



# Special Event Planning Guide

## CITY OF RALEIGH

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## APPLYING FOR A PERMIT

### Who Needs a Special Event Permit?

Special Event Permits are required for events that use public spaces, such as roads, greenways, public squares, and plazas. Events contained to private property do not require a Special Event Permit. The use of city parks other than Nash Square and Dorothea Dix Park does not require a Special Event Permit from our office and would instead require coordination with the Parks, Recreation and Cultural Resources Department. When in doubt, contact our office.



Photo courtesy of VisitRaleigh

### How To Apply

There are three main steps that must be completed (see next page for deadlines & pricing):

1. Submit an event application online at [raleighnc.gov/special-event-requests](http://raleighnc.gov/special-event-requests).
2. Once your application has been received, staff will review it to identify the corresponding event tier (if applicable), then contact you with instructions on how to proceed with the application fee payment.
3. Submit the corresponding application fee.

***APPLICATION FEES ARE NON-REFUNDABLE. APPLYING FOR AN EVENT DOES NOT GUARANTEE THAT YOUR EVENT WILL BE APPROVED.***

The City assumes no liability if an event is not approved — Selling tickets, advertising, gaining sponsorship and other activities done prior to event approval is done at the risk of the event organizer.

### Role of the Special Events Office

It is our goal to enhance the quality of life and economic prosperity of Raleigh through the support of special events while balancing the needs of the residents and business owners affected by these events. The Special Events Office is responsible for processing applications, sharing event information with the public through the [Special Events Calendar](#) and [Weekly Digest](#), maintaining an [Event Feedback Form](#) for citizens, reviewing event requests for compliance with [City Code](#), the City's [Special Event Policy](#), and other relevant policies, and serving as a liaison between event organizers, City departments, and partner agencies throughout the permit process and during events. We also maintain an Events Task Force, which includes representatives from the City, partner agencies, and the community, to advise Special Events Office staff as needed.

### Role of Event Organizer

Event organizers should be responsive to correspondence from the Special Events Office and must submit all required items by their deadlines. Communication between the organizer and

the Special Events Office is critical before, during, and after the event to ensure a smooth permitting process and a successful event. All special events are subject to the conditions outlined in the Special Event Permit and it is the organizer’s responsibility to ensure compliance.

## DEADLINES AND FEES

An application is not considered a complete application until both the application form and the non-refundable application fee have been received. Permit fees are collected upon an event’s approval and are refundable up to 15 days prior to the event. There is no reimbursement of permit fees if an event is cancelled within 15 days of the event date. Fees may be transferable towards future event permits if the event is cancelled due to inclement weather or other emergency situations, which will be determined at the discretion of the Special Events Office.

Event Type	Deadline	Application Fee	Permit Fee	Late Fee
<b>Parade</b>	120 Days	\$100	\$100	\$250
<b>Walk/Race 5K and Under</b>	120 Days	\$100	\$100	\$250
<b>Race Over 5K</b>	120 Days	\$100	\$250	\$250
<b>General Event Tier III</b>	30 Days	N/A	N/A	N/A – no late applications accepted
<b>General Event Tier II</b>	45 Days	\$50	\$100	N/A – no late applications accepted
<b>General Event Tier I</b>	90 Days	\$100	\$250	\$250
<b>Neighborhood Block Party</b>	30 Days	\$50	\$0	\$25
<b>Filming &amp; Photography</b>	See <a href="#">Film Guidelines</a> in glossary			

### Definitions

**Parades, Races, and Walks** are organized activities following a set course that involve full or partial closure of City streets, sidewalks, or greenways.

**General Events** are organized activities that have a stationary footprint requiring the closure of streets or public squares or plazas, often involving amplified noise, food, beverage, merchandise, or other entertainment. Examples include festivals, markets, and ceremonies.

General Events fall into three tiers based on impact and size:

- **General Event Tier I:** Greater impact on the community, which may involve the closure of multiple city blocks; closure that inconveniences numerous residents or establishments; excessive noise; attendance of 500 or more people; and significant event infrastructure that requires inspection and permitting by the Raleigh Fire Department’s Office of the Fire Marshal.
- **General Event Tier II:** Low-impact events that close only one city block and/or an off-street venue; have fewer than 500 total attendees; affect a minimal number of residents or establishments; and have no significant event infrastructure.
  - o Event cannot include or require any of the following:
    - Event attendance of more than 500 people

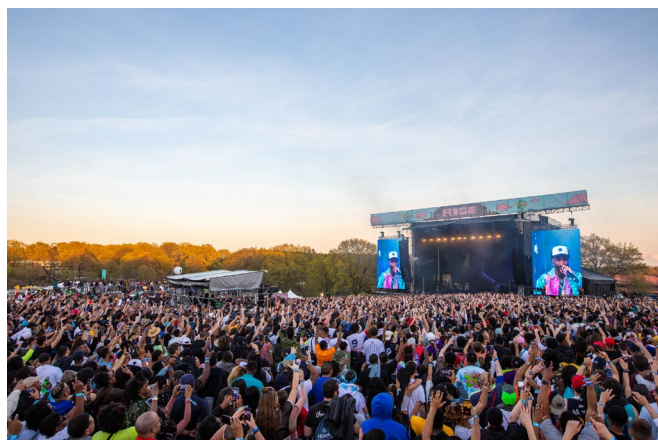
- Tents over 1800 square feet or inflatable structures over 400 square feet
  - Fireworks, pyrotechnics, open flame performances, or bonfires
  - Special amusement buildings or rides
  - Amplified sounds beyond the use of small speakers
  - Closure of more than one city block
  - Full closure of City Plaza (use of the off-street portions of the Plaza only is permissible under Tier II)
  
- **General Event Tier III:** Minimal-impact events that take place in off-street venues and do not close roads; have fewer than 200 total attendees; affect a minimal number of residents or establishments; and have no significant event infrastructure.
  - Event cannot include or require any of the following:
    - Closure of the public right-of-way
    - Event attendance of more than 200 people
    - Tents over 1800 square feet or inflatable structures over 400 square feet
    - Fireworks, pyrotechnics, open flame performances, or bonfires
    - Special amusement buildings or rides
    - Amplified sounds beyond the use of small speakers
    - Full closure of City Plaza (use of the off-street portions of the Plaza only is permissible under Tier III)
  - Note that there are no special event application or permit fees, and no venue rental fees for Tier III events. However, fees to other departments (e.g. Raleigh Police, Fire, etc.) still apply.

**Neighborhood Block Parties** are small-scale organized activities that close local-service residential streets. These gatherings are initiated by local residents and are intended only for the neighborhood residents and their guests. [Neighborhood Block Party Guidelines](#) are provided in the glossary.

**Film & Photography** covers any film or photography produced on City property for commercial purposes. [Film and Photography Guidelines](#) are provided in the glossary.

***NOT SURE WHAT TYPE OF EVENT  
YOU'RE HOSTING?***

*Contact us before proceeding any further!  
We will help you identify what type of  
event you are requesting, and we can  
advise as to which fees may apply. We  
are happy to help you with this in  
advance.*



*Photo courtesy of Visit Raleigh*

## Venue Rental and Fire Department Fees

Pricing structures for special venue rentals and Fire Department fees are outlined for the convenience of the event organizer and are subject to change. This list reflects current venue rental and Raleigh Fire Department pricing. *Refund policies vary.*

<b>Special Venue Rental Fees*</b>			
	<b>General Event Tier III</b>	<b>General Event Tier II</b>	<b>General Event Tier I</b>
<b>City Plaza</b>	N/A (use of EITHER east or west-side off-street portions only)	\$250 per day (use of EITHER east or west-side off-street portions only)	\$750 per day
<b>Nash Square</b>	N/A	\$200	\$325 per day
<b>Market Plaza</b>	N/A	\$100	\$225 per day
<b>Exchange Plaza</b>	N/A	\$100	\$225 per day
<b>Union Station Plaza</b>	N/A	\$150	\$500 per day
<b>GoRaleigh Station Plaza</b>	N/A	\$50	\$75 per day

<b>Dorothea Dix Park Venue Rental Fees*</b>	
<b>Entire Park Closure Fee</b>	\$10,000 per day
<b>Big Field</b>	\$2,200 per day
<b>Flowers Field</b>	\$825 per day
<b>Harvey Hill</b>	\$385 per day

\*Application and permitting fees will be charged in addition to applicable venue rental fee(s).

\*Venue rental fees are charged per day that the venue is used, including days used for setup and breakdown.

<b>Fire Department Fees</b>	
<b>Carnival/Festival Permit</b>	\$197
<b>Amusement Building</b>	\$197 per structure
<b>Inflatable over 400 sq. ft.</b>	\$98 per structure
<b>Tent with side walls over 800 sq. ft.</b>	\$98 per structure
<b>Tent without side walls over 1800 sq. ft.</b>	\$98 per structure
<b>Large Tent (over 15,000 sq. ft.)</b>	\$329 per structure
<b>Pyrotechnics</b>	\$197

## Additional Expenses and Service Fees

Pricing structures of listed agencies are outlined for the convenience of the event organizer and are subject to change. This list reflects common event expenses and is not inclusive of all charges a special event may incur. It is the event organizer's responsibility to provide barricading, tents, and other event infrastructure needs. *Refund policies vary.*



Other Expenses	Cost	Agency
<b>Parking Reservation Fees</b>	\$7 - \$9 per space	Raleigh Parking
<b>Off-Duty Police Officers</b>	Starting at \$35/hr per officer	Raleigh Police Department
<b>Utilities Set-Up at Special Venues</b>	<a href="#">See glossary</a>	City of Raleigh Facilities & Operations
<b>Greenway Staff Services</b>	\$300 - \$500	City of Raleigh Parks Department
<b>Solid Waste Services Clean-Up</b>	Varies	Varies
<b>Alcohol Permit</b>	\$50	ABC Commission
<b>Temporary Food Establishment</b>	\$75	Wake County
<b>Insurance</b>	Varies	Insurance Provider
<b>Barricades and Portable Toilets</b>	Varies	Varies
<b>Notification Materials</b>	Varies	USPS or other
<b>Additional Dorothea Dix Park Fees</b>	<a href="#">See glossary</a>	City of Raleigh Parks Department

### Invoice Payment Due Dates

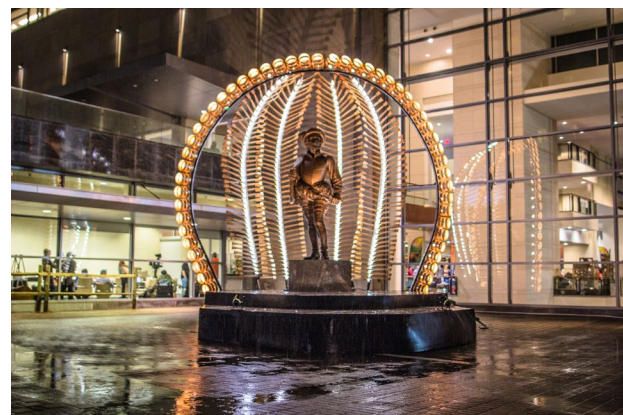
Event organizers receive a Special Event Services Invoice for all City-related costs associated with their event. Invoice payments are due by the deadlines listed below.

Event Type	Invoice Payment Due
<b>Parade</b>	4 weeks prior to event
<b>Walk/Race 5K and Under</b>	4 weeks prior to event
<b>Race Over 5K</b>	4 weeks prior to event
<b>General Event Tier III</b>	15 days prior to event
<b>General Event Tier II</b>	15 days prior to event
<b>General Event Tier I</b>	4 weeks prior to event

## PERMIT PROCESS OVERVIEW

### How does it work?

As we begin processing your materials, we will contact you with updates and requests to facilitate the approval process. Simultaneously, we will coordinate with multiple City departments and other agencies to assess the needs of your event and to determine if the City will approve, place conditions upon, or deny the event request. The Special Events Office has the discretion to deny any type of event if it is not in the best interest of the City or will create an undue burden on a particular geographic area.



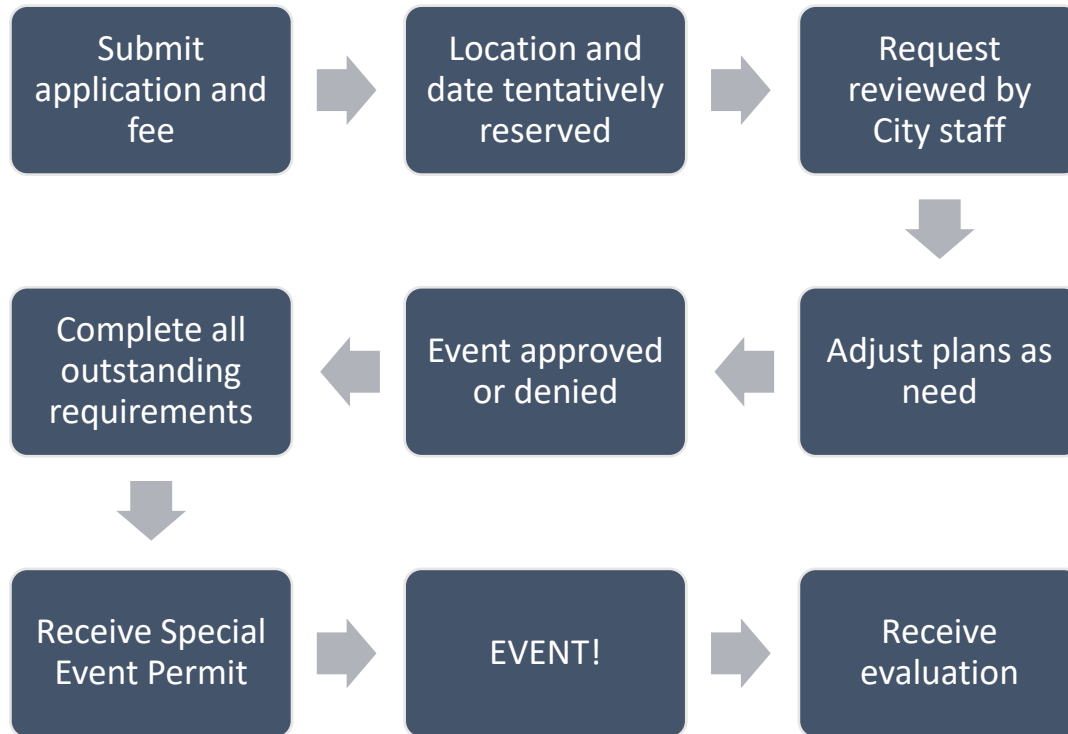
*Photo courtesy of VisitRaleigh*

### How long does it take?

Depending on the scale of your event, the process can take up to several months to complete, which is one of the reasons why it is critical that you meet the corresponding application deadline for your event.

## New Events

First-time events in Raleigh will need to go through additional screening which includes coordinating with the local affected community and, depending on the scale of your event, attending our monthly Events Task Force Meeting to present your event to City staff and community partners. Our staff will walk you through the process when you apply.



## RESERVATIONS & LIMITATIONS

### Reservation Policy

**New events** reserve dates and locations on a first-come, first-serve basis. Your date will be *tentatively* held once the Special Events Office has received an application and application fee. New event organizers should contact us before applying to ensure their preferred date and location are available.

**Annual events** that receive a satisfactory evaluation have the priority to reserve the same annual date through a Letter of Intent. Event organizers are invited to submit this letter immediately after receiving their evaluation for the current year's event. Failure to submit a Letter of Intent within two weeks will open that date or location up to other interested parties. Please note, annual events will still need to submit a complete application every year.

### Special Events Calendar

Our [Special Events Calendar](#) provides details about events scheduled to take place in public streets and venues. You can use this resource to view other planned events and potentially available dates. This resource is also used to share road closure details with the public and to

provide information for vendors interested in participating in events. Information contained within applications is used in developing this calendar.

### Limitations on Race and Walk Events

Raleigh is proud to host numerous races and walks which promote a healthy lifestyle and support many great causes. To manage the impacts to traffic flow and access to local neighborhoods, the following limitations have been placed on all races and walks hosted within the City:

- No new races or walks may host an event in high-impact areas of the City, including downtown.
- The total number of races and walks hosted within the City cannot exceed 95 per calendar year.
- Races and walks that impact the same geographic area cannot be held on the same or consecutive weekends.
- City-wide, there can be no more than four races or walks per weekend.
- City-wide, no more than two races can be over 10K in distance on the same weekend, regardless of location.
- The City's greenway system is divided into six sections. A maximum of two events per year will be permitted to use each section. View the [Greenway Sections Map](#) in the glossary.



*Photo courtesy of VisitRaleigh*



*Photo courtesy of VisitRaleigh*

## EVENT INFRASTRUCTURE

### Closure of City Streets

The temporary closure of City streets for an event is handled by the Special Events Office. If granted, a street closure gives the requestor use of the streets and sidewalks within the areas designated by the Special Event Permit. Typically, this will also include access to all parking spaces within the closed street. It is the responsibility of the organizer to pay for any lost revenue as a result of the closed access to metered spaces.

### Amplified Sound

The temporary waiver of City sound ordinances for an event is handled by the Special Events Office. If granted, a sound ordinance waiver gives the requestor permission to use amplified noise within the areas designated by the Special Event Permit. Producers should be mindful of the impacts of the sound on the surrounding neighborhoods. The City reserves the right to revoke the amplified sound variance or impose decibel limits at any time.



*Photo courtesy of Bryan Regan*

## Food

The sale or preparation of food at a special event may require a Temporary Food Establishment (TFE) permit from the Wake County Environmental Services (WCES) Department. The organizer is solely responsible for submitting applications on behalf of any food vendors they are allowing at their event. Reference the WCES [Food Sale Chart](#) in the glossary to determine if your event will require this permit. TFE's are due 15 days prior to your event.

## Waste Management Plan

Event spaces must be thoroughly cleaned during and following each event. It is imperative that event organizers have a detailed plan of how they intend to manage and dispose of trash and recyclables, and a general plan to not only clean up after the event, but to ensure a clean space throughout the duration of the event. Event organizers may use volunteers or professional cleaning or contracted companies for these services, but all materials must be removed completely from the site and all trash and recycling receptacles must be emptied after the event.

## Restrooms

Event organizers are required to provide restroom facilities for participants and attendees, with at least 5% (and at least one) being ADA compliant. The minimum requirement is one toilet per every 300 attendees. Event organizers can meet this minimum either by renting portable toilets or by attaining written permission to use the facilities of adjacent businesses. The Special Events Office can provide options for companies that rent portable toilets if needed.

## Fire Department Permits

### Tents, Inflatables, and Flame-Related Activities

Your event will require a Fire Department Permit if it involves:

- A tent over 800 square feet
- Any inflatable that persons will enter, such as a bouncy house, that is over 400 square feet in size or that requires constant motorized inflation
- An amusement building, such as a fun house or haunted house
- Fireworks displays
- Pyrotechnics or fire performances
- Bonfires, luminaries, or any other use of open flame (sky lanterns are always prohibited)

### Festivals, Carnivals, and Exhibits

The following types of events require a Fire Department Permit:

- Exhibits or trade shows (events that showcase products or services)
- Street Festivals or carnivals (large public entertainment events, which may include performances, tents, rides, amusement structures, animals, etc.)

## ALCOHOL

### Alcohol on City Property

If your event will involve the possession or consumption of alcoholic beverages on City property, regardless of whether it is being sold, given away, or supplied by attendees, you will require a City ordinance waiver. If granted, an alcohol waiver gives the requestor permission to possess and consume beer or wine within the areas designated by the Special Event Permit. Note that the sale of liquor will not be allowed on public streets or in any permissible City venue, and organizers and patrons must remain in compliance with all local and state laws. Having alcohol at your event may result in additional insurance and security requirements.

### ABC Permit Requirements

An event will require an alcohol permit if the event involves the sale of alcohol in any capacity, including providing complimentary alcohol only to ticketed or registered participants and similar arrangements.

Alcohol permits are controlled and issued by the North Carolina Alcoholic Beverage Control (ABC) Commission. More information on ABC alcohol permit requirements can be found on the [ABC website](#) or by phone at 919-779-0700. Event organizers are responsible for all aspects of their alcohol permit and they should ensure that patrons comply with relevant policies. Failure to comply can result in the revocation of the permit or the issuance of citations to the event organizer and/or patrons.

The ABC Commission's current deadlines require that a completed application be submitted to the Raleigh Police Department at least 21 days prior to the event. The issued Special Event Permit must be included in this application. This means that *you must meet all Special Events Office requirements prior to this 21-day deadline*, so that you will have your Special Event Permit to submit with your ABC application materials.

Attaining an ABC Permit can be a complex process. It is crucial to plan ahead and coordinate with the Special Events Office to ensure that this process runs as smoothly as possible.

## EVENT SAFETY

### Safety Barricades

Events involving the closure or obstruction of a public street will require safety barricades, variable message boards, and/or hiring sworn law enforcement officers. The number and placement of barricades is determined by the Raleigh Police Department. This is a critical measure and is strictly enforced to help ensure public health and safety at special events. Event organizers are responsible for providing barricades for their event. Our office can provide rental options if needed.



## Emergency Action Plan

All events are required to submit an Emergency Action Plan (EAP) during the application process. This plan should identify emergency access, crowd managers, emergency notification methods, and how organizers will deal with emergencies. City personnel will review each plan and make recommendations. You can view our [EAP guidelines](#) in the glossary.

## Weather Conditions

It is the responsibility of the event organizer to track and monitor the weather and ultimately make the call on the potential cancellation of an event. The only exception to this is in times of a major crisis or an occurrence that is a direct threat to public health and safety, in which case City staff reserves the right to cancel the event.

## Security

Off-Duty Raleigh Police Officers are the most common and preferred method of security at special events in the City. During the event permitting process, the Raleigh Police Department (RPD) will review each application and provide recommendations on the number of officers or other security needed for your event. To hire off-duty officers, the event organizer will need to complete a contract with RPD. The Special Events Office will assist with the coordination of that process. Contracts are due to RPD no later than four weeks prior to the event.

# PUBLIC NOTIFICATION

## Notification Policy

Event organizers must notify all affected community members—including residents, businesses, schools and places of worship—about their event, associated road closures, and other impacts. Any establishment that will be blocked, detoured, or heavily inconvenienced must be notified. Neighborhood Partnerships and Homeowner Associations must also be notified when applicable.

### Each notification must include the following:

- Name of event
- Sponsoring organization
- Date and timeframe of event
- Description of road closures (locations and times)
- Information and timeframe for noise impacts (such as music)
- Organizer's name, phone number, and email
- Website associated with event

## Approved Notification Methods

- **Option 1: Mailed Postcards:** Event organizers may mail standardized bright yellow postcards detailing event information to all affected community members. Instructions for [Mailed Notifications](#) are provided in the glossary.
- **Option 2: Individualized Establishment Notification:** Event organizers may individually contact affected community members in person, over the phone, or via email

and submit their tracked interactions to the Special Events Office using the [Establishment Notification Form](#), which is included in the glossary.

- **Option 3: Apartment or Business Complex Notification:** Event organizers may coordinate with property managers to alert all tenants of a large complex via the preferred communication method of the complex. Proof of this alternate form of notification must be submitted to the Special Events Office.

Event Organizers may use a combination of the above methods of notification or may submit a suggested alternate notification plan to the Special Events Office in advance, which may be approved, modified, or denied.

### Notification Due Dates

Notifications must be distributed to the community using one of the methods outlined above by the deadlines listed below.

Event Type	Notifications Due
<b>Parade</b>	4 weeks prior to event
<b>Walk/Race 5K and Under</b>	4 weeks prior to event
<b>Race Over 5K</b>	4 weeks prior to event
<b>General Event Tier III</b>	15 days prior to event
<b>General Event Tier II</b>	15 days prior to event
<b>General Event Tier I</b>	4 weeks prior to event
<b>Neighborhood Block Party</b>	15 days prior to event
<b>Filming &amp; Photography</b>	72 hours prior to production

This covers our minimum requirements — we do encourage, for the benefit of both the event organizer and Raleigh community members, that organizers use additional notification means such as social and broadcast media, local calendars and newspapers, etc.

**NOTE:** No advertisements should be made prior to receiving approval for your event. The City is not responsible for any losses incurred by advertisements made for an event that is subsequently denied.

## CITY OF RALEIGH SPECIAL VENUES

### Rental Guidelines

There are specific usage guidelines and venue rental fees associated with using City facilities and spaces. As with all City of Raleigh special event requests, organizers requesting use of these public spaces will be subject to review and evaluation by City staff and community partners. View detailed [Rental Guidelines](#) for these spaces in the glossary.

### City Plaza

At the heart of downtown Raleigh, City Plaza is a premier event venue that hosts numerous festivals, concerts, markets, and celebrations every year.



*Photo of City Plaza courtesy of Garrett Poulos*

### Nash Square & Moore Square

Nash Square is a peaceful public square that invites smaller events with minimal setup. To book an event at Moore Square, a historic park and event space which recently underwent renovations, please view more information [here](#) and contact Moore Square staff at 919-996-6484.



*Photo of Exchange Plaza courtesy of Art Howard*

### Market Plaza & Exchange Plaza

Newly remodeled public plazas extending directly off the main stretch of Fayetteville Street, these spaces are ideal for events looking to bring a unique addition to the everyday downtown bustle.



*Photo of Raleigh Union Station Plaza courtesy of Art Howard*

### Raleigh Union Station Plaza

Construction of Raleigh Union Station was completed in 2018. The plaza outside of this multimodal facility is a new venue in the up-and-coming Warehouse District.



## Dorothea Dix Park

Purchased by the City in 2015, this is an evolving and expansive park space. Multiple venues at the park can accommodate everything from corporate picnics to 5Ks to large-scale festivals and celebrations.



*Photo of Dorothea Dix Park courtesy of Brian Magee*

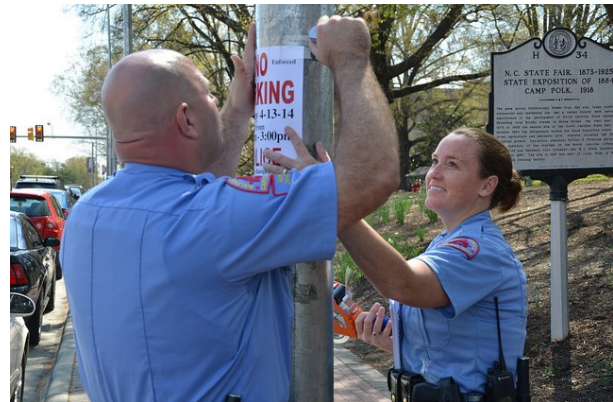
## GoRaleigh Station Plaza

Located next to the newly renovated GoRaleigh Station adjacent to Moore Square, this quaint plaza is well-suited to small, low-impact events in a growing area of downtown.

# PARKING AND TRANSPORTATION

## No Parking Postings

If your event will close roads within a business district, it may be necessary to post “No Parking” signs. The Raleigh Police Department will post the signs at least 24 hours before the start of the restrictions. Not all events will require signs and it will be at the discretion of the Police Department on when to post them. This will be determined during the permitting process. It is the responsibility of the event organizer to pay for any lost revenue as a result of the closed access to metered spaces.



## Towing

At times, events will require vehicles be removed from within the footprint of the event. A car can only be towed if the parking space was clearly posted “No Parking” at least 24 hours before the start of the road closure and only pre-determined event organizers or representatives may request that the police have a car towed during a special event. To request a car towing, event organizers should contact an on-site event police officer or local Raleigh Police District Office.

## Transit and Parking Options

Public transit can be a great option for the transportation of your event attendees. [GoRaleigh](#) and [GoTriangle](#) provide both local and regional bus services. Attendees can also choose to bike or walk through the pedestrian-friendly downtown streets.

Downtown Raleigh has many parking lots available for public use, including some that can be reserved entirely. Parking prices vary depending on location and time.



*Photo courtesy of Brian Strickland*

## INSURANCE REQUIREMENTS

### Certificate of Insurance

Events using public property (excluding neighborhood block parties) are required to secure an insurance policy for the event that includes the City of Raleigh as additional insured with limits determined by the City's Risk Management Division. The event organizers (primary and/or secondary) shall purchase and maintain this insurance, providing coverage for the event with an insurance company authorized to do business in the State of North Carolina. Detailed requirements, limits, indemnification language, an example Certificate of Insurance, and guidelines for insurance providers are available [in the glossary](#).

### Third Party Insurance

The event organizer must ensure all safety-sensitive contractors providing goods or services for the event maintain appropriate insurance coverage and limits. Examples of such contractors include but are not limited to inflatable companies, providers of amusement rides, vendors of all food and beverage items, etc.

## EVENT EVALUATION

### Site Visit

Our office performs routine site visits for special events. During this visit we will continue to serve as a liaison for event organizers to address last-minute event needs should they arise. We will also ensure compliance with the regulations outlined in the Special Event Permit and with the regulations enforced by other City departments or partner agencies as applicable.

## Event Evaluation

The Special Events Office will complete an Event Evaluation Form following each event to measure the success of event organizers in conforming to policies and permitted activities. Events with an unsatisfactory evaluation may have additional requirements imposed for future years or may be denied for all future events. Event organizers will receive their evaluation shortly after their event. View a sample of an [Event Evaluation Form](#) in the glossary.



*Photo courtesy of VisitRaleigh*

## Damages and Outstanding Bills

Event organizers will receive a post-event invoice for any damages to City property or unanticipated event needs such as additional utilities access and staffing needs.



## Letter of Intent

If an event organizer receives a satisfactory evaluation following their event, they will be invited to submit a Letter of Intent to reserve the same date and location for the event the following year. Failure to submit a Letter of Intent within two weeks will open that date or location up to other interested parties. Please note, annual events will still need to submit a complete application every year.

## Feedback Form

The City of Raleigh maintains a [Feedback Form](#) which collects citizen and participant feedback at events. The Special Events Office will use this information when reviewing and assessing current and future events. We encourage event organizers to share this resource with their event attendees.

## FREQUENTLY ASKED QUESTIONS

### **I have an idea for an event—how do I get started?**

The first thing you should do is contact our office at 919-996-2200 or [specialevents@raleighnc.gov](mailto:specialevents@raleighnc.gov). Our staff will help you determine if your event will require a Special Event Permit and if it is feasible for the location you have in mind. If so, we'll invite you to apply online at [www.raleighnc.gov/special-events-office](http://www.raleighnc.gov/special-events-office).

### **I'm hosting an annual event. Do I need to reapply?**

Yes, annual events must submit a complete application each year. Even the smallest logistical change can require careful evaluation—and with a rapidly growing city, neighborhoods will have an evolving relationship with events from year to year.

### **What can I do if I miss the application deadline?**

We recommend that you reschedule your event for a later date. In extenuating circumstances, the Special Events Office may consider late applications and will charge a \$250 late application fee. Note that due to the time needed for coordination, late applications will not be accepted for General Event Tier II or Tier III events, regardless of the situation.

### **Why was my event permit application denied?**

Private use of the public streets and venues is a privilege. There is no guarantee that any event request will be approved. Denials may result from missed deadlines, undue burdens on a local community, policy violations, or any other reason that may indicate the event is not in the best interest of the City.

### **I'm a vendor—how can I participate?**

The Special Events Office does not coordinate vendors at events. Vendors should work directly with event organizers to arrange for vending at an event, and can find event organizer contact information on the [Special Events Calendar](#).

### **I've submitted my application and application fee. What are the next steps?**

Your date and location have been *tentatively* held and an Events Manager from our office will be in contact with you shortly to provide an explanation of the permit process and requirements applicable to your event. Simultaneously, our office will also begin coordinating with various departments and agencies to evaluate the potential approval of your event. The process can take anywhere between a few weeks to a few months, depending on a variety of factors.

### **How can I make a complaint about an event?**

We apologize for the potential inconvenience caused by an event in your area. To report issues related to an event, please complete our [Event Feedback Form](#) and we will consider this feedback when assessing future events.

### **How do I plan an event or gathering in a City park?**

The Parks, Recreation and Cultural Department handles requests for the majority of events on park property, with the exception of Nash Square and Dorothea Dix Park which are handled by our office. Visit the [Parks webpage](#) for more information on additional park venues that are available for reservation.

## RESOURCE GLOSSARY

City Plaza Rental Guide.....	G1
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# City Plaza Use and Rental Guide

Office of Special Events  
222 West Hargett Street, Suite 307  
Raleigh, NC 27601  
phone: 919-996-2200  
email: [specialevents@raleighnc.gov](mailto:specialevents@raleighnc.gov)  
web: [raleighnc.gov/special-events-office](http://raleighnc.gov/special-events-office)

[raleighnc.gov](http://raleighnc.gov)



## CITY PLAZA USE AND RENTAL GUIDE

Last updated July 2023

Cover photo courtesy of Michael Robson/[visitRaleigh.com](http://visitRaleigh.com)

The City of Raleigh's Office of Special Events is responsible for the receipt and processing of applications from organizers wishing to use City Plaza, as well as for monitoring events on the property.

Programs and activities sponsored by the City shall have priority over other uses. Applicants must vacate and return the plaza to pre-event condition following program or rental. The applicant shall not sub-let the use of the plaza.

The City has the right to terminate this agreement with no refund at any time in the event that any rules or regulations are not followed. Persons disregarding such are subject to reprimand, suspension, citation and/or arrest. An additional damage fee may be assessed if deemed appropriate by staff.

In the event of inclement weather or other emergency situations, staff reserve the right to cancel all reservations. Activities cancelled due to inclement weather may be rescheduled pending space availability.

### Fees

Fees for the rental of City Plaza are invoiced by the Office of Special Events. Office staff will guide you through the reservation and payment process.

Fees are dependent on the scale of your event. Note that for smaller-scale Tier III and Tier II General Events, only the off-street east and west portions of City Plaza are available for reservation. Tier III events have no associated venue rental fee for use of the sides of the plaza. Reservation of the entire plaza is permissible for Tier I General Events.

If you are unsure what tier your event would be, our staff are happy to discuss that with you prior to you submitting an application.

City Plaza Venue Rental Fees for each tier are outlined below.

<b>General Event Tier III</b>	<b>N/A</b>
<b>General Event Tier II</b>	<b>\$250 per side, per day</b>
<b>General Event Tier I</b>	<b>\$750 per day</b>

Application and permit fees will be charged in addition to daily venue rental fees, and utility fees will apply if electrical service or potable water is required. Note that daily venue rental fees are charged for each day the plaza is used, including setup and breakdown.

Venue rental fees will be fully reimbursed if an event is cancelled at least 15 days prior to the event date. There is no reimbursement of fees if an event is cancelled within 15 days of the event date. Fees may be transferable towards future event applications/permits if the event is cancelled due to inclement weather or other emergency situations.

**Rules and Regulations for City Plaza Usage:**

1. If you are approved to have vehicles on the plaza, you must have some form of oil/grease/pig mat to prevent vehicle fluid leaks from getting to the plaza’s pavers.
2. Oil/grease/pig mats must also be used on any sidewalk pavers along Fayetteville Street.
3. Cooking with grease is prohibited on City Plaza pavers (inside the plaza) but is allowed on the Fayetteville Street portion of City Plaza that starts at Davie Street and ends at the northern crosswalk leading into City Plaza. All applicable Wake County Health Codes and City of Raleigh ordinances must be adhered to.
4. All tents must be anchored by weighted devices and not stake-driven.
5. Tents may only be placed on hardened surfaces, not on mulched planter areas.
6. The NC Fire Prevention Code (NCSFC) requires tents, canopies, and other membrane structures of a certain size and configuration to be evaluated for safety and a permit issued prior to the event. Compliance with NFSFC is the applicant’s full responsibility.

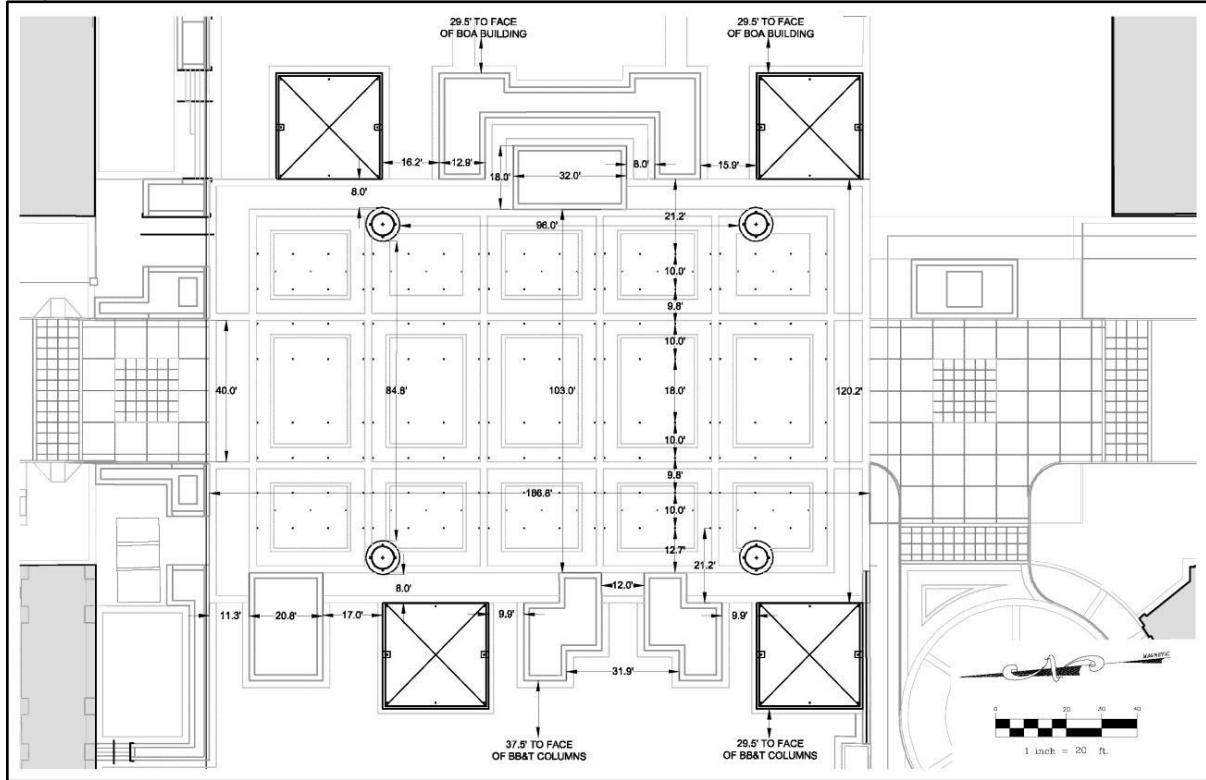


Permits are issued by the City of Raleigh Fire Department, and Special Events staff will work with you to coordinate these services.

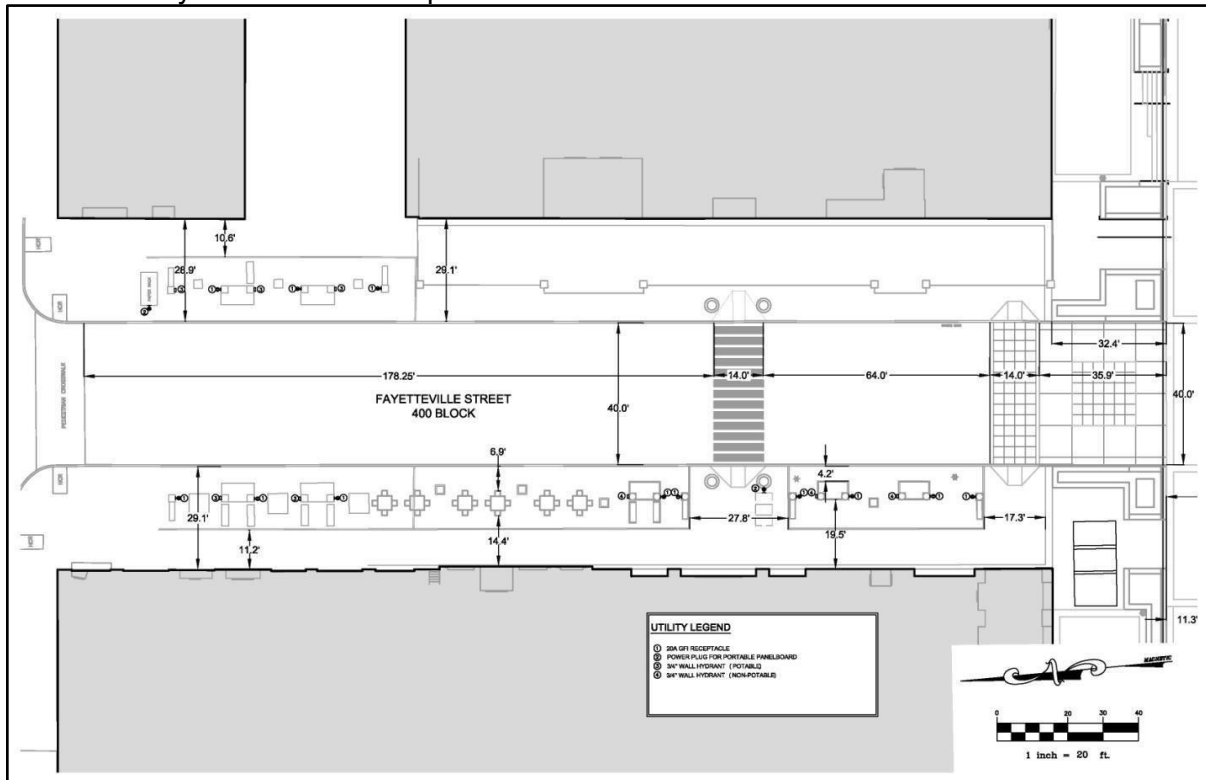
7. Portable toilets may only be placed in agreed-upon designated areas.
8. Do not attach items to trees, park benches, hydrants, cigarette urns, trash cans, light poles, or other infrastructure.
9. Do not move plaza fixtures, including benches, planters, tables, chairs, or trash cans.
10. Stay off plant beds. No infrastructure of any kind should be placed in plant beds.
11. Do not pour anything into plant beds (including water and ice).
12. All grease and cooking materials must be properly contained and disposed of. Nothing may be placed into storm drains.
13. The City of Raleigh does not supply fencing or barricades. It is the responsibility of the event organizer to obtain these services.
14. Renter is responsible for providing trash and recycling resources and removing all waste materials from the site following the event. Onsite trash receptacles may not be used for special event waste. **Condition of the plaza must be returned to its pre-event state.**
15. If electrical service or potable water is required, utility fees will apply. The Office of Special Events will work with you to coordinate these services and can provide information on fee structures and power limitations.
16. You **must** schedule a walk through with the Office of Special Events prior to your event. Office staff will work with you to arrange an appointment.
17. Event setup must be approved by the Office of Special Events. To protect City Plaza, the Office reserves the right to change or alter the event setup plan.

18. You **must** schedule a post-event walkthrough with Team Downtown Raleigh following your event. The Office of Special Events will work with you to arrange an appointment.
  
19. Events using City Plaza are required to hire a power washing company and have them on standby following the event to clean any stains throughout the footprint.

City Plaza Map:



400 Block Fayetteville Street Map:





# Nash Square Use and Rental Guide

Office of Special Events  
222 West Hargett Street, Suite 307  
Raleigh, NC 27601  
phone: 919-996-2200  
email: [specialevents@raleighnc.gov](mailto:specialevents@raleighnc.gov)  
web: [www.raleighnc.gov/specialevents](http://www.raleighnc.gov/specialevents)

[raleighnc.gov](http://raleighnc.gov)



## Nash Square Use and Rental Guide

Last updated July 2023

The City of Raleigh's Office of Special Events is responsible for the receipt and processing of applications from organizers wishing to use Nash Square, and for monitoring events on the property.

Programs and activities sponsored by the City shall have priority over other uses. Applicants must vacate and return the plazas to pre-event condition following program or rental. The applicant shall not sub-let the use of the park.

The City has the right to terminate this agreement with no refund at any time in the event that any rules or regulations are not followed. Persons disregarding such regulations are subject to reprimand, suspension, citation and/or arrest. An additional damage fee may be assessed if deemed appropriate by staff.

In the event of inclement weather or other emergency situations, staff reserve the right to cancel all reservations. Activities cancelled due to inclement weather may be rescheduled pending space availability.

### Fees

Fees for the rental of Nash Square are invoiced by the Office of Special Events. Office staff will guide you through the reservation and payment process.

Fees are dependent on the scale of your event. Note that Tier III events have no associated venue rental fees. If you are unsure what tier your event would be, our staff are happy to discuss that with you prior to you submitting an application.

Nash Square Venue Rental Fees for each tier are outlined below.

<b>General Event Tier III</b>	<b>N/A</b>
<b>General Event Tier II</b>	<b>\$100 per day</b>
<b>General Event Tier I</b>	<b>\$225 per day</b>

Application and permit fees will be charged in addition to daily venue rental fees, and utility fees will apply if electrical service or potable water is required. Note that daily venue rental fees are charged for each day each plaza is used, including setup and breakdown.

Venue rental fees will be fully reimbursed if an event is cancelled at least 15 days prior to the event date. There is no reimbursement of fees if an event is cancelled within 15 days of the event date. Fees may be transferable towards future event applications/permits if event is cancelled due to inclement weather or other emergency situations.

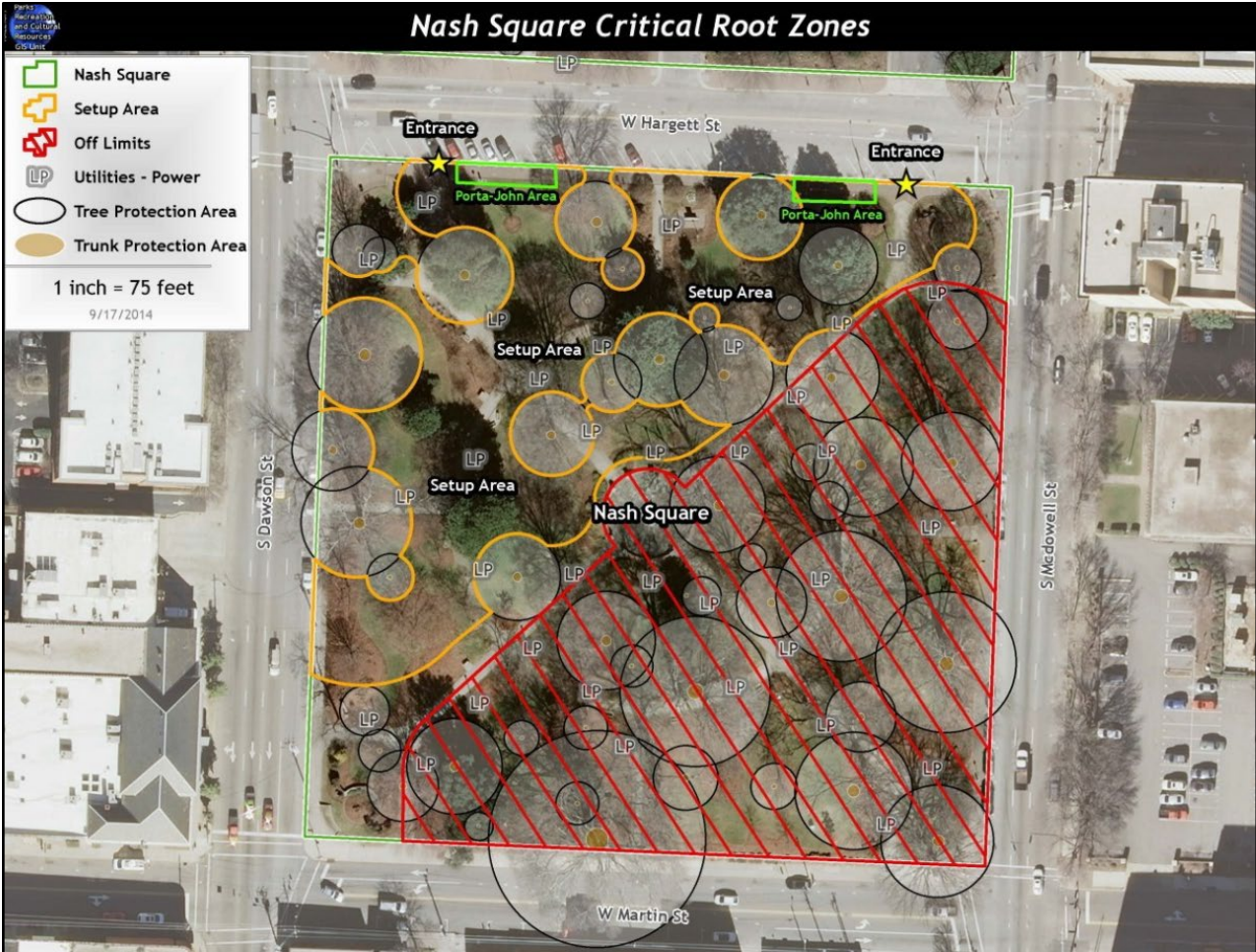
**Rules and Regulations for Nash Square Usage:**

1. No structures may be placed in tree protection areas, plant beds, or surrounding memorials. Setup is only permitted in designated areas as depicted in the event setup map included within this guide.
2. No vehicles may drive within the park. Materials for event setup and breakdown must be carried in or wheeled in with non-motorized carts.
3. No staking within the park. All structures must be anchored by weighted devices.
4. The NC Fire Prevention Code (NCSFC) requires tents, canopies, and other membrane structures of a certain size and configuration to be evaluated for safety and a permit issued prior to the event. Compliance with NCSFC is the applicant’s full responsibility. Permits are issued by the City of Raleigh Fire Department, and Special Events staff will work with you to coordinate these services.
5. No items may be attached to trees, benches, light poles, statues, or other park infrastructure.

6. Portable toilets may only be placed in designated areas.
7. Do not move any park fixtures, including benches and trash cans.
8. Limited electricity access is available onsite. Utility fees will apply for usage. The Office of Special Events will work with you to coordinate these services and can provide information on fee structures and power limitations.
9. Water is not available at Nash Square. Vendors will need to make provisions to transport drinking water. All grey water and grease must be collected and disposed offsite.
10. Renter is responsible for providing trash and recycling resources and removing all waste materials from park site following event. Onsite trash receptacles may not be utilized for special event waste. **Condition of the park must be returned to its pre-event state.**
11. You must schedule a walk through with the Office of Special Events prior to your event. Staff will work with you to arrange an appointment.
12. It is the responsibility of the event organizer to provide fencing, barricades, tents, staging, and any other event infrastructure needs.
13. Event setup must be approved by the Office of Special Events. In order to protect Nash Square, staff reserve the right to change or alter event setup plan.
14. In the event of inclement weather or other emergency situations, the City reserves the right to cancel all reservations.
15. Nash Square may not be available between September 1st – October 15th due to re-seeding schedule.
16. Nash Square can host no more than 1,000 attendees at a given time.

**Nash Square Setup Area:**

Certain areas of the park are restricted from being used during special events. See designated setup areas below.







# Market Plaza and Exchange Plaza Use and Rental Guide

Office of Special Events  
222 West Hargett Street, Suite 307  
Raleigh, NC 27601  
phone: 919-996-2200  
email: [specialevents@raleighnc.gov](mailto:specialevents@raleighnc.gov)  
web: [raleighnc.gov/special-events-office](http://raleighnc.gov/special-events-office)

[raleighnc.gov](http://raleighnc.gov)



## Market Plaza and Exchange Plaza Use and Rental Guide

Last updated July 2023

The City of Raleigh's Office of Special Events is responsible for the receipt and processing of applications from organizers wishing to use Market Plaza or Exchange Plaza, and for monitoring events on each property.

Programs and activities sponsored by the City shall have priority over other uses. Applicants must vacate and return the plazas to pre-event condition following program or rental. The applicant shall not sub-let the use of the plazas.

The City has the right to terminate this agreement with no refund at any time in the event that any rules or regulations are not followed. Persons disregarding such regulations are subject to reprimand, suspension, citation and/or arrest. An additional damage fee may be assessed if deemed appropriate by staff.

In the event of inclement weather or other emergency situations, staff reserve the right to cancel all reservations. Activities cancelled due to inclement weather may be rescheduled pending space availability.

### Fees

Fees for the rental of Market Plaza and Exchange Plaza are invoiced by the Office of Special Events. Office staff will guide you through the reservation and payment process.

Fees are dependent on the scale of your event. Note that Tier III events have no associated venue rental fees. If you are unsure what tier your event would be, our staff are happy to discuss that with you prior to you submitting an application.

Market Plaza Venue Rental Fees for each tier are outlined below.

<b>General Event Tier III</b>	<b>N/A</b>
<b>General Event Tier II</b>	<b>\$100 per day</b>
<b>General Event Tier I</b>	<b>\$225 per day</b>

Exchange Plaza Venue Rental Fees for each tier are outlined below.

<b>General Event Tier III</b>	<b>N/A</b>
<b>General Event Tier II</b>	<b>\$100 per day</b>
<b>General Event Tier I</b>	<b>\$225 per day</b>

Application and permit fees will be charged in addition to daily venue rental fees, and utility fees will apply if electrical service or potable water is required. Note that daily venue rental fees are charged for each day each plaza is used, including setup and breakdown.

Venue rental fees will be fully reimbursed if an event is cancelled at least 15 days prior to the event date. There is no reimbursement of fees if an event is cancelled within 15 days of the event date. Fees may be transferable towards future event applications/permits if event is cancelled due to inclement weather or other emergency situations.

### Rules and Regulations for Market Plaza and Exchange Plaza Usage:

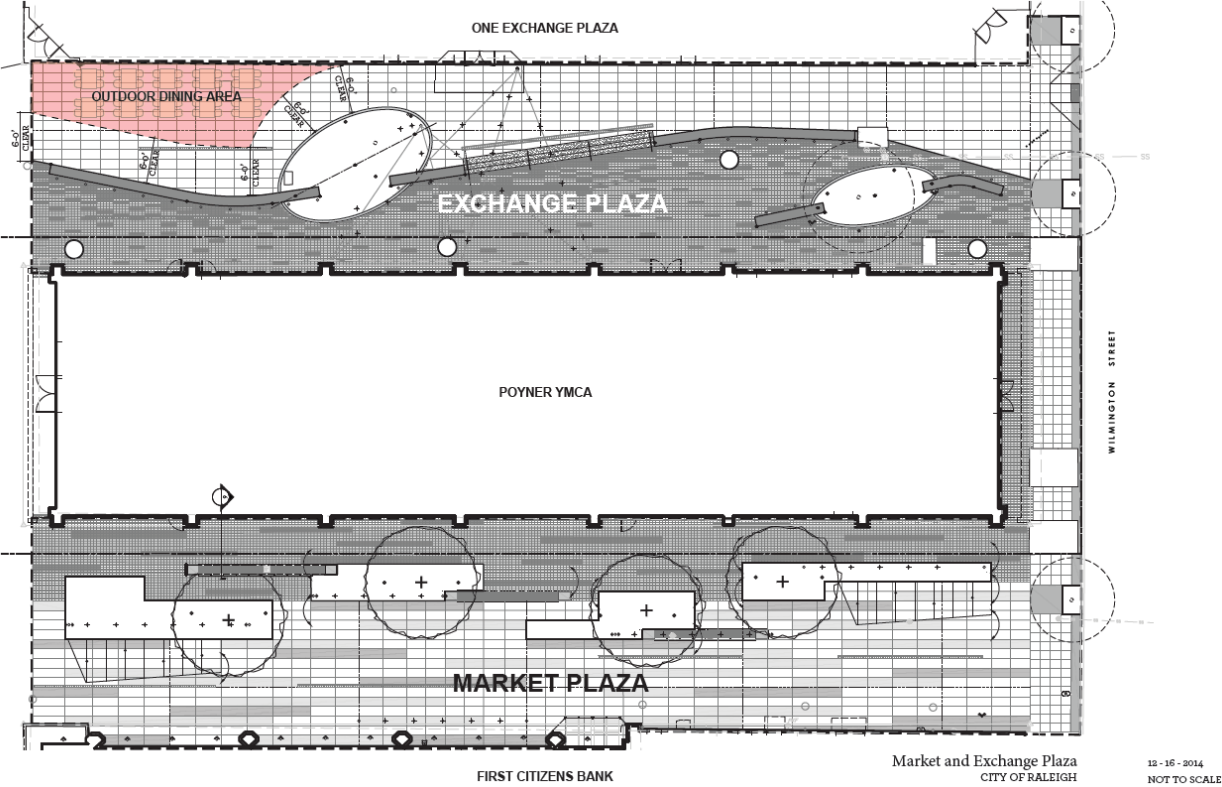
1. No vehicles of any kind are permitted within the plazas.
2. All tents must be anchored by weighted devices and not stake-driven.
3. Tents may only be placed on hardened surfaces, not on mulched planter areas.
4. The NC Fire Prevention Code (NCSFC) requires tents, canopies, and other membrane structures of a certain size and configuration to be evaluated for safety and a permit issued prior to the event. Compliance with NCSFC is the applicant's full responsibility. Permits are issued by the City of Raleigh Fire Department, and Special Events staff will work with you to coordinate these services.
5. Portable toilets may be placed only in agreed-upon designated areas.

6. Do not attach items to trees, park benches, hydrants, planters, trash cans, light poles or other infrastructure.
7. Do not move plaza fixtures, including benches, planters, tables, chairs, or trash cans.
8. Stay off plant beds. No infrastructure of any kind should be placed in plant beds.
9. Do not pour anything into plant beds (including water and ice).
10. Cooking of any kind is prohibited within the plazas. Limited food preparation and/or assembly may be approved on a case-by-case basis through the Office of Special Events. All applicable Wake County Health Codes and City of Raleigh ordinances must be adhered to.
11. The City of Raleigh does not supply fencing or barricades. It is the responsibility of the renter to obtain these services.
12. Pedestrian access within the plazas must be maintained at all times.
13. Any permitted outdoor seating areas within the plazas are not included in the rental of the plazas and no special event infrastructure is allowed within these areas.
14. All building egress and ingress bordering the plazas must be maintained during special events.
15. Renter is responsible for providing trash and recycling resources and removing all waste materials from the site following the event. Onsite trash receptacles may not be used for special event waste. **Condition of the plazas must be returned to their pre-event state.**
16. If electrical service or potable water is required, utility fees will apply. The Office of Special Events will work with you to coordinate these services and can provide information on fee structures and power limitations.

17. You **must** schedule a walk through with the Office of Special Events prior to your event. Office staff will work with you to arrange an appointment.
18. Event setup must be approved by the Office of Special Events. Staff reserve the right to change or alter the event setup plan.

**Market Plaza and Exchange Plaza Setup Area:**

Outdoor dining areas are restricted from being used during special events. See map below.





# Raleigh Union Station Plaza Use and Rental Guide

Office of Special Events  
222 West Hargett Street, Suite 307  
Raleigh, NC 27601  
phone: 919-996-2200  
email: [specialevents@raleighnc.gov](mailto:specialevents@raleighnc.gov)  
web: <https://raleighnc.gov/special-events-office>

[raleighnc.gov](https://raleighnc.gov)



## Raleigh Union Station Use and Rental Guide

Last updated July 2023

The City of Raleigh's Office of Special Events is responsible for the receipt and processing of applications from organizers wishing to use Raleigh Union Station Plaza, as well as for monitoring events on the property.

Programs and activities sponsored by the City shall have priority over other uses. Applicants must vacate and return the plaza to pre-event condition following program or rental. The applicant shall not sub-let the use of the plaza.

The City has the right to terminate this agreement with no refund at any time in the event that any rules or regulations are not followed. Persons disregarding such are subject to reprimand, suspension, citation and/or arrest. An additional damage fee may be assessed if deemed appropriate by staff.

In the event of inclement weather or other emergency situations, staff reserve the right to cancel all reservations. Activities cancelled due to inclement weather may be rescheduled pending space availability.

### Fees

Fees for the rental of Raleigh Union Station Plaza are invoiced by the Office of Special Events. Office staff will guide you through the reservation and payment process.

Fees are dependent on the scale of your event. Note that Tier III events have no associated venue rental fee. If you are unsure what tier your event would be, our staff are happy to discuss that with you prior to you submitting an application.

Raleigh Union Station Plaza Venue Rental Fees for each tier are outlined below.



<b>General Event Tier III</b>	<b>N/A</b>
<b>General Event Tier II</b>	<b>\$150 per day</b>
<b>General Event Tier I</b>	<b>\$500 per day</b>

Application and permit fees will be charged in addition to daily venue rental fees, and utility fees will apply if electrical service or potable water is required. Note that daily venue rental fees are charged for each day the plaza is used, including setup and breakdown.

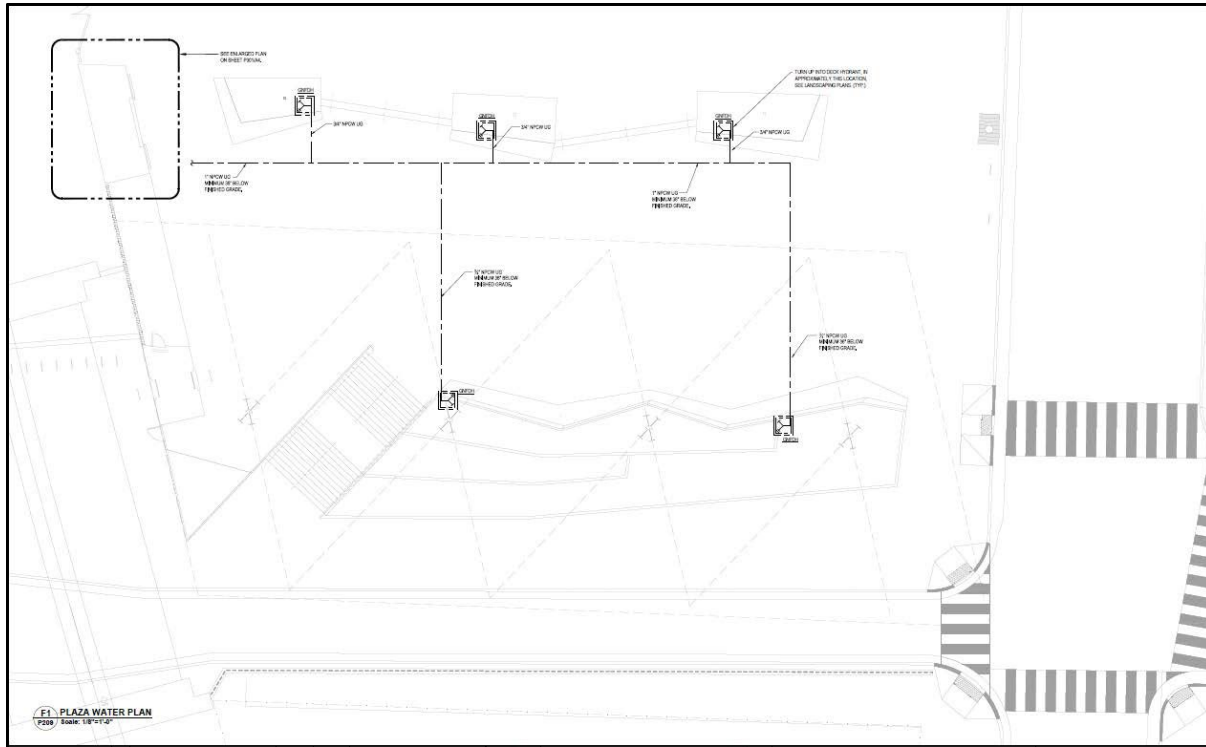
Venue rental fees will be fully reimbursed if an event is cancelled at least 15 days prior to the event date. There is no reimbursement of fees if an event is cancelled within 15 days of the event date. Fees may be transferable towards future event applications/permits if the event is cancelled due to inclement weather or other emergency situations.

**Rules and Regulations for Raleigh Union Station Plaza Usage:**

1. Food trucks and other vehicles can park on the plaza, but you must detail the exact location of all vehicles to ensure adherence to weight limitations.
2. Cooking of any kind is prohibited within the plaza. Limited food preparation and/or assembly may be approved on a case-by-case basis through the Office of Special Events. All applicable Wake County Health Codes and City of Raleigh ordinances must be adhered to.
3. If you are approved to have food or food trucks on the plaza you must have some form of oil/grease mat to prevent fluid leaks from getting on the plaza’s pavers and other surfaces.
4. The NC Fire Prevention Code (NCSFC) requires tents, canopies, and other membrane structures of a certain size and configuration to be evaluated for safety and a permit issued prior to the event. Compliance with NFSFC is the applicant’s full responsibility. Permits are issued by the City of Raleigh Fire Department, and Special Events staff will work with you to coordinate these services.
5. Tents may only be placed on hardened surfaces, not on benches or planter areas.

6. Portable toilets may be placed only in agreed-upon designated areas.
7. Do not attach items to trees, benches, hydrants, planters, trashcans, light poles, walls surrounding plaza, or other infrastructure.
8. Do not move plaza fixtures, including benches, planters, tables, chairs, or trashcans.
9. The City of Raleigh does not supply fencing or barricades. It is the responsibility of the renter to obtain this equipment.
10. All building egress and ingress bordering the north end of the plaza must be maintained during special events.
11. Renter is responsible for providing trash and recycling resources and removing all waste materials from the site following event. Onsite trash receptacles may not be used for special event waste. Condition of the plaza must be returned to its pre-event state.
12. If electrical service or potable water is required, utility fees will apply. The Office of Special Events will work with you to coordinate these services and can provide information on fee structures and power limitations.
13. You must schedule a walk through with the Office of Special Events prior to your event. Staff will work with you to arrange an appointment.
14. Event setup must be approved by the Office of Special Events. To protect Raleigh Union Station Plaza, staff reserve the right to change or alter event setup plan.
15. You must schedule a post-event walkthrough with Team Downtown Raleigh following your event. Staff will work with you to arrange an appointment.
16. All events using Raleigh Union Station Plaza are required to hire a power wash company and have them on standby following the event to clean any necessary stains throughout the footprint.

Raleigh Union Station Plaza Map:



# Dix Park

## City of Raleigh

# Event Rental Guide

*Effective 11/1/2022*

**Special Events:** [specialevents@raleighnc.gov](mailto:specialevents@raleighnc.gov) | (919) 996-2200 | [www.raleighnc.gov/special-events-office](http://www.raleighnc.gov/special-events-office)  
**Dix Park:** [events@dixpark.org](mailto:events@dixpark.org) | (919) 996-3255 | [www.dixpark.org](http://www.dixpark.org)

## Dix Park Information

Dix Park encompasses 308 acres near downtown Raleigh. The park includes several green spaces that can be used for programs and events. This guide outlines the process on how to rent spaces at Dix Park for these uses.

## Included in this Guide

Dix Park Event Rental Overview, *page 2*

Permitted Events, *page 3-6*

- Permitted Event Types and Venues
- Additional Fees for Permitted Events
- How to Apply for a Permitted Event
- Contact Information
- Additional Considerations for Large-Scale Events and Festivals

Small Events Rentals, *page 6-7*

- Small Event Eligibility Guidelines
- Small Event Rental Venues
- Additional Fees for Small Events
- How to Apply for a Small Event
- Contact Information

Commercial Use of Park Property Permit (CUPP), *page 8*

- How to Apply for a CUPP Permit
- Contact Information

Rental Rules and Regulations, *page 8-9*

- Additional Small Event Rules and Regulations

Additional Resources, *page 10*

Event/Infrastructure Maps, *page 11*

Appendix, *page 12*

## Dix Park Event Rental Overview

There are four different types of event rental opportunities at Dix Park. Below is a summary of each type of usage. Additional information is provided in this guide on the following pages.

### Permitted Events

Events requiring a permit are organized activities with an estimated attendance up to 7,500 attendees. Permits are issued by the City of Raleigh Office of Special Events. Examples of events that would require a permit include: community festivals or events, concerts, or large weddings. See pages 3-5 for more information on permitted events.

### Large Scale Events

Large-Scale Events and Festivals with an estimated attendance of more than 7,500 attendees require a permit and are required to follow additional guidelines. See page 6 for more information on Large-Scale Events and Festivals.

### Small Group Events

Events with an estimated attendance of 200 attendees or less may be eligible for a Small Event Rental. Examples of events that may be eligible for a Small Event Rental include: family gatherings/reunions, weddings or a birthday party. See pages 7-8 for more information on Small Event Rentals.

### Commercial Use of Park Property

Commercial activities requiring no reservation or guarantee of space such as a fitness club require a Commercial Use of Park Property (CUPP) permit. See page 9 for more information on Commercial Use of Park Property Permits.



# Permitted Events

Permitted events are managed by the City of Raleigh Office of Special Events.

## Contact Information

- Phone Number- 919-996-2200
- Email- specialevents@raleighnc.gov

## Permitted Event Types and Venues

Permitted event types and venues are outlined below. Renters will select event types and venues during the application process.

Venue Name	Daily Fee	Size	Capacity	Description
Big Field	\$2,200	35 acres	50,000	Large open field for large festivals and events
Flowers Field	\$825	11 acres	5,000	Rolling meadow for medium-sized festivals and events
Harvey Hill	\$385	5 acres	2,500	Rolling tree grove for medium-sized festivals and events
Full Park Closure- Dix Park	\$10,000	Full Park	N/A	Closure of entire Dix Park campus for large special event.

## Additional Fees for Permitted Events

Below are additional fees that may be applicable for a permitted event at Dix Park depending on the type of event and venue used. Additional fees will be determined during the application review process.

The Office of Special Events may apply additional fees during the application review process. See the City of Raleigh Special Event Planning Guide for additional information on application and permit fees.

Venue Name	Fee	Description
Damage Deposit	\$250/event	Refundable Fee for All Permitted Events.
Parking Lot Use Fee	\$35/hr	Parking Use Fee for usage not associated with a permitted or rental event.
Class III Barricade	\$20/each	Required barricade usage with events at the park
Class II Barricade	\$10/each	

### **Damage Deposit**

The damage deposit fee, as outlined above, will be charged for all permitted events occurring at Dix Park.

- The condition of the permitted space must be returned to its pre-event state at the conclusion of the event.
- A post-event inspection will occur to confirm the space has been returned in this state.
- Park staff will follow up with the permitted group if there any concerns found during the post-inspection including: site damage, remaining trash or infrastructure, etc.
- Any remaining damage deposit will be returned within 4-6 weeks.

### **Parking Lot Usage**

The use of parking lots at Dix Park are included with a permitted event. The event organizer will request desired parking lots as part of the special event application process.

Parking lots can be permitted as a stand-alone event venue. If using a parking lot as the event venue or for parking purposes not associated with a Dix Park venue rental a fee, as outlined above, will be charged.

### **Barricades**

Permitted events that include road closures will be required to use the barricades provided by the park. The event organizer will be provided instructions at the required event walkthrough on how to access the barricades at the park.

A fee, as outlined above, will be charged for the usage. The number of barricades will be determined during the application review process. Barricades must be returned at the conclusion of the event or an additional fee will be charged.

## **How to Apply for a Permitted Event**

### **Space Availability**

Contact the City of Raleigh Office of Special Events before you apply to determine if your desired event space is available and if your event would be an appropriate fit for the park.

### **Application**

To apply for a Special Event Permit visit [www.raleighnc.gov/special-events-office](http://www.raleighnc.gov/special-events-office) to complete the online application. Applying does NOT guarantee event approval. Each application is reviewed by an internal team and will be subject to the policies and procedures outlined both within this guide and within the *City of Raleigh Special Event Planning Guide*.

### **Application Deadlines**

Permitted event applications must be received 90 days before general events. Applications for races and walks must be received 120 days before the event.

## Additional Considerations for Large-Scale Events and Festivals

An event that meets one of the following stipulations below will be classified as a large-scale festival and event at Dix Park:

- An estimated attendance of 7,500 people or more
- Offsite parking for the event is required
- Park access is closed to the public during the event

Dix Park may limit the number of large-scale events during a calendar year based on: space availability, timing between large events, availability of public safety support and possible additional factors. Large-scale event organizers should contact the City of Raleigh Office of Special Events to discuss potential availability.

A large-scale event is subject to all rules and regulations in the Special Event Planning Guide. The event may be subject to additional rules and regulations and an event-specific agreement between the City of Raleigh and Event Organizer.

Any event organizer interested in hosting a large-scale special event will first be required to meet with staff from the Office of Special Events and Dix Park to discuss event feasibility.





# Small Event Rentals

Small Event Rentals are managed by Dix Park Staff.

## Contact Information

- Phone Number: 919-996-3255
- Email: [events@dixpark.org](mailto:events@dixpark.org)

## When Is a Small Event Rental Required?

All open spaces at Dix Park are open to the public from dawn to dusk 7 days a week. Spaces are available for use on a first come-first serve basis.

Rental of space is required if any of the follow criteria are met:

- Exclusive Use of Space is needed
- Infrastructure set up is needed (tents, generators, porta johns, etc.)
- Alcohol will be served at the event

Note- spaces at Dix Park are large. Visitors can use rented spaces during park hours if they are not negatively impacting the rental.

## Small Event Eligibility Guidelines

For an event to be approved as Small-Event Rental the following guidelines must be met.

- Event attendance maximum of 200 people
- Event cannot include or require any of the following:
  - A race or walk
  - Closure of any streets within the park property
  - Food or Alcohol for sale
  - Tents over 800 square feet or inflatable structures over 400 square feet
  - Fireworks, pyrotechnics, open flame performances, or bonfires
  - Special amusement buildings or rides
  - Amplified sounds. Small speakers are acceptable.
- Event is not open to the public.
- Any event meeting the above criteria will require a permit as outlined in the permitted events section starting on page 3.

Additional Rules and Regulations for Small Event Rentals are found on page 10.

## Small Event Rental Venues

Small Event Rental Venues are listed below. Renters will select a venue during the application process.

Venue Name	Hourly Fee*	Size	Description
Flowers Field	\$83/hr	11 acres	Rolling meadow
The Grove	\$83/hr	11 acres	Valley within rolling tree grove
Harvey Hill	\$39/hr	3 acres	Rolling tree grove
Magnolia and Oak Picnic Shelters	\$26/hr	36-person capacity	Covered picnic area with open area and outdoor play feature.

\* A 2-hour minimum is required for all venues. Events must be concluded, including clean up, by dusk.

## Additional Fees for Small Events

Additional fees may be applicable for a Small Event Rentals. Additional fees will be determined during the application review process.

### Damage Deposit

A **\$100 flat damage deposit** fee will be charged for all small events occurring at Dix Park.

- The condition of rented space must be returned to its pre-event state at the conclusion of the event.
- A post-event inspection will occur to confirm the space has been returned in this state.
- Park staff will follow up with the rental group if there any concerns found during the post-inspection including: site damage, remaining trash or infrastructure, etc.
- The remaining damage deposit will be returned within 4-6 weeks.

### Application Fee

\$15 Non-refundable Application fee is due for all small events.

### Alcohol Permit Fee

Alcohol Permit Form must be notarized and returned at least 2 weeks prior to event. Alcohol is limited to malt beverages, such as beer, unfortified wines, and champagne. Liquor is not permitted on site. Events with alcohol may require an off-duty police officer. Off duty officer will be billed at \$50/hour.

## How to Apply for a Small Event Rental

### Space Availability

Contact Dix Park staff at 919-996-3255 or [events@dixpark.org](mailto:events@dixpark.org) before you apply to determine if your desired event space is available and if your event would be an appropriate fit for the park.

### Application

Contact Dix Park staff for an application form to be completed. Park staff will review the application to confirm the event meets guidelines.

### Application Deadlines

- Rentals will not be booked more than 90 days in advance

- Applications for small event rentals will be accepted no more than 120 days in advance. Rental will not be confirmed until 90 days in advance.

## Commercial Use of Park Property

Commercial Use of Park Property (CUPP) permits are managed by Dix Park staff.

### Contact Information

- Phone Number: 919-996-3255
- Email: [events@dixpark.org](mailto:events@dixpark.org)

### How to Apply for a CUPP Permit

#### Space Availability

Contact Dix Park staff determine if your desired space for the CUPP program is available and if your CUPP program would be an appropriate fit for the park.

#### Application

Contact Dix Park staff for an application form to completed. Park Management will review the application to confirm the CUPP program meets guidelines.

## Rental Rules and Regulation

The following rental rules and regulations applied to ALL types of event occurring at Dix Park including: Permitted Events, Small Event Rentals, and CUPP Permits

- Rental venues are available 6pm Friday – 6am Monday and all day on Holidays.
- Set-up is permitted in designated areas only as depicted in the event set-up maps.
- No infrastructure may be placed in tree protection areas or plant beds.
- No staking within the park unless specifically approved in advance by the Special Events Office. All structures must be anchored by weighted devices.
- No vehicles may drive on grass areas unless specific ingress and egress paths are approved in advance by the City of Raleigh Office of Special Events or Dix Park Management.
- No items may be attached to trees, buildings, light poles, or other park infrastructure and these park fixtures may not be moved or altered.
- There are no restrooms on site. Events must provide portable restrooms for their participants.
- No electricity or water access is available within the park. Events must provide these resources.
- Events will not have indoor access to park building facilities.
- Events may only use approved parking locations and should provide signage and volunteers to manage parking.
- Renter is responsible for providing trash and recycling resources and removing all waste materials from park site following event, including grey water and grease if applicable.

- Any events that continue after dusk would require lighting provided by the event organizer. Lighting levels must be discussed and approved by the City of Raleigh Office of Special Events or Dix Park Management.
- Condition of the park must be returned to its pre-event state at the conclusion of the event. Renter is responsible for all damages to park property and will be billed accordingly if there are damages following event. A damage deposit will be charged for all events.
- Renter is responsible for communicating all rules and regulations to event staff, volunteers, and third-party vendors participating in event and for the enforcement of all rules and regulations for the duration of the event.
- A pre-event site walk-through and post-event evaluation is mandatory for all rentals.
- In the event of inclement weather or other emergency situations, the City reserves the right to cancel all reservations.

**Should any park rules be violated, the City has the right to immediately revoke permits and cancel the event with no refund. Violators may also be subject to damage fines, suspension, citations and/or arrest.**

## **Additional Small Event Rules and Regulations**

All Small Events must follow all rules and guidelines stated in the Dix Park event guide along with these additional rules and regulations:

- No small event rentals will not be allowed to occur at the same time as a permitted event.
- Only two small event rentals will be allowed to occur at the same time. One on east side and one on west side of Dix Park.
  - East Locations- Grove and Harvey Hill
  - West Locations- Flowers Field and Williams Field
- Inflatables activities
  - Any inflatables at events will require any additional form to include with event.
  - Inflatable must be provided by approved vendor
  - There is no power available at Dix Park. A generator must be provided.
- Generators
  - Gas powered generators may be used on site and must follow all safety precautions.
- Food
  - Grills are not allowed on grass spaces.
  - Professional Caterers will be required to complete an additional Catering Permit form.

# Additional Resources

## PARKING AT THE PARK

A parking map for Dix Park is located in the **Appendix**. There are approximately 2,000 parking spaces on site. Use of these spaces for event parking or shuttle operations must be requested in advance and approved by the Office of Special Events.

## PUBLIC TRANSIT

A parking map for Dix Park is located in the **Appendix**. Public transit services multiple bus stops on the northern and eastern park borders.

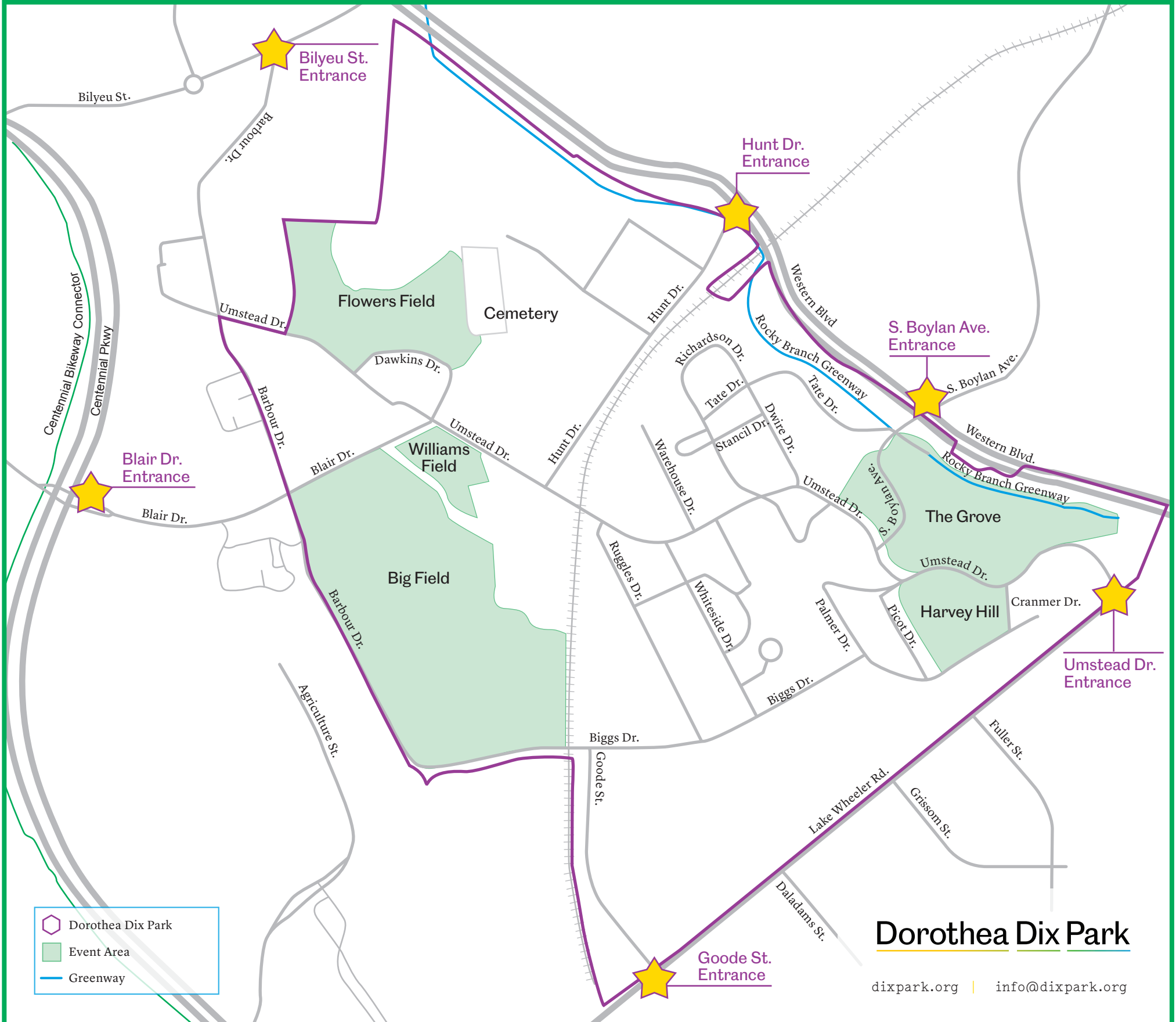


# Event Planning/Infrastructure Maps

A map of each rentable space is included in the **Appendix**. The map can be used to plan the layout of your event and provide general recommendations for event site size, access, and tree protection areas. Please contact the Office of Special Events with any concerns or questions you may have regarding infrastructure and set-up.



# Dorothea Dix Park – Event Areas








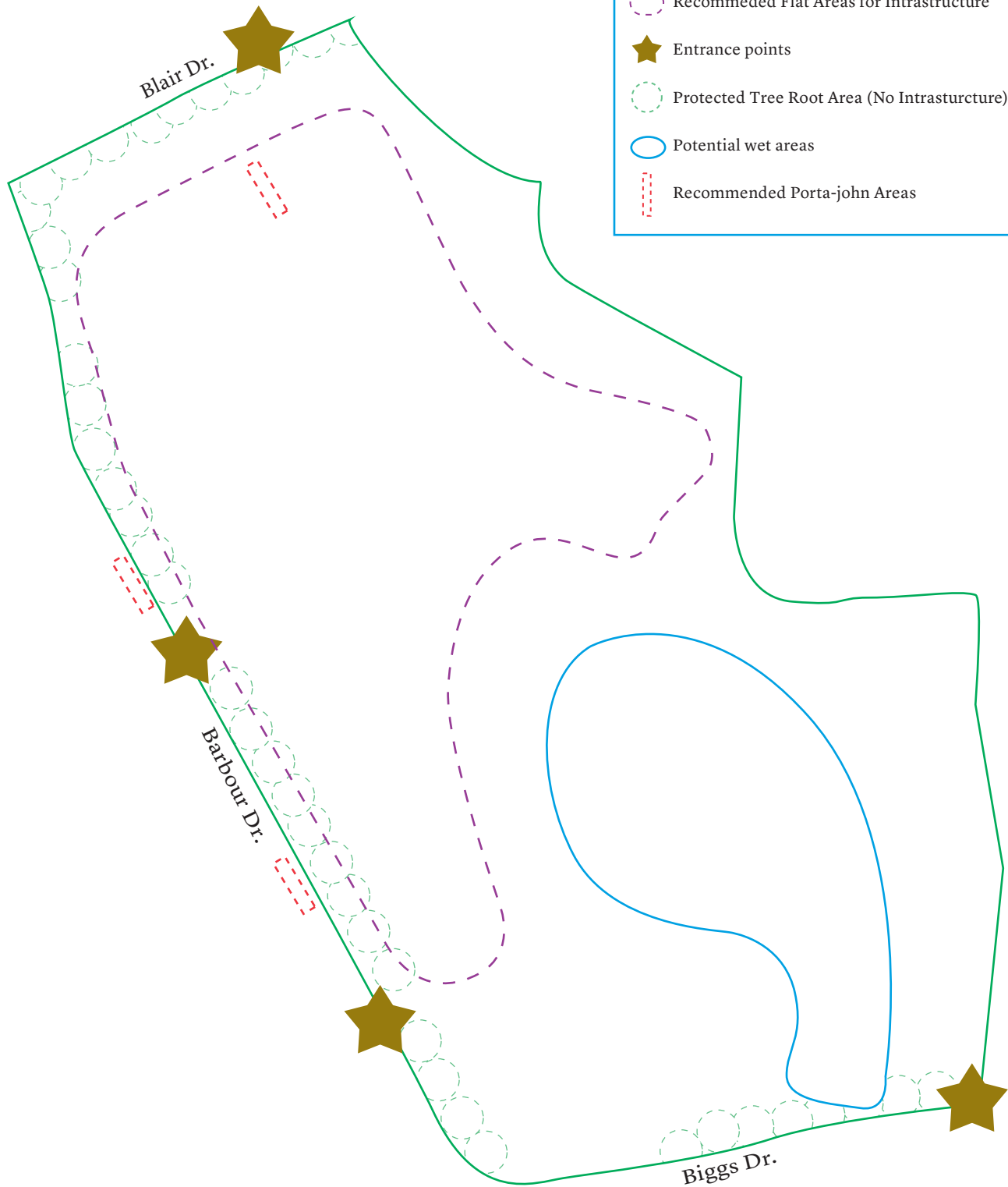
**Dorothea Dix Park**

[dixpark.org](http://dixpark.org) | [info@dixpark.org](mailto:info@dixpark.org)

# The Big Field Event Planning Map









-  Recommended Flat Areas for Infrastructure
-  Entrance points
-  Protected Tree Root Area (No Infrastructure)
-  Potential wet areas
-  Recommended Porta-john Areas





# Flowers Field Event Planning Map







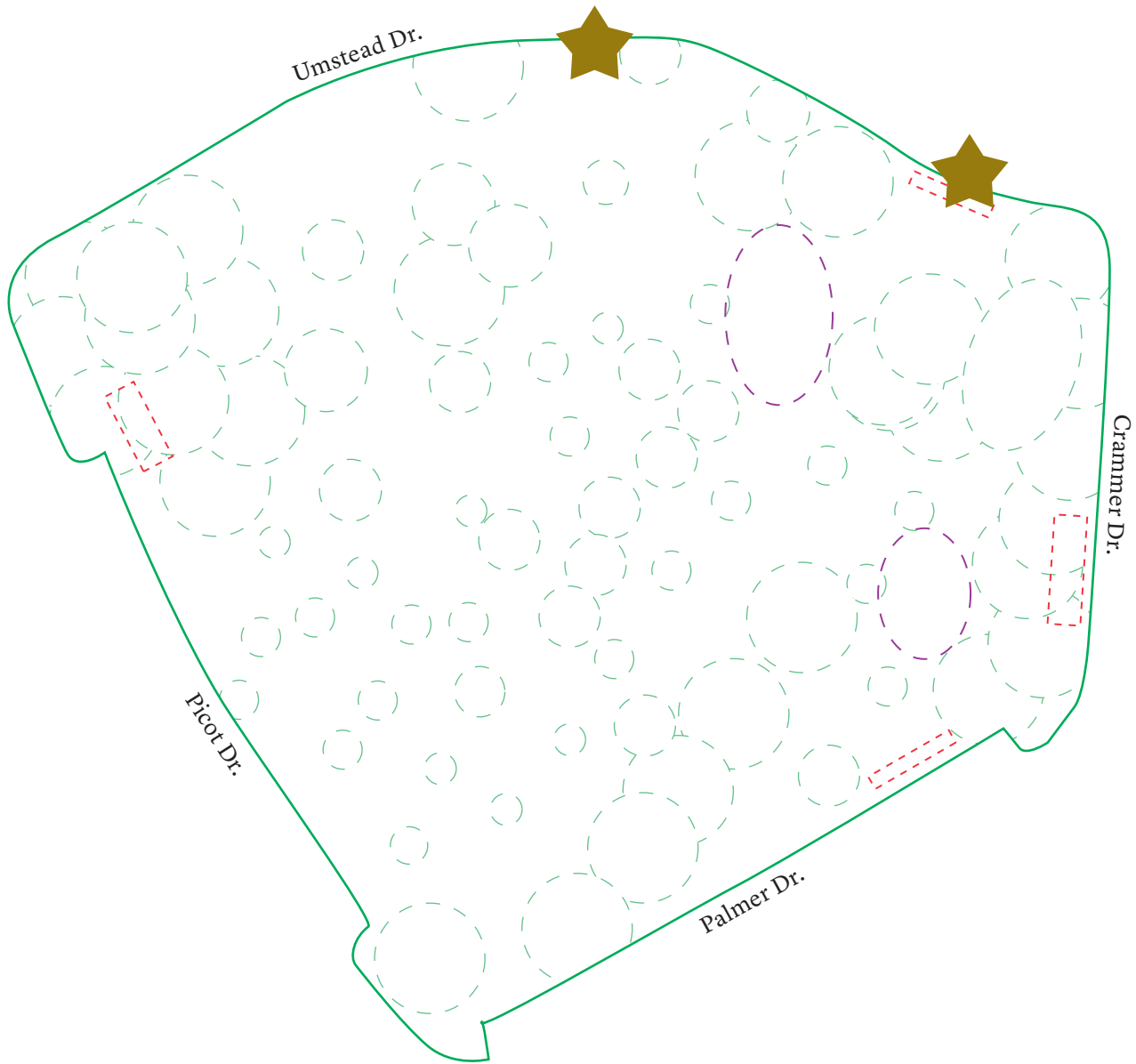
-  Recommended Flat Areas for Infrastructure
-  Entrance points
-  Protected Tree Root Area (No Infrastructure)
-  Potential wet areas
-  Recommended Porta-john Areas
-  Flowers Cottage



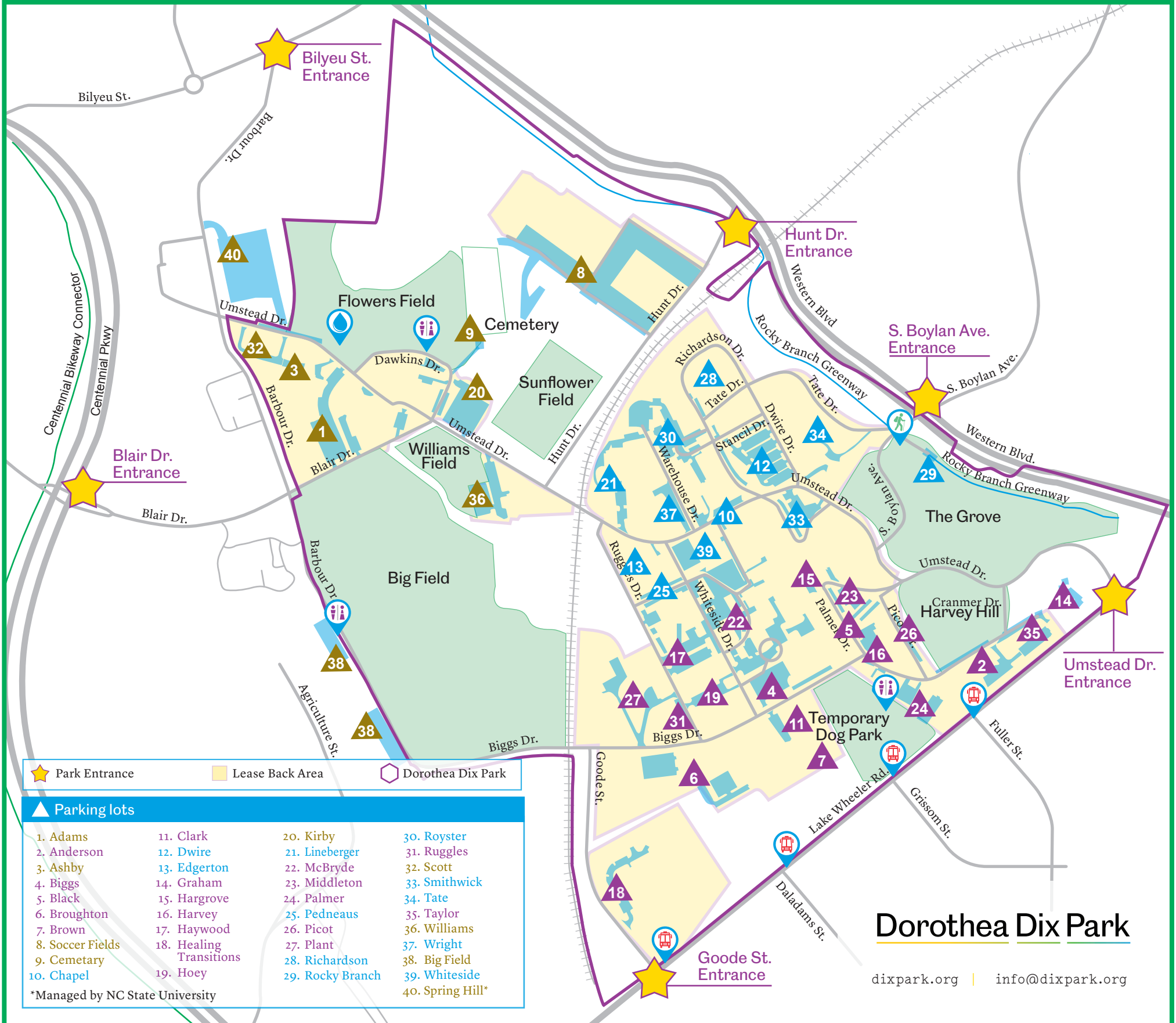
# Harvey Hill Event Planning Map



-  Recommended Flat Areas for Infrastructure
-  Entrance points
-  Protected Tree Root Area (No Infrastructure)
-  Recommended Porta-john Areas



# Dorothea Dix Park – Parking



★ Park Entrance    
  Lease Back Area    
 Dorothea Dix Park

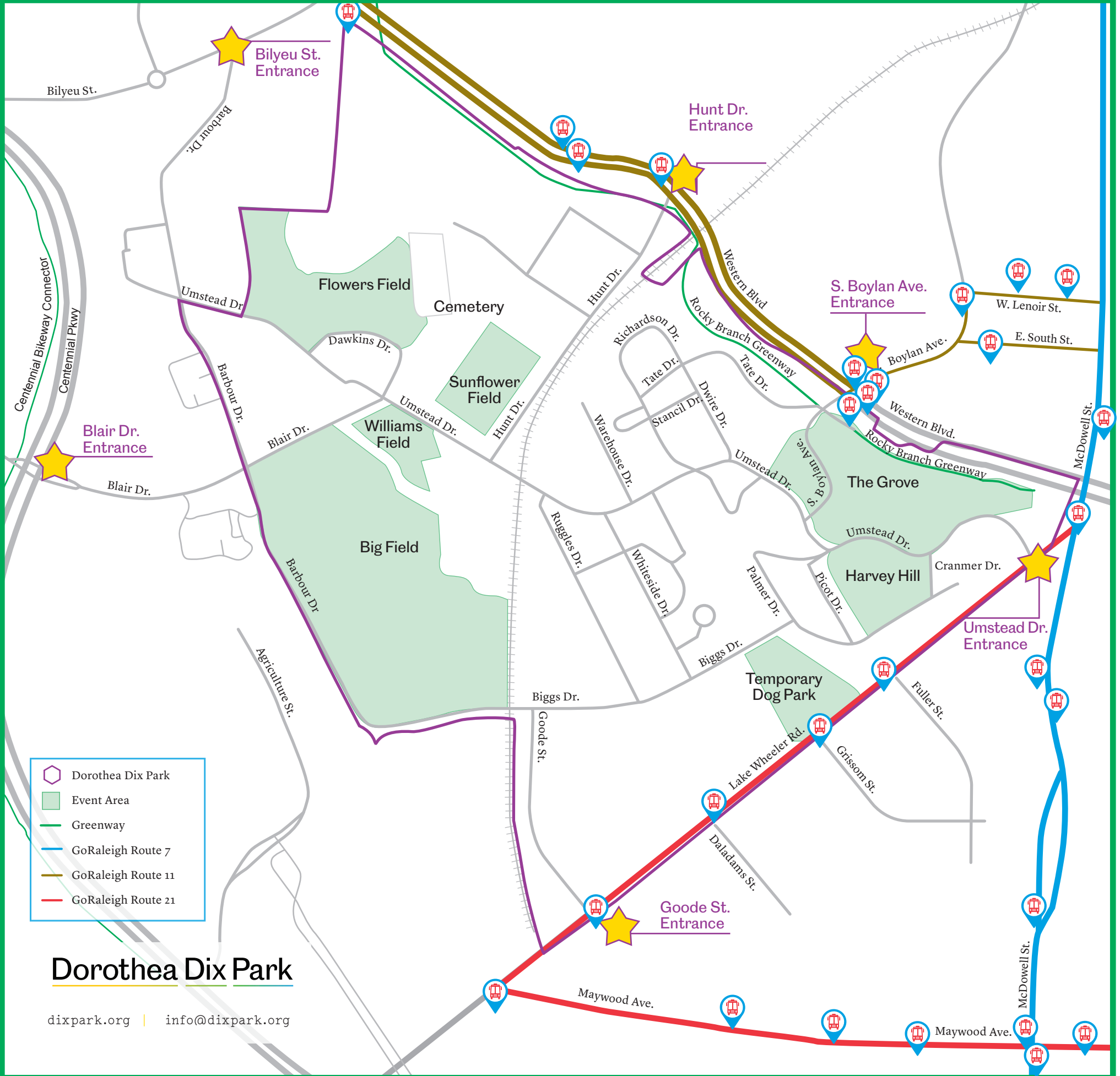
▲ Parking lots			
1. Adams	11. Clark	20. Kirby	30. Royster
2. Anderson	12. Dwire	21. Lineberger	31. Ruggles
3. Ashby	13. Edgerton	22. McBryde	32. Scott
4. Biggs	14. Graham	23. Middleton	33. Smithwick
5. Black	15. Hargrove	24. Palmer	34. Tate
6. Broughton	16. Harvey	25. Pedneaus	35. Taylor
7. Brown	17. Haywood	26. Picot	36. Williams
8. Soccer Fields	18. Healing Transitions	27. Plant	37. Wright
9. Cemetery	19. Hoey	28. Richardson	38. Big Field
10. Chapel		29. Rocky Branch	39. Whiteside
			40. Spring Hill*

\*Managed by NC State University

**Dorothea Dix Park**

dixpark.org | info@dixpark.org

# Dorothea Dix Park – Public Transit



## Dorothea Dix Park

dixpark.org | info@dixpark.org



**CITY OF RALEIGH  
FACILITIES & OPERATIONS**

PO Box 590 • 222 W. HARGETT ST, STE 605 • RALEIGH, NC 27601 • (919) 996-3420

**SERVICE REQUEST FORM**

NAME OF EVENT \_\_\_\_\_  
 EVENT DATE \_\_\_\_\_  
 COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_  
 PHONE \_\_\_\_\_  
 AUTHORIZED PERSON \_\_\_\_\_

**GROUNDS  
APPLYING FOR**

- MOORE SQUARE
- NASH SQUARE
- FAYETTEVILLE STREET
- CITY PLAZA

**BASIC POWER**

*Base cost per block for power connections for 20 AMPS (110 Volt Single Phase)*

<b>Cost Per Unit</b>		<b># Blocks</b>		<b># Days</b>		<b>SUBTOTAL</b>
\$100	X	_____	X	_____	=	\$0

**STAFF**

*Base cost per staff to work after hours events. If choose not to have staff onsite during event **response time could take up to 2 hours**.*

<b>Cost Per Unit</b>		<b># Staff</b>		<b># Hrs</b>		<b># Days</b>		<b>SUBTOTAL</b>
\$30	X	_____	X	_____	X	_____	=	\$0

**WATER**

*Base cost per day for water hose bib(s) connection. Water is available on Fayetteville Street and City Plaza **ONLY**. 400 block of Fayetteville Street has **LIMITED** water connections.*

<b>Cost Per Unit</b>		<b># Days</b>		<b>SUBTOTAL</b>
\$50	X	_____	=	\$0

**PANELS**

*Base cost for panel connections **Spider Box** 50 AMPS and **Single Phase** 100 and 200 AMPS **NOT** available for Nash Square. **Three Phase** 100 and 200 AMPS available **ONLY** for Fayetteville Street and City Plaza. There is a \$25 per day additional charge for reconnection.*

**SPIDER BOX PANEL**

<b>Cost per 50 AMPS</b>		<b># Spider Boxes</b>		<b># Days</b>		<b>SUBTOTAL</b>
\$100	X	_____	X	_____	=	\$0

**SINGLE / THREE PHASE PANEL**

<b>Cost per 100 AMPS</b>		<b># Single / 3 Phase</b>		<b># Days</b>		<b>SUBTOTAL</b>
\$240	X	_____	X	_____	=	\$0

<b>Cost per 200 AMPS</b>						
\$325	X	_____	X	_____	=	\$0

**TOTAL**

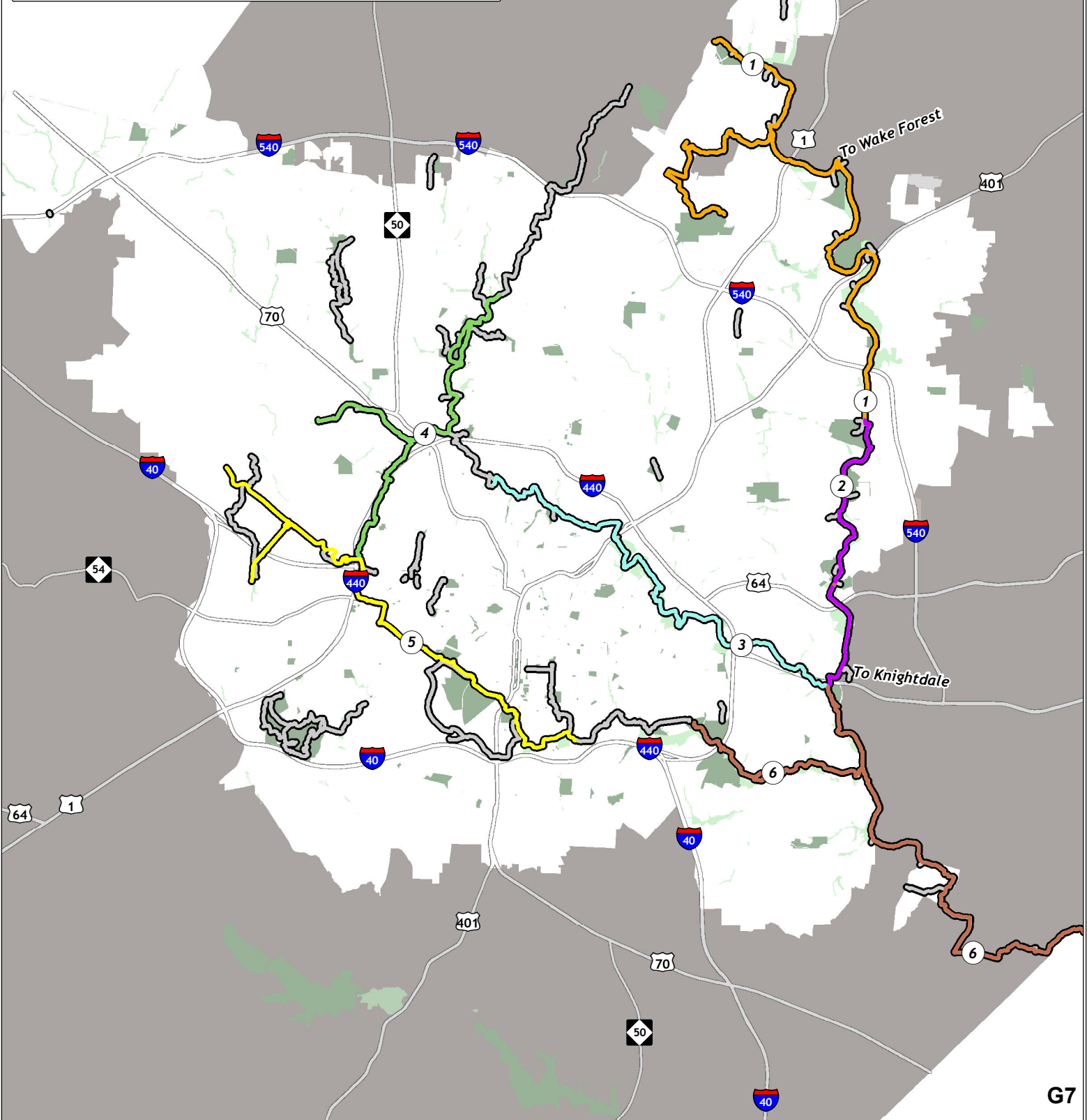
# Greenway Trail Race Courses



- Race Course #1 - 16.4 mi
- Race Course #2 - 6 mi
- Race Course #3 - 10.1 mi
- Race Course #4 - 10.5 mi
- Race Course #5 - 11.9 mi
- Race Course #6 - 14.8 mi
- Other Greenway Trails
- Parks
- Greenways
- City of Raleigh ETJ

0 2.5 5 Miles

7/8/2013



## Notification Policy

All event organizers must notify affected community members (*including residents, businesses, schools, and places of worship*) about their event, associated road closures, and other impacts **by the deadline associated with the event type/tier** indicated in Notification Deadlines below. Any establishment that will be blocked, detoured, or heavily inconvenienced must be notified. Neighborhood Partnerships and Homeowner Associations must also be notified when applicable.

## Notification Deadlines

Notification deadlines are based on event type/tier. “Notification Plan Due” corresponds with the deadline by which plans are due to the Office of Special Events for approval. “Notifications Due to Community” corresponds with the deadline by which the notifications must be delivered or made to the community.

Event Type	Notification Plan Due	Notifications Due to Community
<b>Race/Walk/Parade</b>	6 weeks prior to event	4 weeks prior to event
<b>General Event Tier I</b>	6 weeks prior to event	4 weeks prior to event
<b>General Event Tier II</b>	3 weeks prior to event	15 days prior to event
<b>General Event Tier III</b>	3 weeks prior to event	15 days prior to event
<b>Neighborhood Block Party</b>	Upon application submission	15 days prior to event
<b>Filming &amp; Photography</b>	Upon application submission	72 hours prior to production

## Approved Notification Methods



### Option 1: Mailed Postcards

Event organizers may mail standardized, bright yellow postcards detailing event information to all affected community members. Postcard instructions are provided on pages 2-3.

### Option 2: Individualized Notifications

Event organizers may individually contact affected community members in person, over the phone, or via email and submit their tracked interactions to the Office of Special Events using the *Proof of Notification Form* provided on page 5. Event organizers may coordinate with property managers to alert all tenants of a large complex via the preferred communication method of the complex.

Event Organizers may submit a suggested alternate notification plan to the Office of Special Events in advance, which may be approved, modified or denied. For the benefit of both the event organizer and Raleigh community members, we encourage event organizers to use additional notification means such as social and broadcast media, local calendars and newspapers, etc.

# Mailed Postcard Instructions

## Mailed Notifications

To comply with the City of Raleigh Event Notification Policies, event organizers have the option of mailing standardized postcards to affected community members provided they follow these guidelines:

### Required Postcard Specifications

- Postcard size: minimum 5.5" x 8.5"
- Paper Type: minimum 80# cover weight; blank ink on bright yellow paper
  - Such as *Astrobrights Lift-Off Lemon*
- Type of Mail: First class is recommended, but any service is permissible as long as the postcards are received by the community **by the corresponding notification deadline** outlined on page 1. Coordinate with USPS or a local mailing facility to determine the best method for your delivery.



### Required Postcard Text

- Header reading "Official Notice: Special Event Road Closure"
- Name of Event
- Sponsoring Organization(s)
- Date and time of event
- Description of road closures (locations and times)
- Description of event
- Noise impacts, like music or fireworks, including timeframe
- Name, email address, and phone number of event organizer
- Website associated with event
- Event Feedback QR code or Link

### Required Proof of Notification

- Submit a notification template for approval to the Office of Special Events by the corresponding Notification Plan due deadline listed on page 1
- Submit a copy of your mailing receipt, in addition to one of the following, by the corresponding Notifications Due to Community deadline listed on page 1:
  - List of addresses contacted
  - Map depicting the geographical boundaries of the area that received notifications

### Tips and Resources

- To avoid returned postcards, add "or current resident" after the name of each recipient
- Design a USPS compliant piece: [www.usps.com/nationalpremieraccounts/planyourmailing.htm](http://www.usps.com/nationalpremieraccounts/planyourmailing.htm)
- Consider Every Door Direct Mail for smaller events: [www.usps.com/business/every-door-direct-mail.htm](http://www.usps.com/business/every-door-direct-mail.htm)



Notification Postcard Sample (Front and Back)

**Sample Notification for Demonstration Only (FRONT)**

Your Organization's Name  
Street Address  
City, State, ZIP Code

Applicable Postage

---



Impacted Resident First and Last Name or Current Resident  
123 Street Dr.  
City, State, ZIP Code

**Sample Notification for Demonstration Only (BACK)**

**Official Notice: Special Event Road Closure**

---

Include Event Name and Date Here

---

<p><b>Event:</b> Include general information about the event, including date, timeframe, and location.</p> <p><b>Sound:</b> Include noise impacts, for example, "Sound checks will take place from 6:00pm - 7:00pm, music begins at 8:00pm, and fireworks show will begin at 10:00pm."</p> <p><b>Associated Road Closures:</b> Include street names, specific blocks impacted, and the timeframe of the closure(s).</p>	<p>Name of Event Organizer Event Organizer Phone Number Contact <a href="mailto:eventorganizer@event.com">eventorganizer@event.com</a> with any questions.</p> <hr/> <p><a href="http://www.youreventwebsite.com">www.youreventwebsite.com</a></p>
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LEAVE US A COMMENT. The City of Raleigh welcomes citizen and participant feedback. Scan the QR code with your phone camera to provide comments about Raleigh events.



## Individualized Notification Instructions

### *Individualized Notifications*

To comply with the City of Raleigh Event Notification Policies, event organizers have the option of notifying affected community members individually and tracking these interactions with the form on page 5.

Notifications may be made in person, over the phone, or via direct email. Always request to speak with the owner or manager when possible. Ensure that you cover all the following information during your exchange so you will accurately represent the impact of your event:

- Name of Event
- Sponsoring Organization(s)
- Date and time of event
- Description of road closures (locations and times)
- Description of event
- Noise impacts, such as music or fireworks including timeframe
- Name, email address, and phone number of event organizer
- Website associated with event
- Event Feedback QR code or Link



## Event Feedback

The City of Raleigh welcomes citizen and participant feedback and utilizes this information in future planning. All event organizers are required to provide the community an opportunity to submit feedback on the event.

- **Option 1: Feedback Form QR Code**

This QR code must appear on all methods of notification to the community including the following statement:

LEAVE US A COMMENT. The City of Raleigh welcomes citizen and participant feedback. Scan the QR code with your phone camera to provide comments about Raleigh events.



- **Option 2: Feedback Form Link**

This link must appear on all methods of notification to the community including the following statement:

LEAVE US A COMMENT. The City of Raleigh welcomes citizen and participant feedback. Use the [Event Feedback Form](#) to provide comments about Raleigh events.





# Special Events Office Emergency Action Plan Guidelines

The Special Events Office requires all special events to submit an Emergency Action Plan (EAP). The purpose of this EAP is to outline the plan for crisis management at your event and to communicate this plan to City officials. City personnel will review each plan and make recommendations as needed.

These guidelines were created to help event organizers understand what information should be considered when creating an EAP for a special event.

## GENERAL CONSIDERATIONS

When creating an EAP, please address all of the following considerations:

- Who will serve as the EAP representative and point-of-contact at your event?
- Will there be on-site medical care? If yes, provide details and contact information.
- Will there be on-site security? If yes, provide details and contact information.
- How will you broadcast emergency information to your vendors and event attendees, both before and during your event?
- How do you plan to evacuate people from your event footprint in the case of emergency? Where are the emergency exits?
- If evacuation is not possible, what is your plan to shelter in place?
- How do you plan to ensure emergency vehicle access at this event?
- How are you planning to monitor weather conditions and what will be your protocol for a weather-related event cancellation?
- Are there any special hazards at this event? If yes, list them and explain how you are managing these hazards, including a list of all relevant safety equipment that will be present at event.
- As needed, provide additional contact information and special roles for anyone involved with emergency management at this event, such as crowd managers, additional event managers, security supervisors, etc.

## LARGE-SCALE EVENTS

For major events that will draw large crowds, or for any otherwise high-risk events, event organizers will need to create an extensive EAP. These guidelines may not cover all of the necessary components for such an event. Please contact the Special Events Office if you need assistance creating a comprehensive EAP for your large-scale event and we will provide you with a template.

## **INSURANCE REQUIREMENTS AND MINIMUM LIMITS**

Events using public property (excluding neighborhood block parties) are required to secure an insurance policy for the event that includes the City of Raleigh as additional insured with limits determined by the City's Risk Management Division. The event organizer(s) (primary and/or secondary) shall purchase and maintain this insurance, providing coverage for the event with an insurance company authorized to do business in the State of North Carolina.

All general liability certificates must list the City of Raleigh as an additional insured. If the event includes alcohol, liquor liability coverage is also required. All policies must protect the City of Raleigh, its officers, officials, employees and agents from any and all claims for damages to property and/or bodily injury which may result from or in connection with any of the operations carried on by the special event. The City's Risk Management Division must receive a copy of all certificates of insurance for all coverages before a permit will be issued.

Third Party Insurance: Event organizer(s) agrees to ensure all safety sensitive contractors providing goods or services for the event and also maintain appropriate insurance coverage and limits. Examples of such contractors include but are not limited to inflatable companies, providers of amusements, rides, mobile attractions, operators of unique participatory experiences, equipment contractors and vendors of all food and beverage items.

### **Commercial General Liability**

Per Occurrence:	\$1,000,000
Personal & Advertising Injury	\$1,000,000
Products/Completed Ops.	\$1,000,000
General Aggregate	\$2,000,000

### **Liquor Liability** (when applicable)

Minimum limits for this coverage shall be \$1,000,000.

### **Commercial Automobile Liability** (when applicable)

Combined Single Limit of \$1,000,000 per accident.

Coverage shall include liability for Owned, Non-Owned and Hired automobiles.

### **Workers' Compensation and Employers Liability**

This coverage will be required when Raleigh Police Department will be providing Raleigh Police Officers (secondary employment) to work during a special event. The Event Organizer(s) agrees to maintain Worker's Compensation Insurance in accordance with North Carolina General Statute Chapter 97 statutory limits. The organizer(s) shall provide Employers Liability coverage with minimum limits:

- Bodily Injury by Accident: \$500,000 each accident
- Bodily Injury by Disease: \$500,000 each employee
- Bodily Injury by Disease: \$500,000 policy limit

Note: Required limits for lines of insurance coverage may vary depending on size, location and type of event. Also, certain events may require additional insurance coverages; examples are parades with floats, antique automobile street shows, motorcycle safety classes, motorcycle festivals, events including the sale of alcohol, and film production requests.

### **Additional Insured Status**

The Event Organizer(s) agrees to list the City of Raleigh as additional insured for Commercial General Liability and Commercial Automobile Liability (when applicable). Certificate of Insurance should be specifically worded: The City of Raleigh, its officers, employees and agents are listed as an additional insured.

### **Certificate of Insurance**

The Event Organizer(s) agrees to provide the City of Raleigh a Certificate of Insurance evidencing that all coverages, limits and endorsements required herein are maintained and in full force and effect.

**The Certificate Holder address should read:** City of Raleigh, PO Box 590, Raleigh, NC 27602-0590

## INDEMNIFICATION CLAUSE

To the fullest extent permitted by law, the Event Organizer(s) shall indemnify, defend and hold harmless the City and each of the City's officers, officials, employees, agents and independent contractors (excluding the Event Organizer) from and against any and all losses, damages, costs, expenses (including attorneys' fees), obligations, duties, fines, penalties, royalties, interest charges and other liabilities (including settlement amounts) paid or incurred by any of them as a result of any claims, demands, lawsuits, actions, or proceedings: (i) arising from the Event Organizer's failure to perform its obligations under this Contract; (ii) arising from any act of negligence or willful misconduct by the Event Organizer(s) or any of its agents, employees or subcontractors relating to this Contract, including but not limited to any liability caused by an accident or other occurrence resulting in bodily injury, death, sickness or disease to any person(s) or damage or destruction to any property, real or personal, tangible or intangible; (iii) arising from the Event Organizer(s) violation of any law (including, without limitation, immigration laws); (iv) seeking payment for labor or materials purchased or supplied by the Contractor or its subcontractors in connection with this Contract; (v) any claim that the Event Organizer(s) or an employee or subcontractor of the Event Organizer(s) is an employee of the City, including but not limited to claims relating to worker's compensation, failure to withhold taxes and the like; or (vi) alleging violation, misappropriation or infringement of any copyright, trademark, patent, trade secret or other proprietary rights with respect to the Work or any products or deliverables provided to the City pursuant to this Contract ("Infringement Claims").

If an Infringement Claim occurs, the Event Organizer(s) shall either: (i) procure for the City the right to continue using the affected product or service; or (ii) repair or replace the infringing product or service so that it becomes non-infringing, provided that the performance of the overall product(s) and service(s) provided to the City shall not be adversely affected by such replacement or modification. If the Contractor is unable to comply with the preceding sentence within thirty (30) days after the City is directed to cease use of a product or service, the Contractor shall promptly refund to the City all amounts paid under this Contract.

---

*Authorized Representative Signature*

*Printed Name*

*Date*

## **ADDITIONAL INSURANCE GUIDELINES AND DEFINITIONS**

*Defined terms correspond to specific sections of the Certificate of Insurance (COI). Questions? Contact the City of Raleigh Risk Management Division, 919-996-4956*

**Producer:** This information will be the contact information for the insurance broker or carrier. Please ensure the contact name and phone number is included in case contact is needed to clarify or ask questions concerning the COI.

**Insured:** This information will be the name and contact information of the named insured on the insurance policies. This should be the **exact name of the organization** the City of Raleigh is entering into a contract with and should match the name of the organization requesting the Special Events Permit.

**Insurer(s) Affording Coverage:** This section will list the names of the insurance companies providing insurance coverage to the insured. The NAIC # is a number assigned to each individual underwriting company by the National Association of Insurance Commissioners.

**Coverages:** All COIs should have the minimum insurance requirements for each line of insurance per the corresponding City of Raleigh contract template that applies. Make sure that all sub-sections in this section are completed.

- Insured Letter
- Type of Insurance
- Additional Insured
- Policy Number
- Policy Effective Date
- Policy Expiration Date
- Limits

Please note that the policy coverage period should cover the time period of the event, contract and /or project. Be sure to obtain an updated COI for the period and duration of the event, contract and/or project.

Only Risk Management is allowed to lower the limits or waive insurance requirements. Please note insurance requirements vary corresponding to the risk exposure. Example: Construction contracts normally always require Builder's Risk coverage. Engineering, Architect, Design, Accounting, Consulting, and Quality Testing contracts require Professional Liability insurance coverage.

### **Description of Operations/Locations/Vehicles**

- A description of the event, project and/or work/services being performed should be listed in the description of operations for identification purposes.
- **The City of Raleigh should be listed as an additional insured for General Liability and Automobile Liability.**
- Workers' compensation and Professional Liability insurance coverage does not allow for additional insured status.

**Certificate Holder:** Per standard COR contract, the Certificate Holder address should read as follows:

City of Raleigh  
PO Box 590  
Raleigh, NC 27602-0590

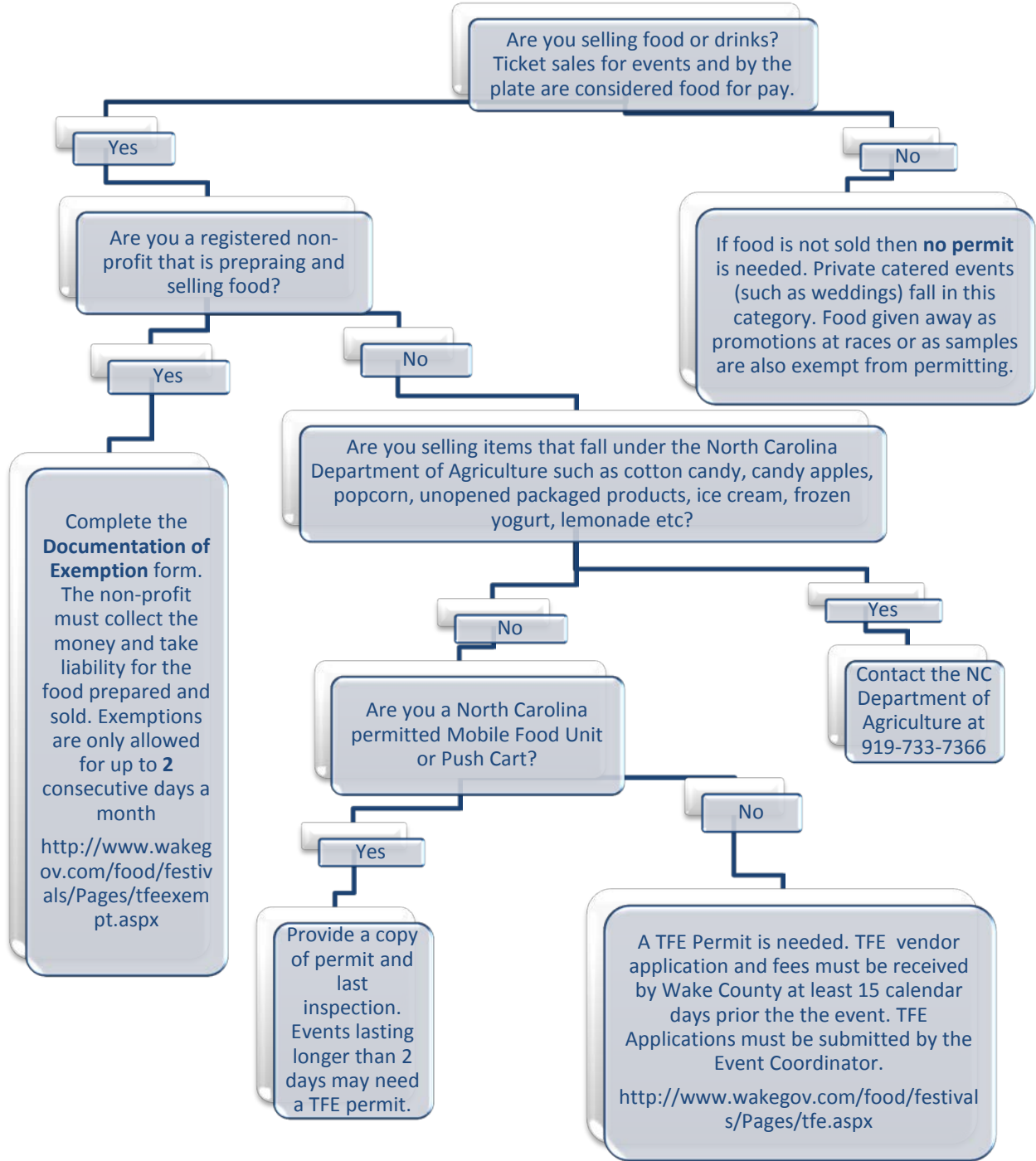
**Other Information:** Workers' Compensation: The NC Workers' Compensation Act requires that all businesses which employ three (3) or more employees, including those operating as a corporations, sole proprietorships, limited liability companies and partnerships obtain workers' compensation insurance. There are some exceptions for some businesses that employ people working on railroads, farm laborers, etc.

Individuals who are sole proprietors, members of LLCs, and partners are not counted automatically as employees. Corporate officers may elect to be excluded from coverage, but are still counted in determining whether a business has three or more employees.

If a business states they are not required to have workers' compensation insurance because they are not required based on the WC Act, have them complete the Workers' Compensation Indemnity Agreement.



This flow chart is designed to help food vendors decide if a Temporary Food Establishment Permit is needed at a special event. Please call or email if you have any questions. Laura Lerch 919-856-6609 or [Laura.Lerch@wakegov.com](mailto:Laura.Lerch@wakegov.com)







# Event Evaluation Form

## Event Name:

### Strengths

- *Example strengths:  
All requirements submitted in a timely manner; thorough notification provided to affected community; event organizer readily available and responsive during permit process and on-site at event; full compliance with all relevant city, county and state policies; positive response from community and attendees; event engaged local businesses and residents.*

### Violations

- *Example violations:  
Missed deadlines, improper notifications, barricades improperly placed, insufficient number of restrooms, event organizer not accessible by cell phone on-site; shortage of required volunteers/security; amplified noise played outside of permitted hours; alcohol consumption outside of designated footprint.*

### Considerations for Future Planning

- *Example considerations:  
A more comprehensive egress plan for vendors is required; Recommended change to stage set-up to accommodate pedestrian access; Road closure timeframe should be lengthened to allow more set-up time; Event footprint should be reduced for future years*

**NOTE:** All invoices must be paid within 30 days of receipt. Failure to pay outstanding bills will result in the inability to host future events.

Evaluated By: \_\_\_\_\_

# Neighborhood Block Parties

## How to Apply & FAQs

### IT'S EASY TO APPLY

1. Submit a Neighborhood Block Party Application at [raleighnc.gov-special-events-office](http://raleighnc.gov-special-events-office).
2. Submit the \$50 non-refundable application fee over the phone, in-person, or via mail. Payment instructions are provided online.

Once we receive both your application and application fee, staff will review your request and contact you directly to outline next steps and requirements. Submitting an application and fee does *not* guarantee that the request will be approved.

**NOTE:** There is a 30-day application deadline for all block party requests!

### FREQUENTLY ASKED QUESTIONS

- **Do I need a permit?** Yes, if you are requesting to close any City of Raleigh street. If your event is contained entirely to private property, no permit is required. When in doubt, contact our office at 919-996-2200 or [specialevents@raleighnc.gov](mailto:specialevents@raleighnc.gov).
- **Why do I need barricades?** For the safety and security of your community and event attendees, proper barricades are required to close a street. The Raleigh Police Department reviews each individual application and provides event-specific barricade requirements, depending on the size and location of your closure. You are responsible for attaining the barricades and any associated costs.



- **Where can I obtain the required barricades?** The Raleigh Neighborhood Registry provides free festival equipment rentals, including barricades, to neighborhood-based organizations that are members of the program. For more information on registration and program benefits, please email [RNR@raleighnc.gov](mailto:RNR@raleighnc.gov) or call 919-996-4330. You may also rent the barricades from the vendor of your choosing, and our office can provide a list of suggested rental options.
- **What is the difference between a Neighborhood Block Party and a Special Event?** Neighborhood block parties are low-impacts events that are hosted by and intended to attract only the local residents who live in close proximity to the street being closed. Neighborhood block parties are NOT hosted by businesses, places of worship, or other establishments. They are NOT advertised to the general public. If any of these situations apply, contact our office to determine if you should complete the Special Event Application.

# City of Raleigh Film and Photography Guidelines

## Who needs a permit?

Film or photography productions that use City streets, sidewalks, greenways, parks, or any other City property or facility MAY require a permit. Below are guidelines to help clarify current City policies\*. When in doubt, please contact our office at [specialevents@raleighnc.gov](mailto:specialevents@raleighnc.gov) or 919-996-2200.

*\*City film and photography policies will be updated spring-summer 2016.*

## Film and Photography on Streets and Sidewalks

Commercial film or photography productions taking place on public streets or sidewalks that have any of the following characteristics will require a permit issued through the Special Events Office:

- Partial or full blockade of any street, sidewalk, alleyway, or public park trail
- Reserved use of City parks or other public spaces
- Road closures
- Amplified noise or other loud sounds prohibited by Raleigh City Code
- Requires the reservation of public parking spaces
- Production has a significant impact on the community's day-to-day operations
- Involves disruptive or alarming special effects, lighting, technical equipment, or props
- Requires infrastructure set-up on City property

## Filming and Photography in Parks

Any commercial film or photography productions taking place in a City of Raleigh Park will require a film permit. If your film or photography production in a park can be classified as "low-impact" (see below for list of characteristics) you can apply for an annual film permit directly through the Parks and Recreation Department. Their deadlines, fees, and restrictions may differ from those listed in this guide.

Contact: Jennie Saponaro, 919-996-4905, [jennie.saponaro@raleighnc.gov](mailto:jennie.saponaro@raleighnc.gov).

Any commercial film or photography production taking place in a City of Raleigh Park that is not by definition "low-impact" will require permitting through the Special Events Office. Follow the application instructions within this guide.

## Low-Impact Productions

If ALL of the below characteristics apply to your production, and your production takes place on public streets or sidewalks, your production will not require a permit. For filming or photography in parks, see above.

- No disruption of day-to-day operations of community and other permitted activities
- Uninterrupted flow of pedestrian and vehicular traffic
- Production may not blockade any street, sidewalk, alleyway, or public park trail
- Minimal number of persons in cast and crew
- No exclusive use of City Property

- Produce no amplified sound or other prohibited noises as outlined in Raleigh City Code
- Involves no disruptive or alarming special effects
- No lighting, or minimal lighting used
- Minimal camera equipment
- All production staff must follow all vehicular and pedestrian laws at all times

## How To Apply

1. Apply Online at [www.raleighnc.gov/specialevents](http://www.raleighnc.gov/specialevents) ("Film and Photography Application")
2. Pay the \$50 non-refundable application fee

## Permit Rules and Regulations

- Application Deadline: 15 days to 90 days depending on the complexity of the request. The Special Events Office staff will attempt to accommodate late film requests whenever possible, but reserves the right to deny any request if there is not sufficient time for processing.
- Permitting Fees: \$50 application fee (nonrefundable) + \$50 permit fee (due upon approval).  
Refund Policy: Application fees are nonrefundable. Permit fees may be reimbursed if the production is cancelled at least 2 weeks prior to the production date. Fees *may* be transferred if production is cancelled due to inclement weather or other emergency situations; eligible transfer of fees will be determined at the discretion of the Special Events Office.
- Production organizations must keep their Special Event Permit accessible for the duration of all productions, must produce this permit upon request by any City official, and must abide by the conditions and permissions as outlined within the permit.
- The on-site production contact listed on the permit must be accessible by cell phone for the entire duration of any film or photography shoot
- Use of explosives, pyrotechnics, fire, smoke, gunfire (including blanks), weapons (including fake), speeding cars, sirens, public safety personnel actors, and similar special effects are prohibited unless specifically approved in writing by the City
- Alteration to any City property, including removal or trimming of vegetation or the removal or relocation of City vehicles, equipment or infrastructure is prohibited unless specifically approved in writing by the City
- Production vehicles may not block fire hydrants, fire lanes, or other emergency access points unless specifically approved in writing by the City
- Production vehicles may not block driveways and other access points, and may not violate general posted parking restrictions, unless specifically approved in writing by the City and by the affected property owner if applicable

- Lighting for filming must be oriented away from residences and may not be used between the hours of 11:00pm and 6:00am unless specifically approved in writing by the City
- Production companies are responsible for cleaning and restoring the filming site and the surrounding environment to its original condition in a timely manner, and will be held responsible and billed accordingly for any damages made to City property
- General Liability Insurance naming the City of Raleigh as additional insured is required for any commercial filming activities on public property. Productions involving certain other elements may be subject to additional insurance requirements
- Notification Policies: Production organizers are expected to work with the local community to accommodate access needs during the production. At least 72 hours in advance, production organizers must notify every resident, business, and places of learning and worship located within the immediate area of the production or in close enough proximity that they will be inconvenienced by the road closures, lights, traffic, parking, and/or noise impacts associated with the production activities. For extensive filming productions, additional notification requirements and deadlines may be imposed. The organizer can use any form of communication, provided that the notification covers all required components listed below:
  - Name of Production
  - Name of Production Organization
  - Date and timeframe of filming production
  - Description of associated road closures
  - Description of any noise impacts or unusual special effects, such as a staged crime scene
  - Name, phone number, and email address for on-site production organizer

## **Private Property**

The City of Raleigh Special Events Office does not regulate filming or photography on private property. However, any special equipment or effects (such as explosives, smoke, stunts, fight scenes, bright lighting, etc.) that are visible or audible from public streets or sidewalks should be communicated to the City of Raleigh Special Events Office as soon as possible.