be part of your event?		
<p> If yes, please indicate the maximum number of expected vendors in each of the following types:</p> <ul style="list-style-type: none"> o Food: _____ o Merchandise: _____ o Amusement rides: _____ <p> Food Vendors: Contact the Wake County Environmental Services, Temporary Food Establishment at 336 Fayetteville Street in Raleigh or call 919-856-7419 to secure a Temporary Food Event Coordinators Application and to schedule an inspection if needed.</p> <p> Amusement Ride and/or Inflatable Rides Vendors: Contact the Department of Labor and Amusement Device Bureau at 11 Hillsborough Street in Raleigh or call 919-807-2770 to ensure compliance and schedule an inspection if needed.</p>		
	Yes	No
Will you need access to electricity for this event?		
Will your event need additional trash dumpsters, recycle containers or assistance with disposal of grease or similar waste?		
<p> If yes, please indicate below how you plan to dispose of trash, grease or similar waste, and include trash receptacles/dumpster locations on the site plan.</p>		
Will your event need additional restroom facilities?		
<p> If yes, please provide the following information:</p> <ul style="list-style-type: none"> o Indicate the location on the site plan of each unit. o Indicate the number of regular units planned for the event: _____ o Indicate the number of handicap units planned: _____ 		
Will you need access to water for this event?		
Will amplified microphones, music or musical instruments be used at this event? <i>If yes, please submit Sound Device Permit</i>		
Will you be using tents larger than 10x10 for this event? <i>If yes, please contact the Fire Marshal</i>		
Are you requesting additional Police (security) for this event?		

Applicant Responsibilities

-  Special Event Permit, as well as any applicable Town-related permit applications must be submitted at least 60 days prior to event date.
-  If available, space is tentatively held when an application and all fees are received. Space is officially reserved when application is approved, and all required payments are received.
-  Requests must be in writing for each occasion and are not automatically renewed.
-  Provide certificate of insurance at least 30 days prior to event.
-  If request requires review and approval by the Wendell Town Board of Commissioners, staff will provide recommendations and the Board of Commissioners will review the request and make decision at a regularly scheduled Board Meeting.
-  Review the Special Event Fees in the Legislative & Administrative Fee Schedule, located at <https://www.townofwendell.com/departments/finance/budget> or upon request at Town Hall.

Special Event Site Map

Please show all elements of event, including streets to be closed, tent placement, parade/run routes or other similar events or activities.

Insurance Requirements and Affidavit of Event Coordinator

I understand the event space is tentatively held when an application and all applicable deposits and application fees are received. Space is officially reserved when application is approved, and all additional required payments are received.

I understand that evidence of insurance is required 30 days prior to the event date. The Event Coordinator must provide a certificate of insurance which names the Town of Wendell as an additional insured for a minimum of one million in general liability insurance. Events that include alcohol will require an additional one million in liquor liability insurance and the policy will indemnify and hold harmless the Town of Wendell, its employees, and the Board of Commissioners.

I also understand that as the Event Coordinator, I (or my organization) am responsible for any accidents or damages to persons or property resulting from the issuance of this permit.

I certify that I have reviewed the Special Event Policy and that the information in this application is correct to the best of my knowledge. I understand that if the information is found to be incorrect or the event does not accurately represent what has been applied for that the Town of Wendell is authorized to amend the event, including closure of the event if warranted to protect the health, safety and welfare of the Town and its citizens and businesses. All programs and facilities of the Town of Wendell are open to all citizens regardless of race, sex, age, color, religion, national origin or limitation.

Name of the Event Coordinator

Signature of the Event Coordinator

Date

Town of Wendell Staff Use Only

Date application received:	Received by:
Fees Received by:	Amount of Payment:

Co-Sponsored Events Policy

The Town of Wendell has acted as a co-sponsor for various Special Events. A significant amount of time and planning, in addition to financial resources, goes into these events. Through co-sponsorship, the Town may provide: staff support, logistical support, equipment usage, technical assistance and other in-kind support. While recognizing that these events add to the quality of life in the community, help to bring the community together, and foster economic growth, the Town also must be very careful in which events it chooses to co-sponsor. Staff time, availability of equipment, the nature of the event, and several other factors are taken into account on deciding whether or not to co-sponsor an event.

- A. **Criteria for Co-Sponsorship.** The following criteria are used when determining co-sponsored events:
 1. The requesting applicant must represent a non-profit organization as defined by state or federal tax law.
 2. Priority will be given to Wendell based groups/chapters/organizations.
 3. The proposed event is open to the general public.
 4. The proposed event has been planned to facilitate a positive impact on the community.
 5. Eligibility for co-sponsorship status is based on successful completion and submittal of application and agreements.

- B. **Conditions of Co-Sponsorship.** The Event Organizer should understand and agree to the following if requested:
 1. All requests for sponsorship or co-sponsorship must be approved by the Wendell Board of Commissioners.
 2. Applicant will provide to the Town a clear and detailed record of the event's requested needs from the Town at the time of application for co-sponsorship status.
 3. Once approved, applicant is permitted to use Town logo, using the guidelines in the Logo Use Policy (located at www.townofwendell.com).
 4. Group or organization must provide tangible benefit to the community.
 5. Group or organization's activities must be open to the general public.
 6. Group or organization must include the Town name and/or logo in **ALL PUBLICITY**, including print, video, television and radio, as an event co-sponsor.
 7. No activities/events may be held at under this policy which would result in monetary gain for an individual.
 8. **NO ALCOHOLIC BEVERAGES** will be allowed at any outdoor event, without prior approval and all necessary permits.
 9. Town resources may not be used to support partisan political events or activities during town sponsored or co-sponsored event.
 10. Group or organization must provide a one million dollar certificate of insurance which specifically lists the Town of Wendell as an additional insured. An additional one million dollars is required for events that serve alcohol.
 11. Group or organization must agree to provide information and/or perform such other duties as may be required by the Town of Wendell.
 12. Where applicable, the applicant shall provide at no cost, one booth space (or the equivalent thereof), at a mutually agreeable location at the event for the use by the Town of Wendell as determined by the Town. Any cost associated with this shall be borne by the applicant.
 13. Applicant will provide clear spoken recognition of the Town of Wendell and its contribution at any events or functions utilizing live entertainment or speakers. Any cost associated with this shall be borne by the applicant.

We, _____ (organization name) do hereby agree to the conditions outlined in the Co-Sponsored Events Policy, in order to be considered for sponsorship or co-sponsorship by the Town of Wendell.

Name of Event Coordinator

Signature of Event Coordinator

Address

Date

Phone Number

Email Address

Town of Wendell Staff Use Only

Date application received:	Received by:
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Other Permits & Contact Information

To submit a Special Occasion Permit through the Alcoholic Beverage Control Commission (ABC), please visit <https://abc.nc.gov/Permit/ApplyLSO>, or contact:

ABC Commission North Carolina contact@abc.nc.gov
919-779-0700

For Temporary Food Establishment permits through Wake County Environmental Services, please visit <http://www.wakegov.com/food/festivals/Pages/tfe.aspx>, or contact:

Wake County Environmental Services tfe_permits@wakegov.com
919-856-6609

For amusement ride and/or inflatable inspections through the North Carolina Department of Labor, please visit <https://www.labor.nc.gov/safety-and-health/amusement-device> or contact:

North Carolina Department of Labor 1-800-625-2267

For large tent inspections through the Wake County Fire Marshal's Office, please contact:

Wake County Fire Marshal 919- 856-6340

Town of Wendell Contact Information

For specific questions related to co-sponsorships or the overall special event permitting process, please contact:

Administration Department Stephanie Smith
Assistant to the Manager
ssmith@townofwendell.com
919-366-6893

For inspection of a temporary structure (by Wake County), or specific questions related to the sign ordinance, or temporary use permits, please contact:

Planning Department Bryan Coates
Planning Director
bcoates@townofwendell.com
919-366-6888

For specific questions related to road closures, parade permits, or sound permits, please contact:

Police Department Chief Bill Carter
Police Chief
bcarter@townofwendell.com
919-365-4444

For questions about facility or field rentals at Wendell Community Park or the Community Center, please contact:

Parks & Recreation Department Jeff Polaski
Parks & Recreation Director
jpolaski@townofwendell.com
919-366-2266

For questions about stormwater and recycling requirements, electricity or water access, or locations that stakes are permitted, please contact:

Public Works Department Brian Bray
Public Works Director
bbray@townofwendell.com
919-365-4822