



The City of Raleigh
NORTH CAROLINA



SPECIAL EVENT PLANNING GUIDE

Raleigh City Code, the City of Raleigh's Special Event Policy and other policies govern the administration of special events. This guide was created to take that information and provide it in an easy-to-use guide for Raleigh event organizers.

Questions? Contact the [Special Events Office!](#)



City of Raleigh Special Events Office
222 West Hargett Street, Suite 304
PO Box 590
Raleigh, NC 27601

tel: (919) 996-2200
email: specialevents@raleighnc.gov
web: www.raleighnc.gov/specialevents



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APPLYING FOR A PERMIT

Who Needs a Special Event Permit?

Special Event Permits are required for events that utilize public spaces, such as roads, greenways, and public squares and plazas. Events contained to private property do not require a Special Event Permit. The use of city parks outside of the downtown area will not require a Special Event Permit from our office and would instead require coordination with the [Parks Department](#). When in doubt, contact our office.

How to Apply

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

1. Submit an event application online at www.raleighnc.gov/specialevents
2. Submit the corresponding application fee using the [Application Fee Payment Form](#)

! 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 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 events 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 to advise the Special Events Office staff as needed, which includes representatives from the City, partner agencies, and the community.

Role of Event Organizer

Event organizers should be responsive to correspondence from the Special Events Office and should submit all required items by their deadline. 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

Application Deadlines and Special Events Office Fees

An application is not considered a *complete application* until the application form + nonrefundable application fee has been received. Permit fees are collected upon an event’s approval and are refundable up to 2 weeks prior to the event.

Event Type	Deadline	Application Fee	Permit Fee	Late Fee
Parade	120 days	\$100	\$100	\$250
Walk/Race under 5K	120 days	\$100	\$100	\$250
Race over 5K	120 days	\$100	\$250	\$250
General Event	90 days	\$100	\$250	\$250
Neighborhood Event	30 days	\$50	\$0	\$25
Filming & Photography	See Film Guidelines 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 roads or public squares or plazas, often involving amplified noise, food, beverage, merchandise, or other forms of entertainment. Examples include festivals, markets, and ceremonies.

Neighborhood Events 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. Specific guidelines and policies for neighborhood events are provided [in the glossary](#).

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

Not sure what type of event you are hosting?

Contact us before proceeding any further! It is the event organizer’s responsibility to identify the event type and associated deadline, and we can help you with this in advance.



DEADLINES AND FEES

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.*

PRCR SPECIAL VENUE RENTAL FEES*—Due 4 weeks prior to event.

Nash Square	\$325 per day
City Plaza	\$250 per day
Astroturf at City Plaza	\$50 per day

DOROTHEA DIX PARK VENUE RENTAL FEES*—Due 4 weeks prior to event.

Big Field	\$2000 per day
Flowers Field	\$750 per day
The Grove	\$750 per day
Williams Field	\$350 per day
Harvey Hill	\$350 per day
Standard 5K	\$500 per day
Non-Standard Race	\$750 per day

FIRE DEPARTMENT FEES—Due 4 weeks prior to event.

Carnival/Festival Permit	\$166
Amusement Building	\$166 per structure
Inflatable over 400 sq. ft.	\$82 per structure
Tent over 400 sq. ft.	\$82 per structure
Large Tent (over 15,000 sq. ft.)	\$276 per structure
Pyrotechnics	\$166

*Application and permitting fees will be charged in addition to applicable venue rental fees.



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DEADLINES AND FEES

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	DEADLINE
Parking Reservation Fees	\$12/space	Public Works	4 weeks prior to event
Off-Duty Police Officers	\$35/hr. per officer	RPD	Contracts due 4 weeks prior
Utilities Set-up at Special Venues	See price structure in glossary	PRCR	4 weeks prior to event
Greenway Staff Services	\$300 to \$500	PRCR	4 weeks prior to event
Solid Waste Services Clean-up	Varies	SWS	4 weeks prior to event
Alcohol Permit	\$50	ABC Commission	3 weeks prior to event
Temporary Food Establishment	\$75	Wake County	15 days prior to event
Insurance	Varies	Insurance Provider	6 weeks prior to event
Barricades and Portable Toilets	Varies	Varies	Prior to event
Notification Materials	Varies	USPS or other	4 weeks prior to event





PERMIT PROCESS OVERVIEW

How does it work?

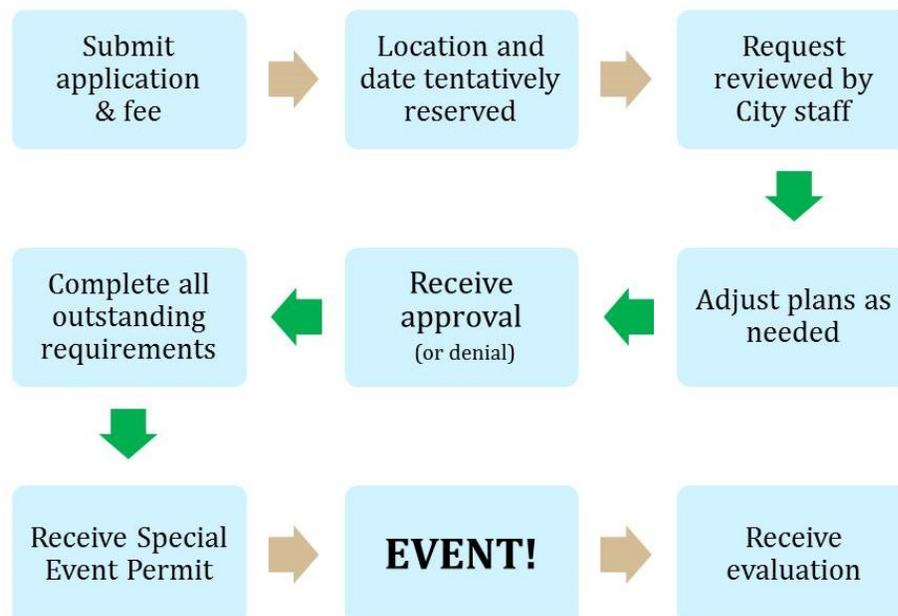
As we begin processing your materials, we will contact you with updates and requests to facilitate the approval process. Simultaneously, we will coordinate with multiple City departments and other agencies to assess the needs of your event and to determine if the City will approve, place conditions upon, 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.

How long does it take?

The process can take anywhere from a few weeks to a few 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 attending our monthly team 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 + 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 written *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 one week 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. View an example *Letter of Intent* [in the glossary](#).

Special Events Calendar

Our online [Special Events Calendar](#) provides details about events scheduled to take place on public rights-of-way. 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 by 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 4 races or walks per weekend, regardless of location.
- ◆ City-wide, no more than 2 races can be over 10K in distance on the same weekend, regardless of location.
- ◆ The City's greenway system is divided into 6 sections. A maximum of two events per year will be permitted to use each section. View the greenway sections map [in the glossary](#).



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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 (but not always) this will include access to all parking spaces within the closed right-of-way as well. 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.



Food

The sale or preparation of food at a special event may require a Temporary Food Establishment permit from the [Wake County Environmental Services 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.



Waste Management Plan

The City requires that event spaces 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 recyclable materials, as well as 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.





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EVENT INFRASTRUCTURE

Restrooms

Event organizers are required to provide restroom facilities for participants and attendees, with at least 5% (and at least 1) being ADA compliant. The minimum requirement is 1 toilet per every 300 attendees. Event organizers can meet this minimum either by renting portable toilets or by attaining written permission to utilize 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 400 sq. feet (a tent has 2+ sides)
- › A canopy over 700 sq. feet (a canopy has 0-1 sides)
- › Any inflatable that persons will enter, such as a bouncy house, that is over 400 sq. 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.)





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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 themselves, you will require a City ordinance waiver. If granted, an alcohol waiver gives the requestor permission to possess and consume alcohol within the areas designated by the Special Event Permit. 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 are in compliance 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 help ensure that this process runs as smoothly as possible.





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EVENT SAFETY

Safety Barricades

Events involving the closure or obstruction of a public right-of-way will require safety barricades, variable message boards, and/or hiring sworn 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 make the call on the potential cancellation of an event. City staff may provide guidance, but the ultimate decision will be made by the event organizer. 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.

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 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 the Raleigh Police Department. The Special Events Office will assist with the coordination of that process.





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PUBLIC NOTIFICATION

Notification Policy

At least four weeks prior to the event, the event organizer 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. Postcard instructions 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 utilize 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.

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.



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CITY OF RALEIGH SPECIAL VENUES

City Plaza

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

Market and Exchange Plaza

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



Nash and Moore Square

Nash Square is a peaceful public square that invites smaller events with minimal setup and infrastructure. Moore Square, a historic park and event venue, will be under construction until 2017 and at this time the City is not able to accept event applications for use of the property.



Dorothea Dix Park

Recently purchased by the City, the Special Events Office is now accepting applications for this evolving and expansive park space. Multiple venues at the park can accommodate everything from corporate picnics to 5Ks to large-scale festivals and celebrations.

Rental Guidelines

There are specific usage guidelines and venue rental fees associated with these City facilities. 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 usage guidelines for these facilities [in the glossary](#).





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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 between 48 to 12 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 organizer to pay for any lost revenue as a result of the closed access to metered spaces.



Towing

At times, events will require that cars be removed from within the footprint of the event. A car can only be towed if the parking space was clearly posted “No Parking” 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. If none are available, the organizer should call the Special Events Office staff at 919-996-2200 or via cell phone. If the Special Events Office staff is unavailable, contact the Raleigh Police Downtown District for assistance.



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. The Downtown Raleigh Alliance maintains a detailed [parking locations map](#) of the downtown vicinity, linked for your reference.





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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.





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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 our evaluation form [in the glossary](#).



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. View a template of this letter [in the glossary](#). Failure to submit a *Letter of Intent* within one week 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, which is [available online](#), with their event attendees.



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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. 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/specialevents.

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. Late application requests must be made in writing to specialevents@raleighnc.gov in order to be considered.

Why was my event permit application denied?

Private use of the public right-of-way 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?

We do 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 online [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 Department handles requests for the majority of events on park property, with the exception of Moore and Nash Squares and Dorothea Dix Park which are handled by our office. Visit the [Parks website](#) for more information.



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RESOURCE GLOSSARY

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City Plaza and Astroturf Use and Rental Guide

Last updated September 2014

Contact: The City of Raleigh Special Events Office, specialevents@raleighnc.gov, (919) 996-2200

General Information: The City's Special Events Office is responsible for the receipt and processing of applications from organizers wishing to use City Plaza and the Astroturf. Special Events Office staff, in conjunction with Parks, Recreation, and Cultural Resources Department (PRCR) staff, is responsible for the monitoring of events on each property.

Programs and activities sponsored by the City shall have priority over other uses. Applicants must vacate and return the facility to proper/usable condition following program or rental. The applicant shall not sub-let the use of the City of Raleigh facilities (City Plaza or Astroturf).

The City has the right to terminate this agreement with no refund at any time in the event that any rules and 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 the PRCR or Special Events Office staff.

In the event of inclement weather or other emergency situations, the PRCR or Special Events Office staff reserve the right to cancel all reservations.

Fees: Fees for the rental of City Plaza and Astroturf are collected directly by the Parks, Recreation, and Cultural Resources Department. The Special Events Office will guide you through the reservation and payment process.

- \$250 Rental Fee per day for using City Plaza (includes setup and breakdown days)
- \$50 Rental Fee per day for using Astroturf (includes setup and breakdown days)
- \$500 Refundable Deposit for all events using City Plaza and Astroturf

Rental Fee and Refundable Deposit can be paid together with one check or via credit card. Please make checks payable to the City of Raleigh. For credit card payments contact Pam Rose at 919-996-4826.

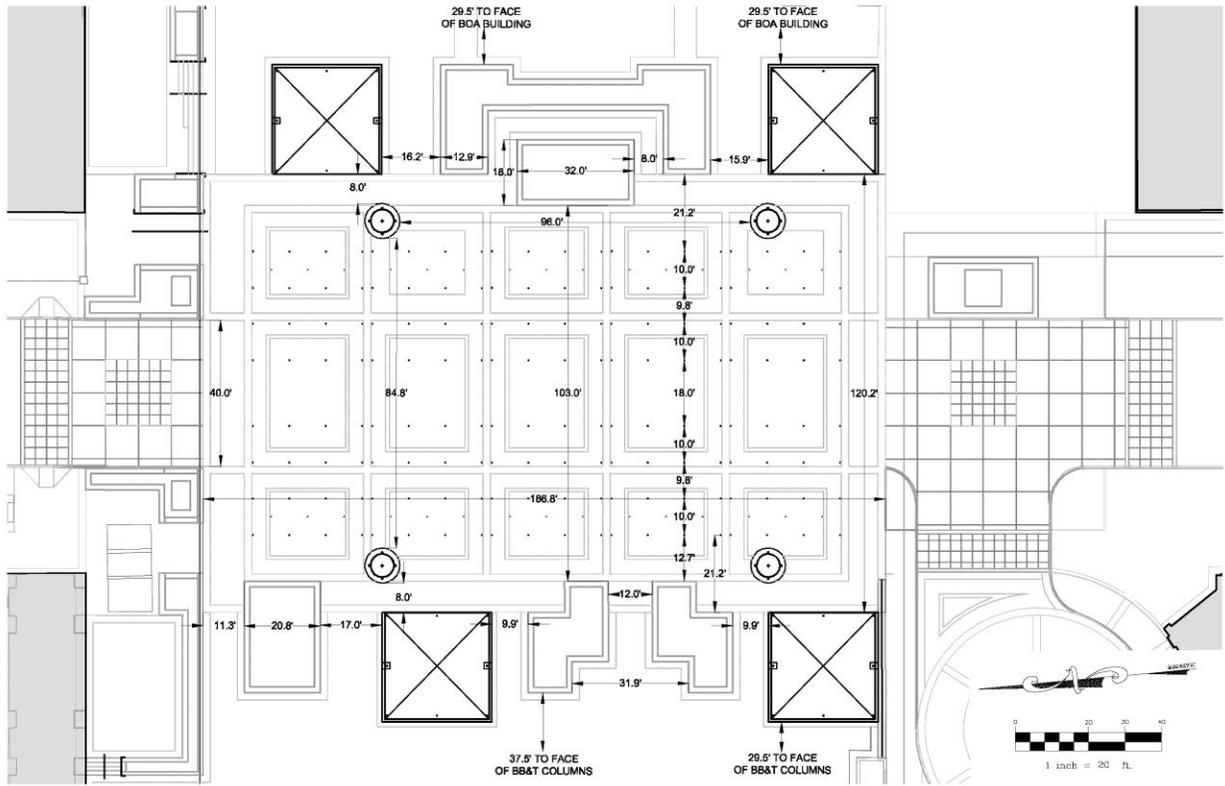
PRCR Refund Policy: 100% refund/credit if the City cancels or denies activity. 85% refund/credit of recoverable fees if patron cancels 14 calendar days or more in advance of first day of program/rental. 100% transfer of recoverable fees if patron requests a change 14 calendar days or more in advance of first day of program/rental. No refund/credit/transfer if patron cancels less than 14 calendar days in advance of the first day of the program/rental. Outdoor facility usage cancelled due to inclement weather may be rescheduled pending space availability. All refunds must be requested in writing.

Rules and Regulations for City Plaza/Astroturf usage:

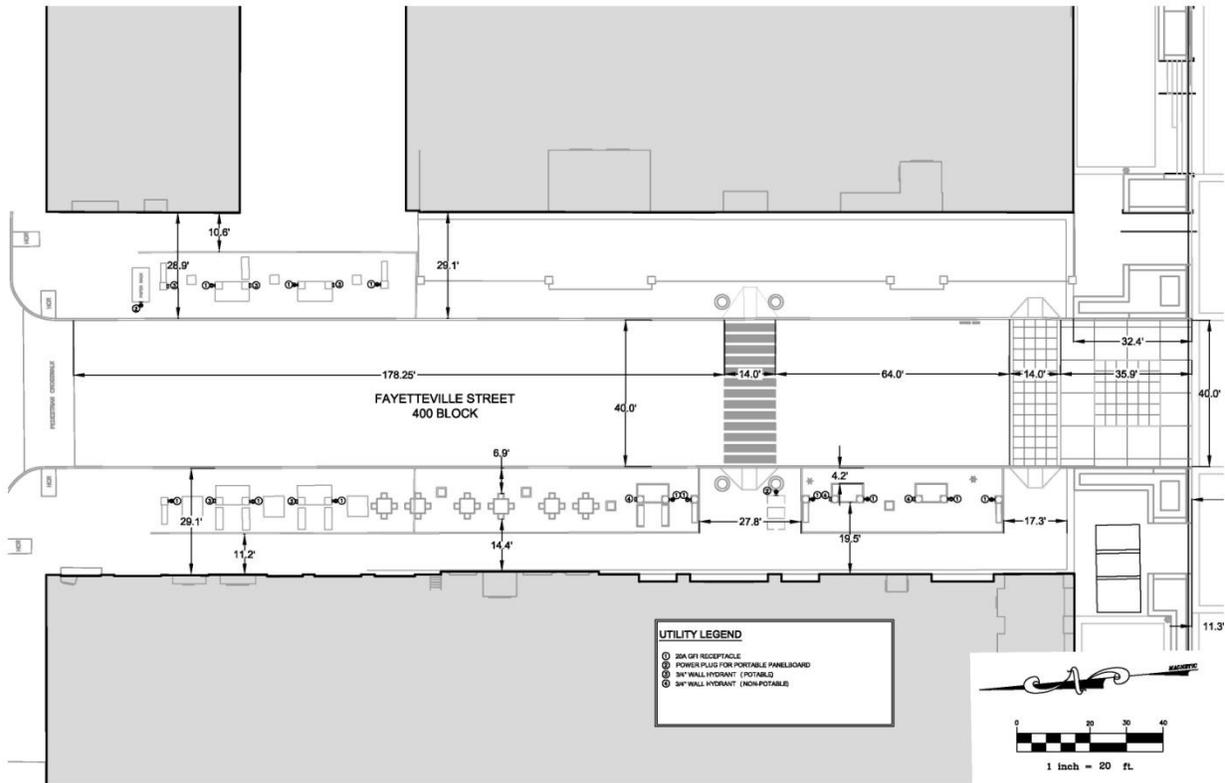
1. If you are approved to have vehicles on the Plaza you must have some form of oil/grease mat to prevent vehicle fluid leaks from getting to the Plaza's pavers/bricks/etc.
2. All tents must be anchored by weighted devices and not stake driven. The NC Fire Prevention Code (NCFC) requires tents, canopies 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 NFPC is the applicant's full responsibility. Permits are issued by the City of Raleigh Fire Department, and the Special Events Office staff will work with you to coordinate those services.

3. Tents may only be placed on grass or hardened surface, not on mulched planter areas.
4. Portable toilets may be placed only in agreed-upon designated areas.
5. Do not attach items to trees, park benches, hydrants, cigarette urns, trashcans or light poles.
6. Do not move Plaza fixtures, including benches, cigarette urns or trashcans.
7. Stay off plant beds.
8. Cooking with grease is prohibited on the 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.
9. The City of Raleigh does not supply fencing or barricades. It is the responsibility of the renter to obtain these services.
10. The City of Raleigh does not provide additional trash cans or trash removal services. It is the responsibility of the renter to obtain these services.
11. If electrical service or potable water is required, utility fees will apply. The Special Events Office will work with you to coordinate those services and can provide information on fee structures and power limitations.
12. You **must** schedule a walk through with the PRCR staff prior to your event. The Special Events Office will work with you to arrange for an appointment.
13. Event set up must be approved by the Special Events Office. In order to protect the City Plaza and Astroturf, the Special Events Office or PRCR Department reserve the right to change or alter event set up plan.

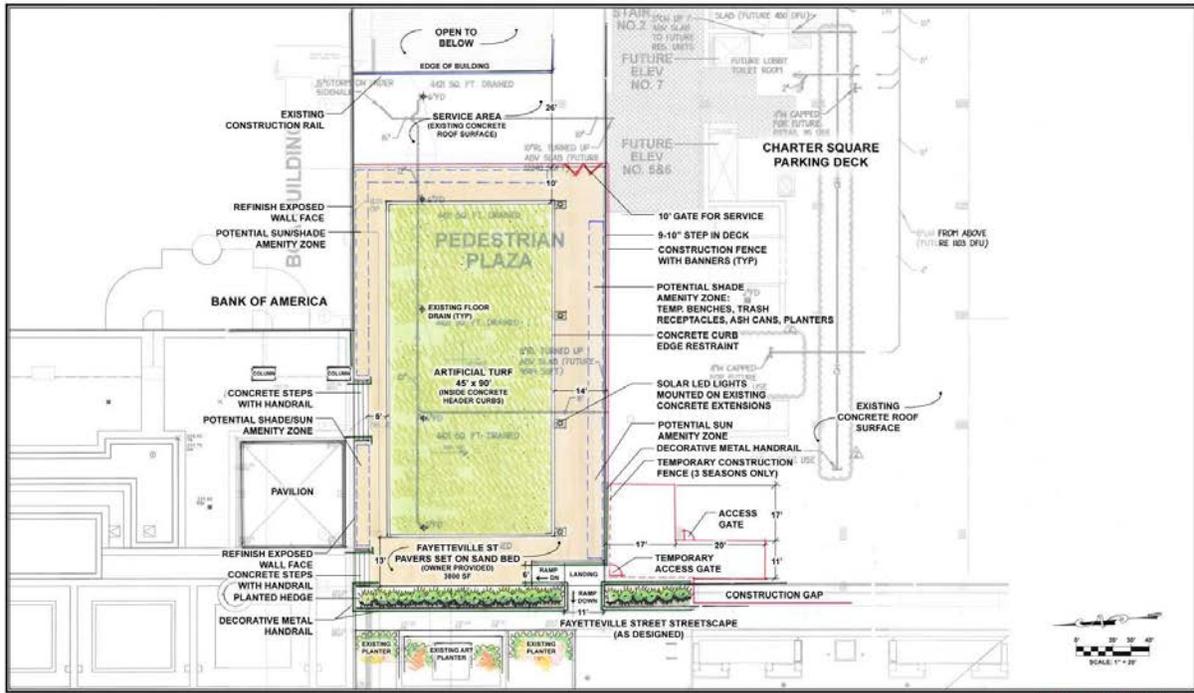
City Plaza Map:



400 Block Fayetteville Street Map:



Astroturf Map:



CHARTER SQUARE PLAZA - THREE SEASON CONCEPT

AUGUST 11, 2009

CITY OF RALEIGH

Kimley-Horn and Associates, Inc.
This document, together with the contract and drawings prepared thereon, is an instrument of service. It is prepared only for the specific project and shall be void for any other project. No part of any design herein or this document without written authorization and signature of Kimley-Horn and Associates, Inc. shall be used for any other project.
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Moore and Nash Square Use and Rental Guide

Last updated September 2014

Contact: The City of Raleigh Special Events Office, specialevents@raleighnc.gov, (919) 996-2200

General Information: The City's Special Events Office is responsible for the receipt and processing of applications from organizers wishing to use either of these two parks. Special Events Office staff, in conjunction with Parks, Recreation, and Cultural Resources Department (PRCR) staff is responsible for the monitoring of events on each property.

Programs and activities sponsored by the City shall have priority over other uses. Applicants must vacate and return the facility to proper/usable condition following program or rental. The applicant shall not sub-let the use of the City of Raleigh facilities (Moore or Nash Squares).

The PRCR has the right to terminate this agreement with no refund at any time in the event that any rules and 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 the PRCR or Special Events Office staff.

In the event of inclement weather or other emergency situations, the PRCR or Special Events Office staff reserve the right to cancel all reservations.

Fees: Fees for the rental of Moore and Nash Square are collected directly by the Parks, Recreation, and Cultural Resources Department. The Special Events Office will guide you through the reservation and payment process.

- \$325 Rental Fee per day for using Moore Square and Nash Square (includes setup and breakdown days)
- \$500 Refundable Deposit for all events using Moore Square and Nash Square

Rental Fee and Refundable Deposit can be paid together with one check or via credit card. Please make checks payable to the City of Raleigh. For credit card payments contact Pam Rose at 919-996-4826.

PRCR Refund Policy: 100% refund/credit if the City cancels or denies activity. 85% refund/credit of recoverable fees if patron cancels 14 calendar days or more in advance of first day of program/rental. 100% transfer of recoverable fees if patron requests a change 14 calendar days or more in advance of first day of program/rental. No refund/credit/transfer if patron cancels less than 14 calendar days in advance of the first day of the program/rental. Outdoor facility usage cancelled due to inclement weather may be rescheduled pending space availability. Refunds must be requested in writing.

Rules and Regulations for Moore/Nash Square usage:

1. Vehicles are not allowed in Moore or Nash Squares except for emergency vehicles during the performance of their duty.

2. All tents must be anchored by weighted devices and not stake driven. The NC Fire Prevention Code (NCFC) 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 NFPC is the applicant's full responsibility. Permits are issued by the City of Raleigh Fire Department, and the Special Events Office staff will work with you to coordinate those services.
3. Tents may only be placed on grass or hardened surface, not within the tree protection areas.
4. Portable toilets may only be placed on designated areas as indicated on the park map.
5. Do not attach items to trees, park benches, hydrants, cigarette urns, trashcans or light poles.
6. Do not move park fixtures, including benches, cigarette urns or trashcans.
7. Stay off plant beds.
8. Inflatables are not allowed in Nash Square.
9. The City of Raleigh does not supply fencing or barricades. It is the responsibility of the renter to obtain these services.
10. The City of Raleigh does not provide additional trash cans or trash removal services. It is the responsibility of the renter to obtain these services.
11. If electrical service is required, utility fees will apply. The Special Events Office will work with you to coordinate those services and can provide information on fee structures and power limitations.
12. Water is not available in Moore or Nash Square. Food vendors need to make provisions to transport potable (drinking) water for usage at Moore or Nash Square. Grey water and grease must be collected and disposed of offsite.
13. You **must** schedule a walk through with the PRCR staff prior to your event. The Special Events Office will work with you to arrange for an appointment.
14. Event set up must be approved by the Special Events Office. In order to protect the parks, the Special Events Office or PRCR Department reserve the right to change or alter event set up plan.

CITY OF RALEIGH

DOROTHEA DIX PARK RENTAL GUIDE



Contact: specialevents@raleighnc.gov | (919) 996-2200 | www.raleighnc.gov/specialevents

Introduction to the Park

The City of Raleigh is excited to welcome the public to enjoy the beautiful, newly purchased Dorothea Dix Park, while balancing the needs of the current tenants who operate business from this campus. The information within this guide is subject to change as this unique space evolves over the coming years.

Event Permits

Organized activities hosted on Dorothea Dix Park require permitting through the City of Raleigh. Activities requiring the **reservation of space** such as a festival, concert, or wedding, must apply for a Special Event Permit through the City of Raleigh Special Events Office at least 90 days prior to their event date. Applications for races, walks, and parades must be received at least 120 days prior to the event date.

Commercial activities requiring **no reservation or guarantee of space** such as a small walking tour or fitness club will require a different kind of permit. Please contact us to learn more. This rental guide applies specifically to those events which are reserving park space.

How to Apply

Please contact our office before you apply to determine if your desired event space is available and if your event would be an appropriate fit for the park. Applications can be completed online at www.raleighnc.gov/specialevents.

Submitting an application does NOT guarantee event approval. Each application will be 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*.

Reservation Policy

Reservations will be accepted on a first-come, first-serve basis and may be requested up to one year ahead of the event date. Due to the complex and evolving nature of the property, annual reservations cannot be guaranteed. Furthermore, available venues will routinely be held open intentionally to balance the impact to park tenants and the public.

Included in this Guide

- Rental Venues, *page 2*
- Rules and Regulations, *page 3*
- Race Routes, *page 4*
- Infrastructure Guidelines Maps, *pages 5-10*
- Parking at the Park, *page 11*
- Public Transit, *page 12*

RENTAL VENUES

Venue Name	Daily Fee*	Size	Description
Standard 5K	\$500	N/A	Start/finish at Whiteside Drive
Non-standard race	\$750	N/A	Special requests
Big Field	\$2000	35 acres	Large open field
Williams Field	\$350	3 acres	Flat open area
Flowers Field	\$750	11 acres	Rolling meadow
Harvey Hill	\$350	5 acres	Rolling tree grove
The Grove	\$750	16 acres	Valley within rolling tree grove

**Application and permitting fees will be charged in addition to applicable venue rental fees.*



RULES AND REGULATIONS

- Rental venues are available 6pm Friday – 6am Monday. Rental fees are charged per day of use.
- Set-up is permitted in designated areas only as depicted in the event set-up maps.
- No structures 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 Special Events Office.
- 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 facilities for their participants, which may only be placed in approved areas.
- No electricity or water access is available within the park. Events must provide these resources.
- Events may 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 Special Events Office in advance.
- 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. The City reserves the right to charge an advance security deposit up to \$5,000 for any event.
- 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.

RACES AND WALK ROUTES

5K Route



1 Mile Route

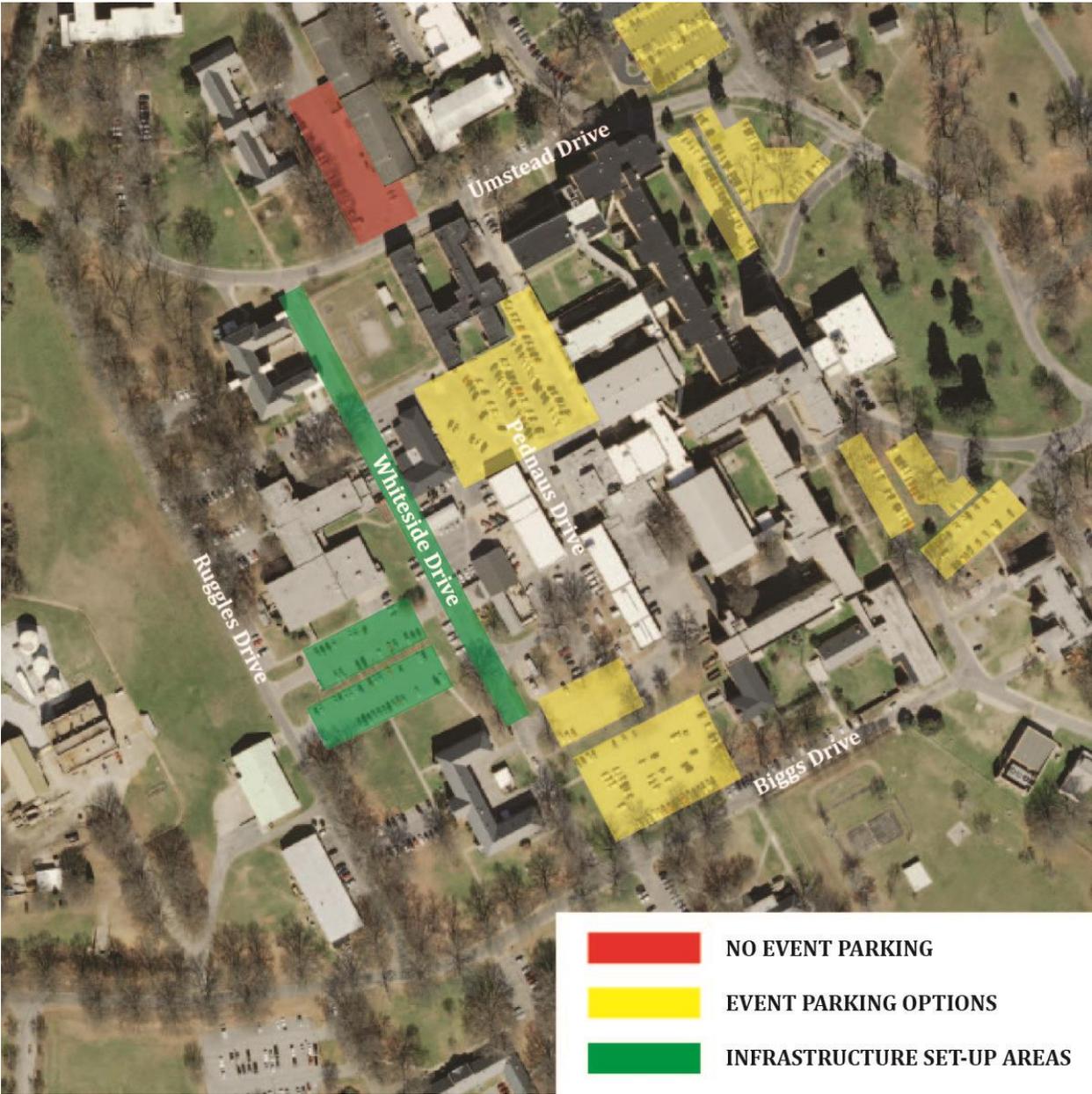


- Set-up permitted on and along Whiteside Drive only.
- Maximum number of participants: 1,000
- Events may close park roadways for a maximum of 90 minutes, excluding Whiteside Drive.
- Rental fee includes City-owned barricades and cones.
- Traffic control must be secured by a sufficiency of sworn officers, barricading, and cones.
- Race/walk start times may be adjusted to accommodate public use of the park and DHHS staff access needs.
- Any deviation from these routes or regulations will be considered a "Non-Standard Route" and will be subject to additional fees and review. No routes may cross at-grade train tracks.

INFRASTRUCTURE GUIDELINES

The following maps provide general recommendations for event site size, access, topography, and tree protection areas. Please contact the Special Events office with any concerns or questions you may have regarding infrastructure and set-up.

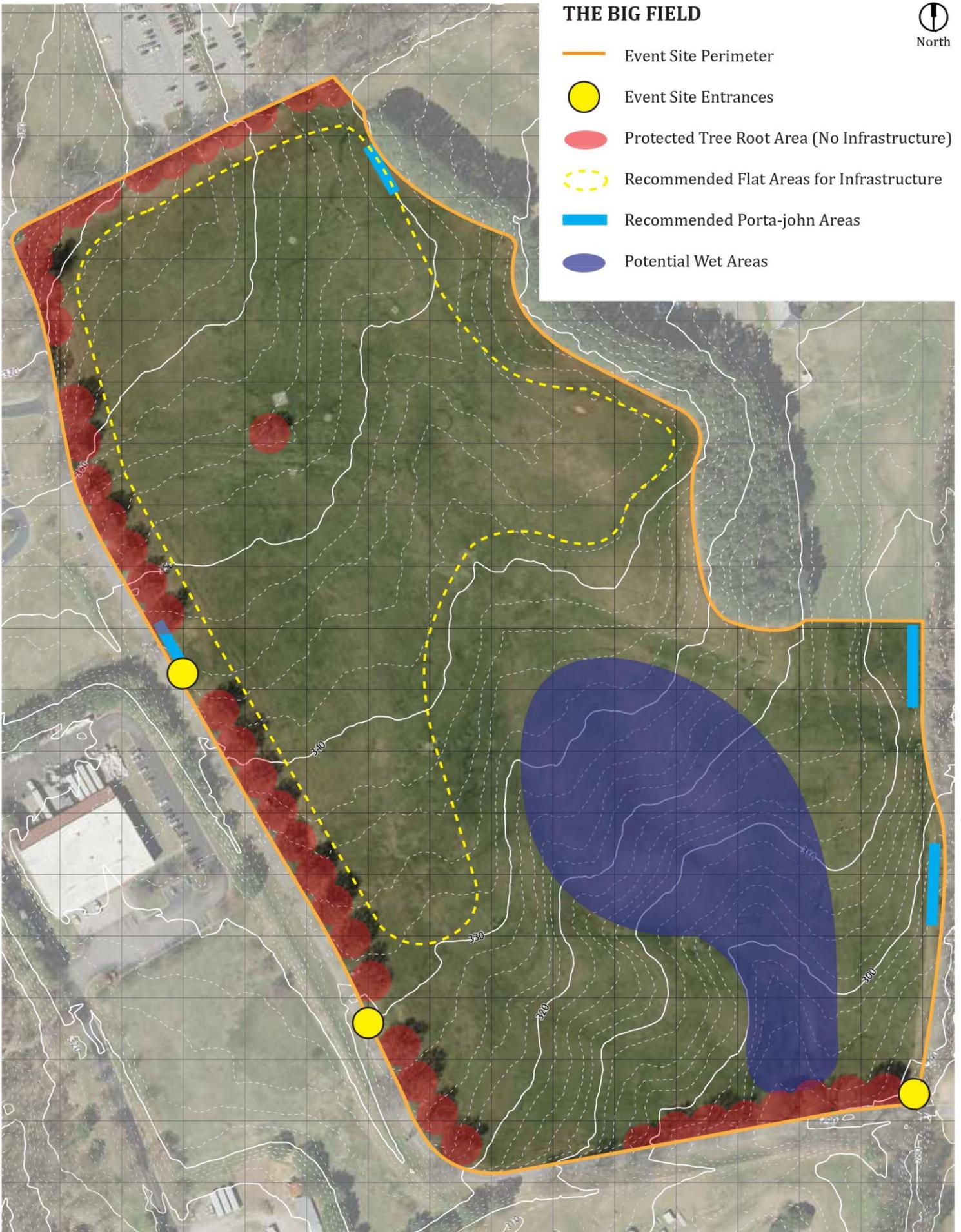
Whiteside Drive - 5K Set-up



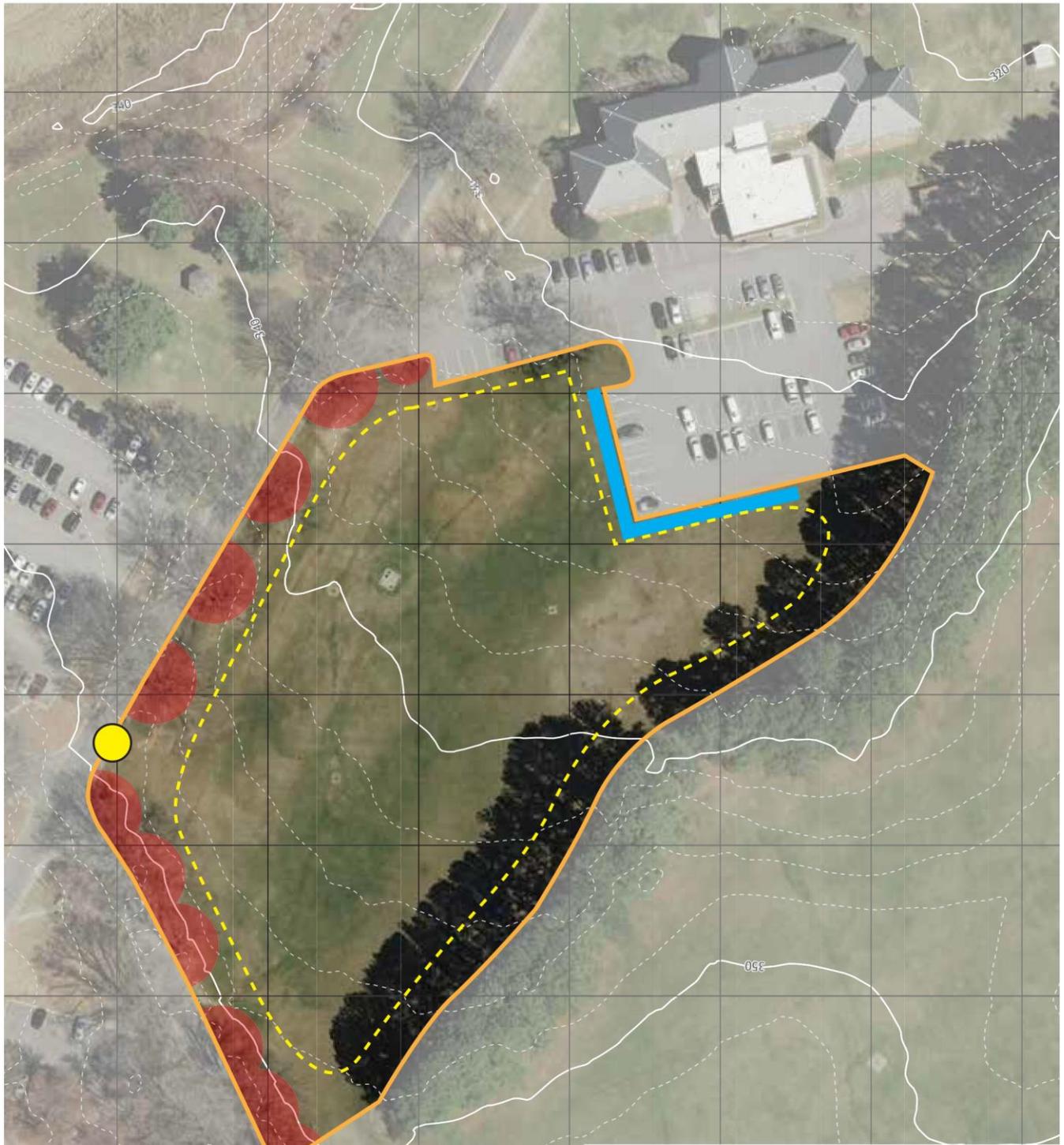
THE BIG FIELD



- Event Site Perimeter
- Event Site Entrances
- Protected Tree Root Area (No Infrastructure)
- Recommended Flat Areas for Infrastructure
- Recommended Porta-john Areas
- Potential Wet Areas



Scale 1/2" = 100' or 1 grid box = 100' x 100'

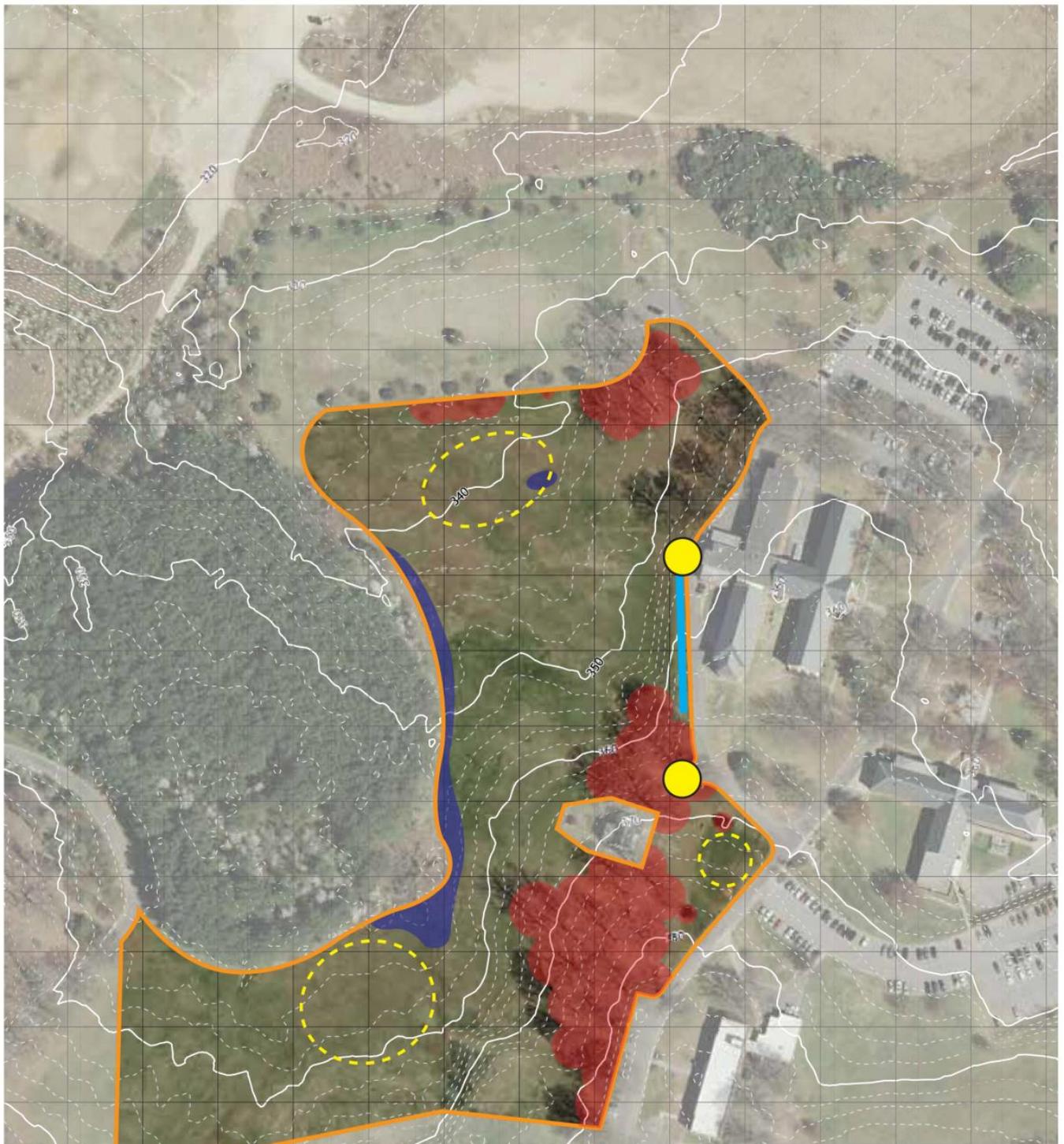


WILLIAMS FIELD



-  Event Site Perimeter
-  Event Site Entrances
-  Protected Tree Root Area (No Infrastructure)
-  Recommended Flat Areas for Infrastructure
-  Recommended Porta-john Areas
-  Potential Wet Areas

Scale 1/2" = 100' or 1 grid box = 100' x 100'



FLOWERS FIELD



-  Event Site Perimeter
-  Event Site Entrances
-  Protected Tree Root Area (No Infrastructure)
-  Recommended Flat Areas for Infrastructure
-  Recommended Porta-john Areas
-  Potential Wet Areas

Scale 1/2" = 100' or 1 grid box = 100' x 100'



HARVEY HILL



-  Event Site Perimeter
-  Event Site Entrances
-  Protected Tree Root Area (No Infrastructure)
-  Recommended Flat Areas for Infrastructure
-  Recommended Porta-john Areas

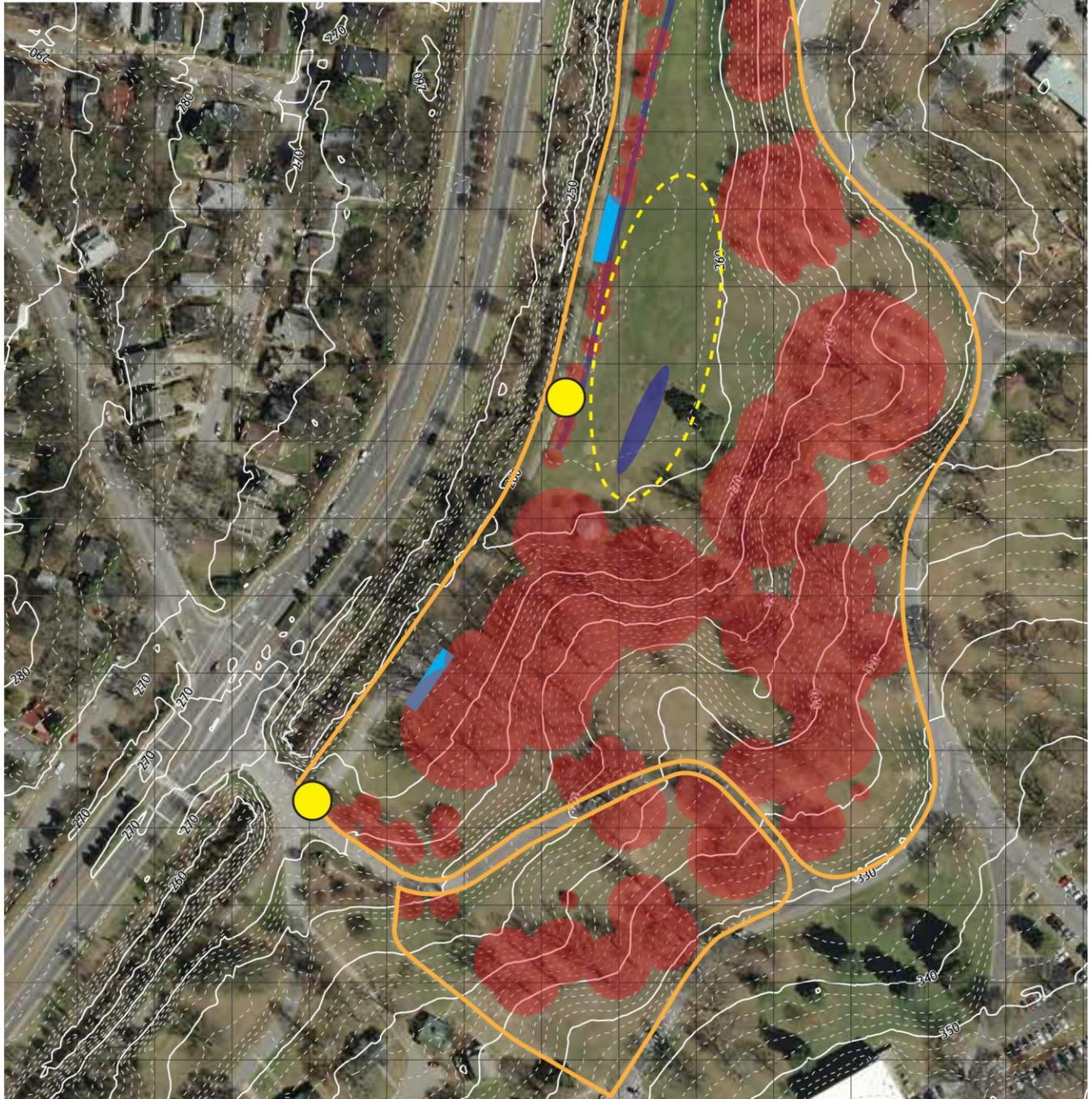
Scale 1/2" = 100' or 1 grid box = 100' x 100'

THE GROVE



-  Event Site Perimeter
-  Event Site Entrances
-  Protected Tree Root Area (No Infrastructure)
-  Recommended Flat Areas for Infrastructure
-  Recommended Porta-john Areas
-  Potential Wet Areas

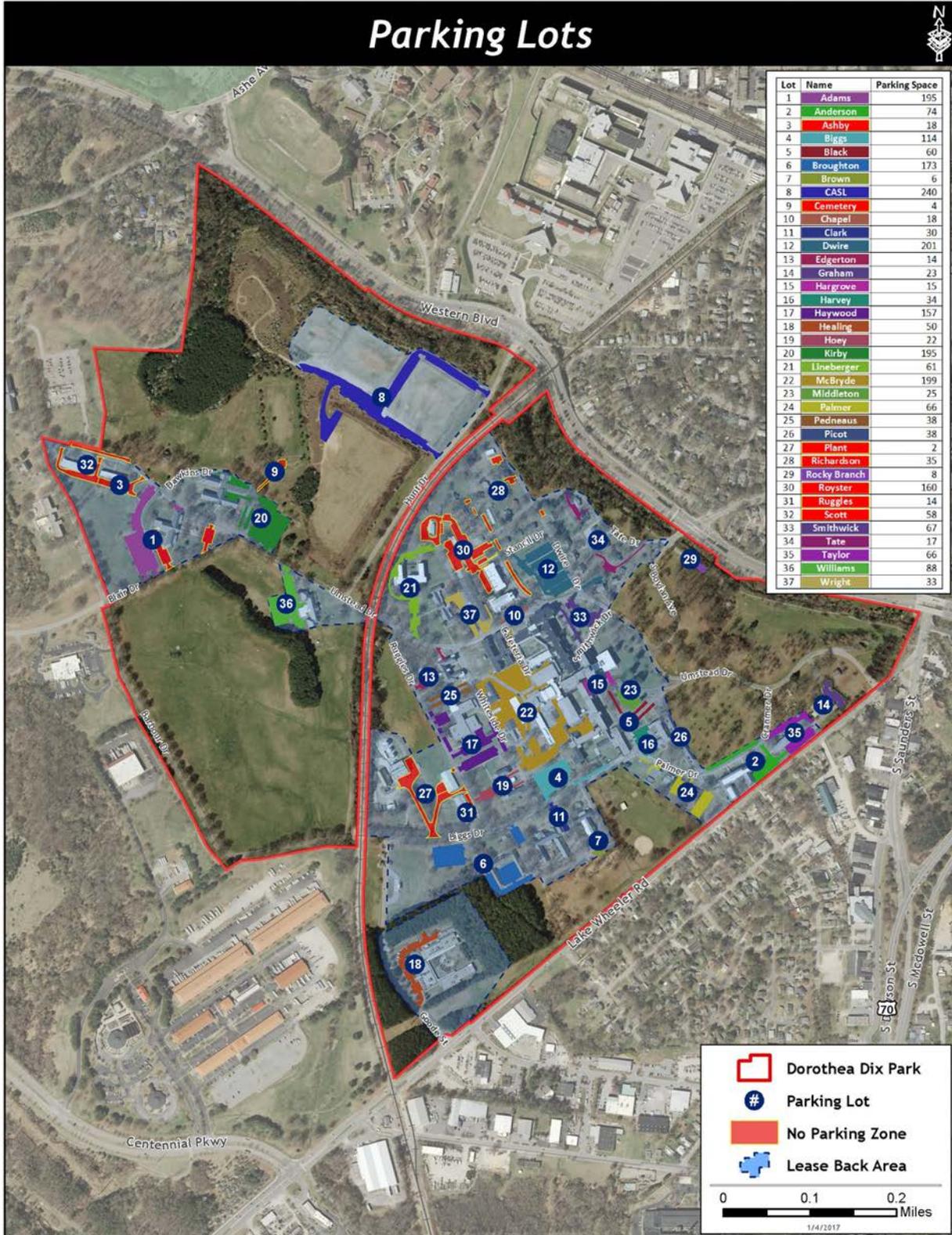
**NOTE: Low hanging tree branches on greenway/
event site access route past the entrance parking lot!**



Scale 1/2" = 100' or 1 grid box = 100' x 100'

PARKING AT THE PARK

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 Special Events Office.



PUBLIC TRANSIT

Public transit services multiple bus stops on the northern and eastern park borders.





**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)

Cost Per Unit		# Blocks		# Days		SUBTOTAL
\$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.

Cost Per Unit		# Staff		# Hrs		# Days		SUBTOTAL
\$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.

Cost Per Unit		# Days		SUBTOTAL
\$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

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

SINGLE / THREE PHASE PANEL

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

Cost per 200 AMPS						
\$325	X	_____	X	_____	=	\$0

TOTAL						\$0
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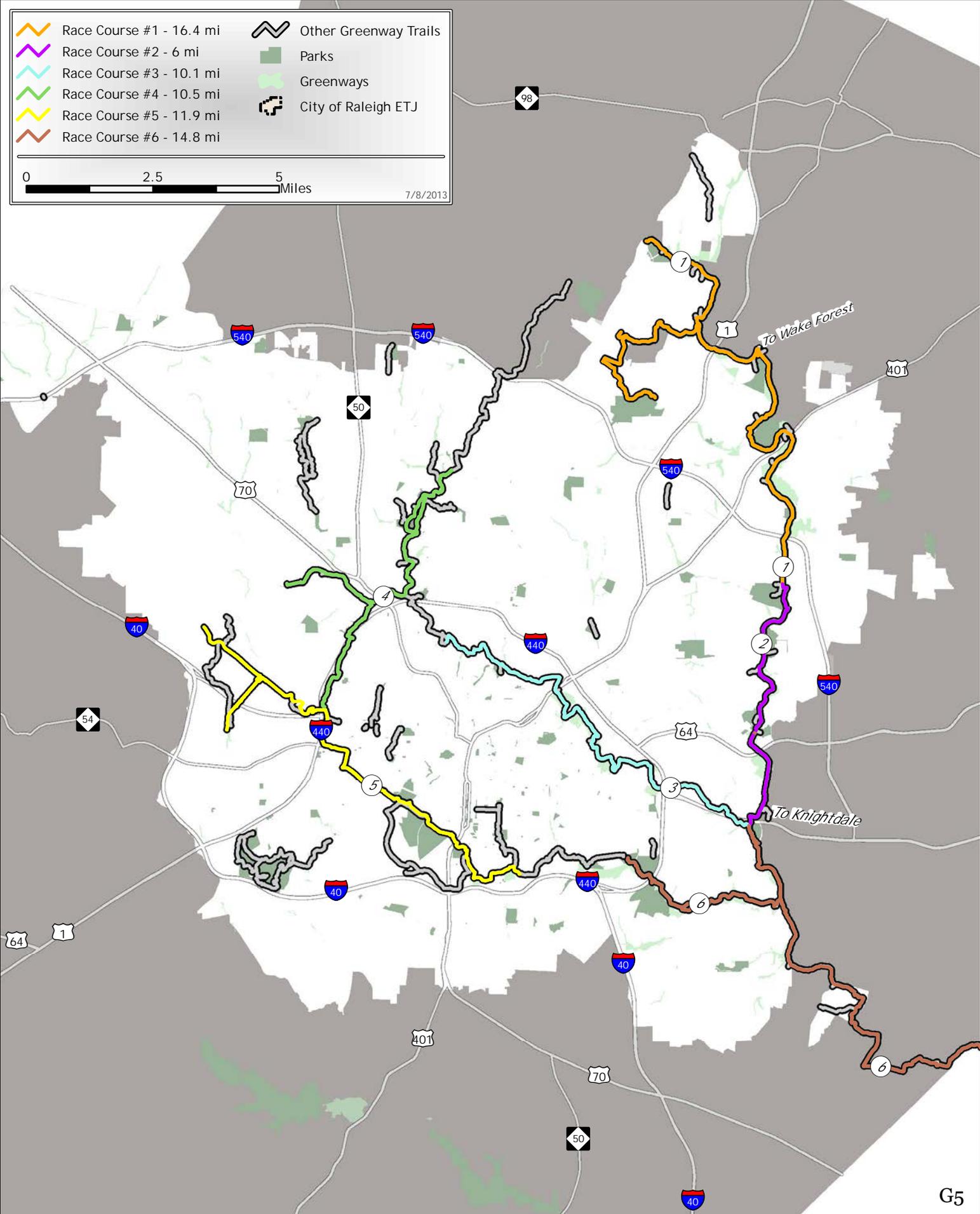
Greenway Trail Race Courses



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

0 2.5 5 Miles

7/8/2013



POSTCARD INSTRUCTIONS (Mailed Notifications)

In order 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 at least 4 weeks prior to the event date. Coordinate with USPS or a local mailing facility to determine the best method for your delivery.

Suggested Postcard Layout. Not to scale.

Postcards must contain:

- Header reading "Official Notice: Special Event Road Closure"
- Name of Event
- Sponsoring Organization(s)
- Date and timeframe of event
- Description of road closures (locations and times)
- Description of event and information about the noise impacts of event, such as music or fireworks, and their timeframe
- Name, email address, and phone number of event organizer
- Website associated with event
- The following statement must be printed on the postcard: "Information regarding this and other special event street closures can be found at www.raleighnc.gov/specialevents"

Required Proof of Notification:

- Submit your postcard template to the Special Events Office for approval at least 6 weeks prior to your event
- Submit a copy of your mailing receipt to the Special Events Office
- Submit either of the following:
 - o List of addresses contacted
 - o Map depicting the geographical boundaries of the area that received notifications

OFFICIAL NOTICE: Special Event Road Closure

Name of Event
Sponsored by: Sponsoring Organization
Date and Time of event
Event website link
Event description and noise impacts, for example "Live jazz music from 4pm – 6pm, fireworks show at 7pm"

Logo or other information

Associated road closures, including street names, specific blocks impacted, and timeframe

Contact information for event organizer, including phone and email

Logo or other information Logo or other information Logo or other information

Return Address
123 Street Dr.
City, State, Zip

Applicable Postage

Include additional information regarding the event, sponsors, and road closures as needed.

Impacted resident first and last name or current resident
123 Street Dr.
City, State, Zip

Information regarding this and other special event street closures can be found at www.raleighnc.gov/specialevents.

CHECK WITH USPS FOR REQUIRED BOTTOM SPACE ALLOWANCE

Tips and Resources:

- To avoid getting returned postcards, add "or current resident" after the name of each recipient
- Have a sample printed piece be verified as "mailable" by the USPS before you pay to print all of your materials. To partake in this free service email a PDF to MDA@usps.com.
- Design a USPS compliant piece: www.usps.com/nationalpremieraccounts/planyourmailing.htm
- Consider Every Door Direct Mail for smaller events: www.usps.com/business/every-door-direct-mail.htm
- Contact the USPS: Eddie Goldberg, USPS Senior Mail Specialist, can assist event organizers as needed. Email: edward.j.goldberg@USPS.gov, Phone: 919-420-5161
- We can provide you with a list of vendors for mailing list providers and other services upon request



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 Kathy Cox with 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

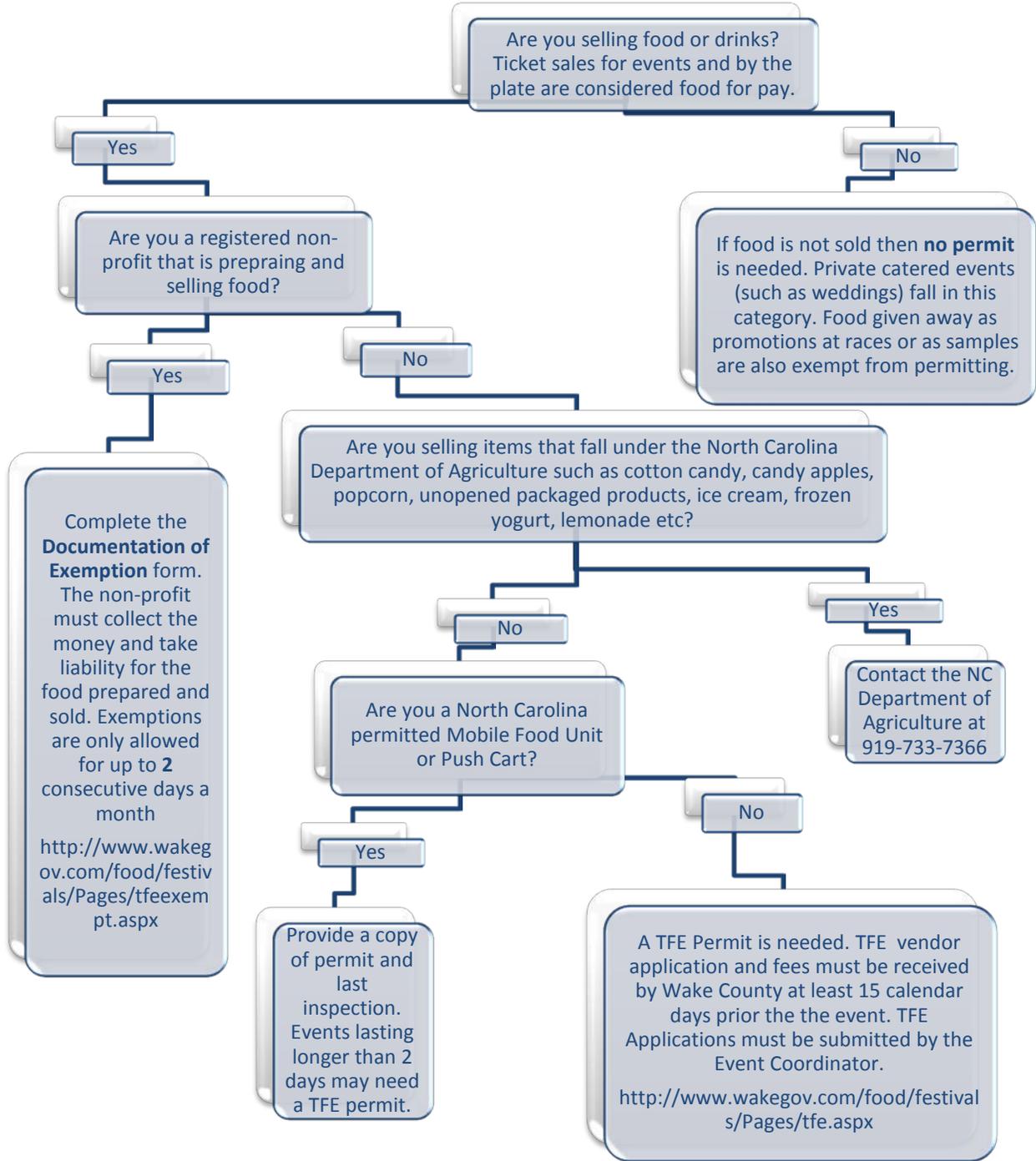
Other Information: Workers' Compensation: The NC Workers' Compensation Act requires that all businesses which employ three (3) or more employees, including those operating as a corporations, sole proprietorships, limited liability companies and partnerships obtain workers' compensation insurance. There 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



[Company/Organization]

Letter of Intent

Attention: City of Raleigh Office of Emergency Management and Special Events

It is my intention to hold **[name of event]** in the year of 2017. We request the Special Events Office to reserve **[event location]** on **[event date]**.

We understand that this letter does not serve as a guarantee to this date, and that certain circumstances may affect this request including but not limited to:

- ❖ Poor performance score
- ❖ Outstanding invoices
- ❖ Street or greenway construction
- ❖ Damages or flooding caused by severe weather
- ❖ Calendar irregularities
- ❖ Scheduling adjustments requested by the Special Events Office that are in the best interest of the City of Raleigh

Furthermore we understand this letter is not a replacement for an official application which we will submit by the appropriate deadline. We understand that failure to submit a completed application in a timely manner negates any and all reservation of aforementioned location on said date.

Sincerely,

[Name]

[Organization]

[Contact Information]

Please note that in your letter of intent you may reserve the same day of the same week of the following calendar year (e.g. the second Saturday in February) or the same exact date of the following calendar year (e.g. February 14th).



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: _____



The City of Raleigh
NORTH CAROLINA



Hosting a Neighborhood Block Party

It's Easy to Apply:

- 1 Submit a Neighborhood Block Party application online at www.raleighnc.gov/specialevents
- 2 Submit the \$50 non-refundable application fee over the phone, in person, or via mail —detailed payment instructions are provided online

Once the Special Events Office receives 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 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.

Why do I need barricades? For the safety and security of your community and event attendees, proper Class II or Class III barricades are required in order 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 (the event organizer) are responsible for attaining the barricades and any associated costs.

What is the difference between a Neighborhood Block Party and a Special Event? Neighborhood block parties are low-impact 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, you should complete the Special Event Application (additional fees and conditions apply—contact our office for details).

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 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: Pam Rose, 919-996-4826, pam.rose@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 ("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.