



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!](#)



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TABLE OF CONTENTS

Applying for a Permit

- Who Needs a Special Event Permit?*..... 1
- Role of Special Events Office*..... 1
- Role of Event Organizer*..... 1
- Events Task Force*..... 1
- How to Apply*..... 2
- Deadlines*..... 2

Fees and Expenses

- Special Events Office Fees*..... 3
- Reimbursement Policy*..... 3
- Additional Service Fees and Expenses*..... 4

Permit Process Overview..... 5

Reservations and Limitations

- Reservation Policy*..... 6
- Special Events Calendar*..... 6
- Event Limitations*..... 6

Event Infrastructure

- Closure of City Streets*..... 7
- Restrooms*..... 7
- Waste Management Plan*..... 7
- Alcohol*..... 8
- Amplified Sound*..... 8
- Food*..... 8
- Tents, Inflatables, other Amusement Structures*..... 9
- Fireworks, Pyrotechnics, other Open Flame*..... 9
- Festivals, Trade Shows and Public Assemblies*..... 9

Event Safety

- Barricades*..... 10
- Emergency Action Plan*..... 10
- Security*..... 10

Public Notification Requirements

- Notification Components*..... 11
- General Event, Road Race & Parade Notifications*..... 11

- Neighborhood Block Party Notifications*..... 12
- Filming Notifications*..... 12

Renting City Facilities

- City Plaza, Astroturf, Moore & Nash Square*..... 12

Parking and Transportation

- Encumbrance of Parking Spaces*..... 13
- No-Parking Postings*..... 13
- Towing*..... 13
- Attendee Transit and Parking options*..... 13

Insurance Requirements..... 14

Event Evaluation

- Performance Scores*..... 15
- Site Visit*..... 15
- Letter of Intent*..... 15
- Feedback form*..... 15

FAQ..... 16

Resource Glossary..... 18

- Moore and Nash Square Usage Guidelines*
- City Plaza and Astroturf Usage Guidelines*
- PRCR Utilities Fees*
- Greenways Section Map*
- Establishment Notification Form*
- Postcard Instructions*
- Emergency Action Plan Guidelines*
- Certificate of Insurance Example Form*
- Guidelines for Insurance Providers*
- Letter of Intent Template*
- Event Evaluation Form*





The City of Raleigh
NORTH CAROLINA



APPLYING FOR A PERMIT

Who needs a Special Event Permit?

Special Event Permits issued through the City's Special Events Office are usually required for **any events that require the use or obstruction of public roads, sidewalks, greenways, and certain other public spaces** within Raleigh city limits, such as Moore and Nash Square or City Plaza. Events we regulate are broken down into the following *types*:

Road Races and Parades: Activity involving running, biking, walking, floats, vehicles, or other means of transportation, involving three or more participants and a fixed course.

General Events: Event that takes place in a stationary location for a specific duration of time, often involving amplified noise, food, beverage, merchandise, or other forms of entertainment. Examples include festivals, performances, rallies, markets, parties, tournaments, ceremonies, and other similar events.

Neighborhood Block Parties: Small-scale activity that closes a small number of blocks on a local-service, residential street. These small-scale gatherings are initiated by and are intended to attract **only** the local residents who live on or in close proximity to the street being closed. They are not intended for the general public.

Filming: Film or still photography production that requires the private use of **any** City property, such as streets, parks, City buildings, etc.

Not sure which type of event you're hosting? Please [contact us](#) before proceeding any further!

Role of Special Events Office

The Special Events Office is the City entity created to assist event organizers with the planning of special events in Raleigh. 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 office is responsible for processing applications, managing the events schedule and public [Special Events Calendar](#), distributing a [Weekly Digest](#) email update to community members, maintaining an [Event Feedback Form](#) for citizens and participants, reviewing all event requests for compliance with the [Raleigh City Code](#), the City of Raleigh [Special Event Policy](#), and any other relevant policies, coordinating between event organizers, city departments, and other agencies to assist in attaining any necessary permits for each event, performing on-site compliance checks, and assigning evaluation scores as needed.

Role of Event Organizer

Event organizers should be responsive to the requests made by the Special Events Office, and should submit all required materials or information by the corresponding deadlines. Communication between the organizer and the Special Events Office is critical before, during, and after the event and will help 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.

Events Task Force

The Special Events Office maintains an Events Task Force (ETF) which includes representatives from various City departments and partner agencies, such as Parks and Recreation, Police, Fire, Public Affairs, Solid Waste, Risk Management, Public Utilities, Wake County EMS, and others. The role of the ETF is to provide feedback and recommendations to the Special Events Office regarding proposed events during the review process.

Private Property & Parks: If your event will be hosted on private property you will not need a Special Event Permit, though your event may require other permitting through the City of Raleigh's [Zoning Department](#). Similarly, most City Parks are regulated by the [Parks, Recreation and Cultural Resources](#) (PRCR) Department and many events in those locations will not require a Special Event Permit, but will require other permitting through PRCR.



APPLYING FOR A PERMIT

How to Apply

There are two main steps that must be completed before the deadline:

- 1** Submit an event application online through the [Special Events Office website](#)
- 2** Submit the corresponding application fee to the City's Revenue Services 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 is at the risk of the event organizer.

Deadlines

If you miss your deadline, we will not review your application. It is the event organizer's responsibility to determine which type of event they are hosting and ensure they apply by the corresponding deadline for that specific type of event. If you are unsure what type of event you are hosting, don't hesitate to contact the Special Events Office. Applications may be submitted up to 1 year prior to the event date.

› **Road Race/Parade: 120 days prior to event**

Note: Currently, no new races may apply to host an event in a high-impact area and no existing races may move into a different high-impact area. We urge new race organizers to [contact the Special Events Office](#) prior to submitting an application. See the City's [Special Event Policy](#) for details.

› **General Event: 90 days prior to event**

This applies to festivals, rallies, concerts, tournaments, day parties, ceremonies, and similar events.

› **Neighborhood Block Party: 30 days prior to event**

Note: We recommend that organizers apply at least 45 days prior to the event date if the block party might require special permitting for the use of tents, food trucks, amusement structures, fireworks, etc.

› **Filming: 1 week—30 days recommended, depending on project**

We recommend that applications for extensive filming spanning multiple days or locations be submitted at least 30 days in advance. Low impact productions can often be processed sooner. We will attempt to accommodate requests within reason but cannot guarantee an application will be reviewed if it is not submitted at least 5 business days prior to the shoot date.

Missed the deadline? Please do NOT submit an application or pay application fees. You will not be reimbursed. We recommend you select another date for your event. Under extenuating circumstances the Special Events Office *may* accept a late application and will charge an additional late fee. To receive permission to apply, the event organizer must submit an appeal in writing, which will be reviewed by the Director of the Special Events Office.



FEES AND EXPENSES

Special Events Office fees

Application fees are NONREFUNDABLE and are due at the time of application submission, prior to the application deadline. **Permit fees** are due upon permit issuance, which must be no later than 15 days prior to the event date. If your event classifies as more than one type of event, please contact the Special Events Office and we will determine which application and permit fee is most appropriate for your situation. Road races need only pay the fee for the longest distance involved in their event.

EVENT APPLICATION AND PERMIT FEES		
Event Type	Application Fee	Permit Fee
Parade	\$100	\$100
Race with distance 5K or less	\$100	\$100
Race with distance over 5K	\$100	\$250
Neighborhood Block Party	\$50	\$0
General Event	\$100	\$250
Filming	\$50	\$50

How to Pay

To submit the application fee, complete the [Application Fee Payment Form, available on our website](#), and submit to the City of Raleigh Revenue Services over the phone, in person, or via mail. Specific instructions are included on the form. **Payment must be completed by the corresponding application deadline.** If your event is approved, the Special Events Office will send you the *Permit Fee Payment Form* which will need to be submitted to Revenue Services at least 15 days prior to the event.

Reimbursement Policy

There is **NO reimbursement** of application fees or late application fees, and **payment of these fees does not guarantee event approval.** However, event organizers will have the option to modify dates and locations at no additional cost if they are denied approval due to a scheduling conflict. Permit fees will be fully reimbursed if an event is cancelled more than 15 days prior to the event date. 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 applications/permits if event is cancelled due to inclement weather or other emergency situations, which will be determined at the discretion of the Special Events Office.

Serving alcohol at your event? ABC Liquor Permit applications are due to the police 21 days in advance, and require the inclusion of your Special Event Permit. Therefore, plan accordingly to pay for and receive your Special Event Permit *over* 21 days in advance of your event date.



The City of Raleigh

NORTH CAROLINA



Additional Service Fees and other Expenses

The following costs for services of City departments and partner agencies involved in the production of special events are outlined for the convenience of the event organizer and are subject to change. This list is not necessarily inclusive of all charges that may incur for any given special event, but reflects the most common event expenses.

FACILITY RENTAL FEES			
<i>Due to PRCR at time of application. PRCR also requires a refundable \$500 deposit.</i>			
Moore Square Rental		\$325 per day	
Nash Square Rental		\$325 per day	
City Plaza Rental		\$250 per day	
Astroturf Rental		\$50 per day	
FIRE DEPARTMENT FEES			
<i>Due upon fire permit request, no later than 15 days prior to event</i>			
Amusement buildings		\$163	
Carnivals/fairs		\$163	
Place of Assembly		\$81	
Tents (per tent over 400 sq. ft.)		\$81	
Large tent (over 15,000 sq. ft.)		\$272	
Pyrotechnics		\$163	
Other Expenses	Cost	Agency	Deadline
Parking reservation fees	Varies	Public Works	30 days prior to event
Off-Duty Police Officers	\$35/hr. per officer	RPD	Contracts must be signed 30 days prior to event. Payment is due the day prior to the event.
Utilities set-up on Fayetteville Street and Moore and Nash Squares	See cost estimates in glossary	PRCR	30 days prior to event
Solid Waste Services cleanup	Varies	SWS	30 days prior to event
Alcohol	\$50	ABC/RPD	Application due to RPD 21 days prior to event
Temporary Food Establishment	\$75	Wake County Environmental Services	15 days prior to event
Insurance	Varies	Insurance Provider	30 days prior to event
Event supplies, including barricade and portable toilet rentals	Varies	Varies	Prior to event
Postcard Notifications	Varies	USPS or other carrier	15 days prior to event

The **total cost of event** will vary depending on which services are required for your event. The Special Events Office will coordinate with each event organizer individually to outline methods of payment for each expense related to their event. Additional information about the role these agencies play with events is provided within this planning guide.



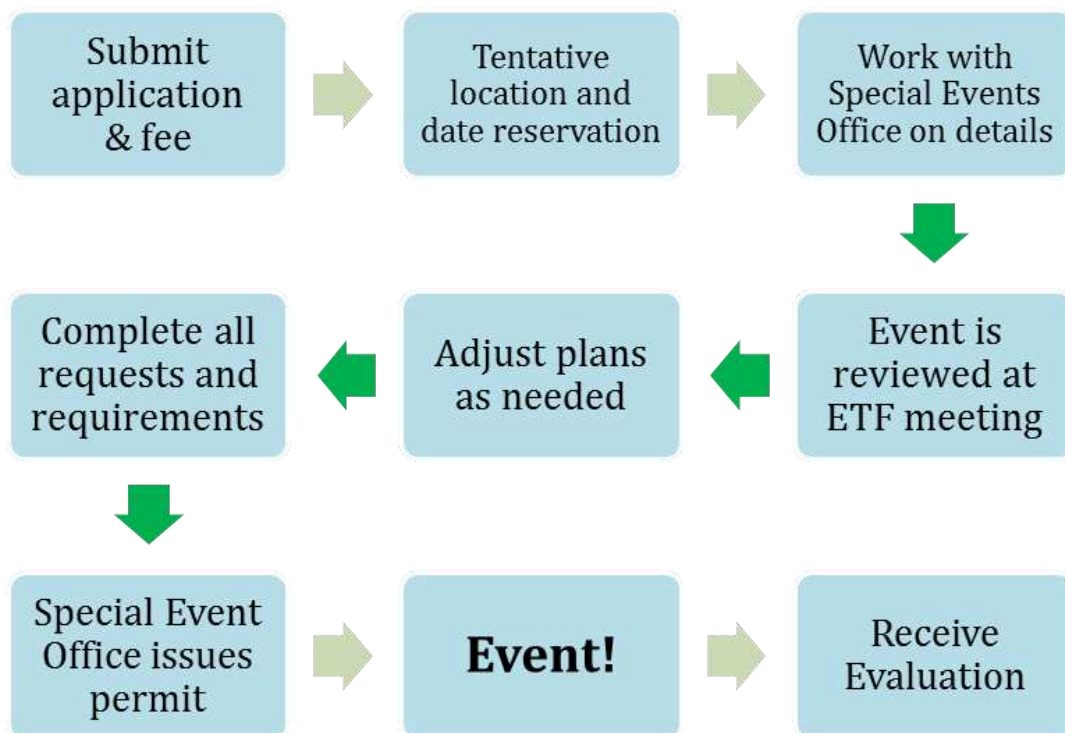
PERMIT PROCESS OVERVIEW

How it works

Depending on the type of event you are hosting, the applicable policies and permitting processes will vary. As we begin processing your materials, we will be in contact with you to provide updates, recommendations, and/or re-requests for additional information to facilitate the approval process. Simultaneously, we will be coordinating with multiple City departments and other agencies to assess the needs of your event, including sub-permits and other planning considerations.

How long does it take?

The process can take anywhere from one week 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.



Individualized assistance: Not all of these steps will apply to every event, as many events involve unique elements and some events are more complex than others. We manage and review each event application individually and strive to ensure that every last detail is addressed. Again, this is why we need ample time for event review.



RESERVATIONS & LIMITATIONS

Reservation Policy

New events will reserve event dates and locations on a first-come, first-serve basis, and dates and locations will be held only after the Special Events Office has received an application and application fee. We encourage new event organizers to contact the Special Events Office at specialevents@raleighnc.gov or 919-996-2200 before submitting an application to confirm that their preferred event venue is available on the proposed date.

Recurring events will have the first priority to reserve the same annual date, provided they receive an acceptable performance score and they submit a *Letter of Intent*. This letter confirms an event's intention to host the same event the following year. This must be submitted within one week of receiving their performance score, or within one week of their event if a performance score was not assigned. This letter will serve as a reservation only, and the event organizer will still need to submit an official application by the corresponding deadline. Failure to submit a *Letter of Intent* will forfeit an event's first priority to the given date/location. You can view a template for the *Letter of Intent* [in the glossary](#).

From time to time, the City Council may need to approve special events of city-wide importance that conflict with previously scheduled events. We will attempt to give at least 12-month notice to an event organizer if their event will be superseded by a council-approved event and we will work with you to reschedule.

Special Events Calendar

The Special Events Office maintains an online [Special Events Calendar](#) providing the community with details about events scheduled to take place on public streets, sidewalks or greenways. You can use this resource to view other planned events and potentially available dates. Information contained within applications is used in developing this calendar.

Event Limitations

In general, the Special Events Office has the discretion to disallow **any** special event if it will create an undue burden on a particular geographic area or the City as a whole. We also have the discretion to disallow any events that have unfavorable reviews from other cities or that are otherwise not in the best interest of the City of Raleigh.

Additional Limitations for Road Races and Parades:

- ◆ *Moratorium on all races in high-impact areas*: Effective immediately through no sooner than January 2016, no new races may apply to host an event in a high-impact area and no existing races may move to high-impact areas (see the [City of Raleigh Special Event Policy](#) for details).
- ◆ No more than 95 road race or parade events may be held per calendar year.
- ◆ No two events using the same or similar routes can occur on the same weekend or consecutive weekends, particularly in higher impact areas. The Special Events Office may take the impacts of major festivals or other large-scale general events into consideration when enforcing this limitation.
- ◆ No more than four race or parade events can occur on the same weekend, regardless of location, and no more than two of those can be major events.
- ◆ No more than two events per year can involve the same section of the greenways (there are 6 sections: NE, N, NW, SE, S and SW) which means there can be no more than 12 greenway races total. All greenway races also count towards the overall 95 race cap. View the greenway sections map [in the glossary](#).
- ◆ Grandfathering of existing races will end effective January 1, 2016.

“Grandfathering” refers to the clause that allows certain historical races to host their events annually despite conflicting with the current [Special Event Policy](#)'s race limitations (see above). As this will end on January 1, 2016, we strongly recommend that affected event organizers begin seeking alternative dates/locations. We will work individually with organizers during this transition to find new annual dates/locations that are not in conflict with the policy.



EVENT INFRASTRUCTURE

Closure of City Streets

Requests for the closure of City streets should be indicated on the event application. The temporary closure of City streets is handled by the Special Events Office on behalf of the City Manager. The closure of a street gives the requestor exclusive use of that street and the sidewalk along the right-of-way for the times requested provided that ADA compliance is met, and typically (but not always) this will include access to all parking spaces within the closed right-of-way as well. It will be the responsibility of the organizer to pay for any lost revenue as a result of the access closure to the parking spaces. Requests for partial-road closures should also be indicated on event application and will be handled through a similar process.

Restrooms

Event organizers are required to provide restroom facilities for attendees, with at least 5% (and at least 1) being ADA compliant. The recommended number of toilets will be decided by the Special Events Office, but the general rule is 1 toilet per every 300 attendees. Event organizers can meet the minimum recommendation either by renting portable toilets or by utilizing the facilities of adjacent, participating businesses (with their permission). The Special Events Office can provide options for companies that rent portable toilets if needed.

Waste Management Plan

The City requires that all spaces be thoroughly cleaned after each use. It is therefore 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 material must be removed completely from the site and all trash and recycling receptacles must be emptied after the event.

The Special Events Office can coordinate to have the City's Solid Waste Services Department make a special post-event collection trip to haul away the waste materials (which must be contained within designated receptacles). The fee for this service varies according to individual event needs.





The City of Raleigh

NORTH CAROLINA



EVENT INFRASTRUCTURE

Alcohol

There are two important components to having alcohol at your event. Firstly, if the event will involve the 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.

Secondly, if your event will involve the sale of alcohol (or a related sale, such as entrance fees or tickets for an open bar), you will require an alcohol permit. These are controlled and issued by the North Carolina Alcoholic Beverage Control (ABC) Commission. Temporary permits for the sale of alcohol can be applied for through the ABC Commission but also require a background check performed by the Raleigh Police Department and a copy of the Special Event Permit indicating the approved road closure and any necessary contact information. 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 all patrons are in compliance with the restrictions that are outlined on the permit. Failure to comply can result in the revocation of the permit or the issuance of citations to the event organizer and/or patrons.

It is important to note that in order to comply with the ABC Commission's current deadlines, the initial alcohol permit application, including the Special Event Permit, will need to be submitted to the Raleigh Police Department at least 21 days prior to the event. **This means that every aspect of the event permitting process will need to be completed over 21 days prior to the event date, so that the Special Events Office can issue the Special Event Permit that will in turn enable the issuance of an ABC permit.** It is crucial to plan ahead and coordinate with the Special Events Office to help ensure that this process runs as smoothly as possible.

Amplified Sound

Requests for the amplification of sound should be indicated on the event application. The temporary waiver of City sound ordinances is handled by the Special Events Office on behalf of the City Manager. While ordinance waivers are granted for some events, 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 any special event may require a Temporary Food Establishment permit from the [Wake County Environmental Services Department](#). The Special Events Office will guide organizers through the process for these permits.





EVENT INFRASTRUCTURE

Tents, Inflatables and other Amusement Structures

If you plan to use an amusement structure at your event, you may require a permit from the Raleigh Fire Department. This includes any of the following:

- › A tent over 400 sq. feet that has 2 or more sides
- › A tent over 700 sq. feet that has 1 or fewer sides
- › Any inflatable structure that persons will enter, such as a bouncy house, that is over 400 sq. feet
- › Any amusement structures that persons will enter, such as mirror houses and haunted houses

Fireworks, Pyrotechnics, and any other Open Flame usage

If your event will involve any flame-related activities, you will likely require a permit from the Raleigh Fire Department. This includes any of the following:

- › Fireworks Displays
- › Pyrotechnics
- › Propane or Open Flame Devices or Performances
- › Bonfires
- › Luminaries and any other use of Open Flame
- › Sky lanterns are generally prohibited within the City limits and would require additional special approval.

Festivals, Trade Shows and Public Assemblies

Depending on the classification of your event, you may require a permit from the Raleigh Fire Department. The following types of events will require not only a Special Event Permit if held on City facilities, but a Fire Department permit as well:

- › Exhibits or trade shows: An exhibition organized so that companies in a specific industry can showcase their products or services, study activities of rivals, and/or examine recent market trends and opportunities.
- › Street Festival, Carnival, or Circus: a large public entertainment, which may include performances, tents, rides, amusement structures, animals, and/or sideshows.
- › Public Assemblage: Any outdoor event where attendance may be over 1,000 persons at a given time

If any of these above listed conditions may apply to your event, this should be indicated on the special event application. The Special Events Office will guide organizers through the process for any Fire Department permits that their event will require.





The City of Raleigh

NORTH CAROLINA



EVENT SAFETY

Safety Barricades

Any event involving the closure or obstruction of a public right-of-way will require safety barricades, variable message boards, and/or the hiring of an off-duty police officer or traffic control. The number and placement of barricades will be 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 will be responsible for renting or purchasing barricades for their event. The Special Events Office can provide a list of 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 exits, crowd managers, emergency notification methods, and how organizers will deal with emergencies. City personnel will review each plan and make recommendation and at times, develop internal Incident Action Plans for certain events. 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 requirements on the number of sworn officers or other security needed for your event. To hire off-duty officers, the event organizer will need to complete and sign a contract with the Raleigh Police Department. The Special Events Office will assist with the coordination of that process.





The City of Raleigh

NORTH CAROLINA



PUBLIC NOTIFICATION

In an effort to improve communications and keep community members fully informed of all events that will impact their area, the Special Events Office enforces the following notification policy. We realize some events have used other effective notification methods in the past and that many annual events are already well-known. However, these requirements were created with an aim to build a city-wide event notification pattern that is consistent, visible, and recognizable to the public, and therefore we will require all event organizers to conform to these guidelines.

Notification Components

All types of special events must include the following in their notifications:

- › Name of Event
- › Name of sponsoring organization, if applicable
- › Date and timeframe of event
- › Description of associated road closures and timeframe of road closures, if different than timeframe of event
- › Description of event including information and timeline for noise impacts of event, such as music or fireworks
- › Name and contact information of event organizer (including a phone number and email address)
- › Website associated with event, if applicable

General Event, Road Race and Parade Notification Requirements

At least six weeks prior to event, communicate the impacts of your event with all businesses and places of worship and learning that are located along the footprint or route, or located on a side street that will be blocked or heavily inconvenienced by the road closures and/or noise impacts of event. Organizers must communicate with a manager or owner via email, phone or in-person, and must record the name and date of conversation and submit that information to the Special Events Office. We have created an *Establishment Notification Form* to assist with this process, which is included [in the glossary](#).

At least 15 days prior to event, all residencies located along footprint or route or on a side street that will be blocked or heavily inconvenienced by the road closures and/or noise impacts must receive a standardized Postcard Notification including all required components. Detailed *Postcard Instructions* including helpful tips are included [in the glossary](#).

In the event of a large apartment or business complex with one main lobby, it is acceptable to work with the building's owner/manager to determine the most appropriate method of event information distribution, such as hanging a flyer in the main lobby entrance or posting to a common forum.

All postcards and flyers must utilize **bright yellow paper and black ink**.

Going above and beyond: This covers our minimum requirements for events but we do encourage, for the benefit of both the event organizer and Raleigh community members, that organizers engage local businesses and use additional methods of information distribution when possible such as social and broadcast media, local calendars and newspapers, etc.



The City of Raleigh
NORTH CAROLINA



PUBLIC NOTIFICATION

Neighborhood Block Party Notifications

At least 15 days prior to event, the event organizer must notify every resident living within the area of the road closure or in close enough proximity that they will be inconvenienced by the road closures and/or noise impacts associated with the event. Any businesses or places of learning or worship must also be notified if applicable. The event organizer can use any form of communication, such as email, phone calls, in-person, flyers or postcards, but must include all required [notification components](#).

Filming Notifications

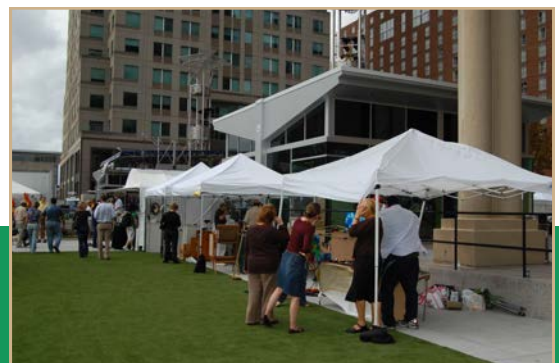
At least 72 hours prior to the film shoot, the organizer must notify all residencies, businesses, and places of worship and learning within the area or in close enough proximity that they will be inconvenienced by the filming impacts. The event organizer can use any form of communication, such as email, phone calls, in-person, flyers or postcards, but must include all required [notification components](#).

RENTAL OF CITY FACILITIES

Moore Square, Nash Square, City Plaza or the AstroTurf

There are certain usage guidelines and rental fees to use these City facilities, which are maintained by the Parks, Recreation and Cultural Resources Department. Rental costs are in addition to other event-related fees. To host an event at any of these locations will require the payment of rental fees and a scheduled walk-through of the location with Parks staff at least 30 days prior to the event date. Additionally, event organizers will be required to submit a **refundable** \$500 deposit for potential damages incurred during the event. The Special Events Office will coordinate these logistics with the event organizer and the appropriate Parks staff member.

View the detailed usage guidelines for each of these facilities [in the glossary](#).





PARKING AND TRANSPORTATION

Encumbrance of Parking Spaces

Requesting a road closure does not necessarily include the reservation of parking spaces within the closed area, so **if your event will require the use of the parking spaces within the road closure you must contact the Special Events Office to specifically request this.** Usually, events that will close a street with metered or restricted parking will automatically include an encumbrance of those parking spaces, but that may not apply to all events so we recommend event organizers confirm this during the permitting process.

Parking space reservation may also be requested separately from a road closure request for certain one-time, non-commercial events. All event-related parking reservation is handled by the Special Events Office on behalf of the City Manager. The reservation of a parking space gives the requestor exclusive use of that space for the times requested. The requestor will be responsible for paying any charges that would otherwise be collected during the requested time.

No Parking Postings

When a need arises for the posting of 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.

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 at 919-996-3855 for assistance.

Attendee Transit and Parking Options

Public transit can be a great option for the transportation of your event attendees. [Capital Area Transit \(CAT\)](#) and the [Triangle Transit Authority \(TTA\)](#) provide both local and regional bus services.

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 has created a detailed [parking lot map](#) of the downtown vicinity, linked for your reference. The City of Raleigh has also implemented a new [color-coded parking deck](#) program to assist visitors in locating their parked vehicle during major events.





INSURANCE REQUIREMENTS

Certificate of Insurance

Events using public property (excluding neighborhood block parties) are required to secure an insurance policy for the event. The event organizer shall purchase and maintain this insurance with an insurance company authorized to do business in the State of North Carolina. Event Organizers must submit their Certificate of Insurance (COI) to the Special Events Office **four weeks prior** to the event date to allow time for review, as revisions or higher limits may be required by the Risk Management Department before final approval.

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

Insured Information

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.

Third Party Insurance

All safety sensitive contractors providing goods or services for the event must also adhere to the above referenced insurance requirements. 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. The Special Events Office must receive a copy of all certificates of insurance for all coverages **four weeks prior** to the event date.

Detailed guidelines for insurance providers and a color-coded Certificate of Insurance example form are available [in the glossary](#).





EVENT EVALUATION

Performance Scores

The Special Events Office will complete an *Event Evaluation Form* following the majority of special events, which will include a performance score measuring the success of event organizers in conforming to all policies and permitted activities. Events with a subpar score risk losing their preferred date, and subpar scores may also result in additional fees or the cancellation of all future events. Event organizers will receive their completed evaluation form within 10 business days after their event takes place. To promote transparency in this process, we have included our current form [in the glossary](#).

Site Visit

The Special Events Office performs routine site visits for various special events. During this visit we will continue to serve as a liaison for event organizers and will help address last-minute event needs should they arise. We will also be ensuring compliance with the regulations outlined in the Special Event Permit, which event organizers are required to have accessible at all times during the events. We will assess compliance with the regulations enforced by other City departments or partner agencies as applicable.

Letter of Intent

If an event organizer receives above an 80% performance score following their event, a *Letter of Intent* may be submitted to reserve the same date and location for the event the following year. You can view a template of this letter [in the glossary](#). This will serve as a temporary reservation only, and the event organizer will still be required to submit a complete application by the corresponding application deadline. If an annual event is cancelled at any point, the event organizer must notify the Special Events Office as soon as possible.

Submitting a *Letter of Intent* is optional, but if it is not submitted the event organizer forfeits the first priority to that particular date and location in future years. If for any reason your event was not assigned a performance score, you must submit a *Letter of Intent* within one week of your event date.

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.





The City of Raleigh

NORTH CAROLINA



F.A.Q.

How do I apply for a Special Event Permit?

You can submit a special event application online at the [Special Events Office website](#), and must also submit the nonrefundable application fee by completing the [Application Fee Payment Form](#) and submitting it to the City's Revenue Services via mail or in person. Simply applying does NOT guarantee that you will be issued a permit.

How do I pay all of the fees?

Application fees are paid at the time of application submittal. This fee is paid to the City's Revenue Services over the phone, in person, or via mail using the [Application Fee Payment Form](#). Other fees like the hiring of off-duty police officers, hooking up power on Fayetteville Street, the usage of Solid Waste Services, or obtaining ABC permit are paid directly to the service provider and these payments will be partially or fully coordinated by the Special Events Office.

What can I do if I miss the application deadline?

If you miss the 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 late application fee. If you miss the deadline and wish to request permission to submit a late application, you must submit this request in writing to the Director of the Special Events Office, who will consider these requests on a case-by-case basis.

Why does my permit take so long to process?

The Special Events Office interfaces with several other City departments and other agencies in order to sign off on the various sub-permits and plans necessary before approving a Special Event Permit. These departments have their own workloads and projects in addition to verifying documents and/or performing inspections. This is one of the reasons why it is critical that you meet the application deadline for your event.

Why was my event permit application denied?

The number one reason why applications are denied is because applicants fail to submit the required documents by the deadline. Please allow adequate time to plan your event, keeping the application requirements and all applicable deadlines in mind during the process.

I'm a vendor and want to sell my product at upcoming events. How can I do that?

We do not coordinate vendors at events. Vendors must work directly with the event organizers to arrange for vending at an event. Event organizer contact information is provided on the online [Special Events Calendar](#) along with other event details.





The City of Raleigh

NORTH CAROLINA



F.A.Q. cont.

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

Provided that the event date and location were available at the time of your submission, your location and date will be tentatively held. The Special Events Office will begin processing your materials and will be in contact with you to provide updates, recommendations, or requests for additional information. Simultaneously, the Special Events Office will be coordinating with multiple City departments and other agencies to assess the needs of your event, including sub-permits and other planning considerations. Submitting an application and paying an application fee do NOT guarantee that you will secure a permit.

There's an event happening that is disruptive to my daily routine. What can I do?

We apologize for the possible disruption to your daily activities due to an event happening in your neighborhood. To report issues related to an event to the City directly, please complete our [Feedback Form](#). The Special Events Office will use this information when reviewing and assessing current and future events. The system is entirely anonymous unless you elect to provide contact information. In many cases the individual event organizer's contact information will be listed on our [online calendar](#), so you can also reach out to that person directly to voice your concerns.

What is an Emergency Action Plan?

It is an outline of the process that would happen if anyone attending the event were to become sick or injured during the event, or if another emergency occurred during the event. This plan should identify emergency exits, crowd managers, emergency notification methods, and how organizers will deal with emergencies. You can view Emergency Action Plan guidelines [in the glossary](#).

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

The Parks, Recreation, and Cultural Resources Department handles requests for the majority of events on park property, with the exception of Moore and Nash Square which are handled by our office. Please visit the [PRCR website](#) for more information and available locations.

What do I need to do to shoot a film, commercial, etc. in Raleigh?

For any filming on city streets, sidewalks, parks, or other City property, you will need to fill out the online [Filming Application](#).





The City of Raleigh
NORTH CAROLINA



RESOURCE GLOSSARY

Moore and Nash Square Usage Guide.....G1

City Plaza and Astro turf Usage Guide.....G4

PRCR Utilities Fees.....G8

Greenways Section Map.....G9

Establishment Notification Form.....G10

Postcard Instructions.....G12

Emergency Action Plan Guidelines.....G14

Certificate of Insurance Example.....G15

Guidelines for Insurance Providers.....G16

Letter of Intent Template.....G17

Event Evaluation Form.....G18





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 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.

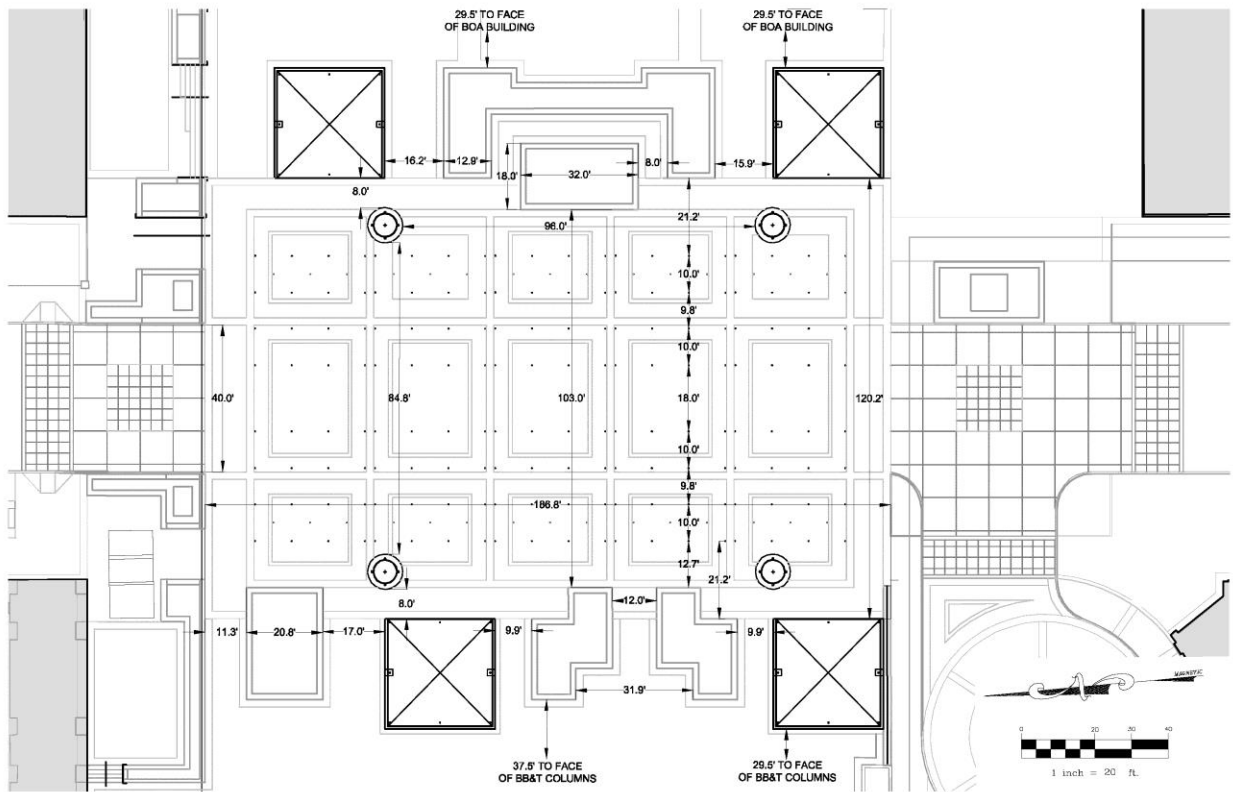
PRCR Refund Policy: 100% refund/credit if the City cancels or denies activity. 85% refund/credit of recoverable fees if patron cancels 14 calendar days or more in advance of first day of program/rental. 100% transfer of recoverable fees if patron requests a change 14 calendar days or more in advance 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:

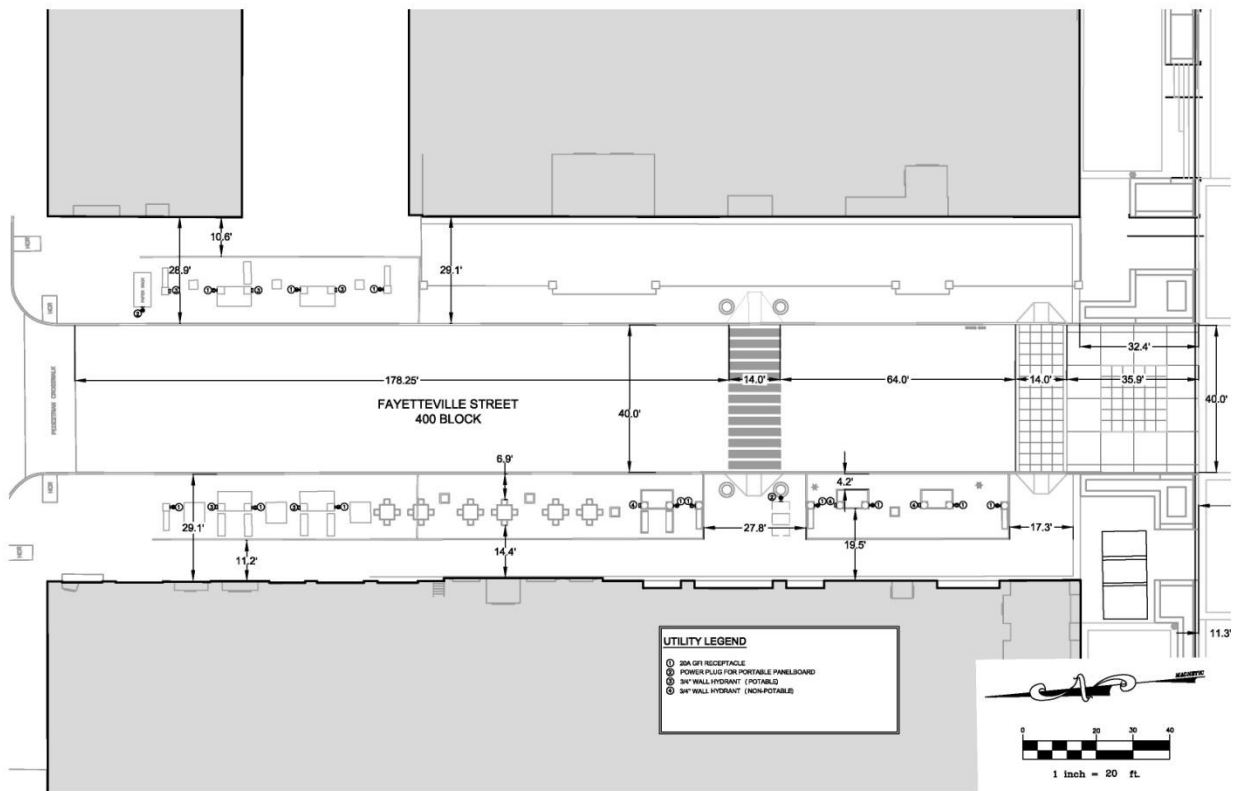
1. If you are approved to have vehicles on the Plaza you must have some form of oil/grease mat to prevent vehicle fluid leaks from getting to the Plaza's pavers/bricks/etc.
2. All tents must be anchored by weighted devices and not stake driven. The NC Fire Prevention Code (NCFC) requires tents, canopies 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:

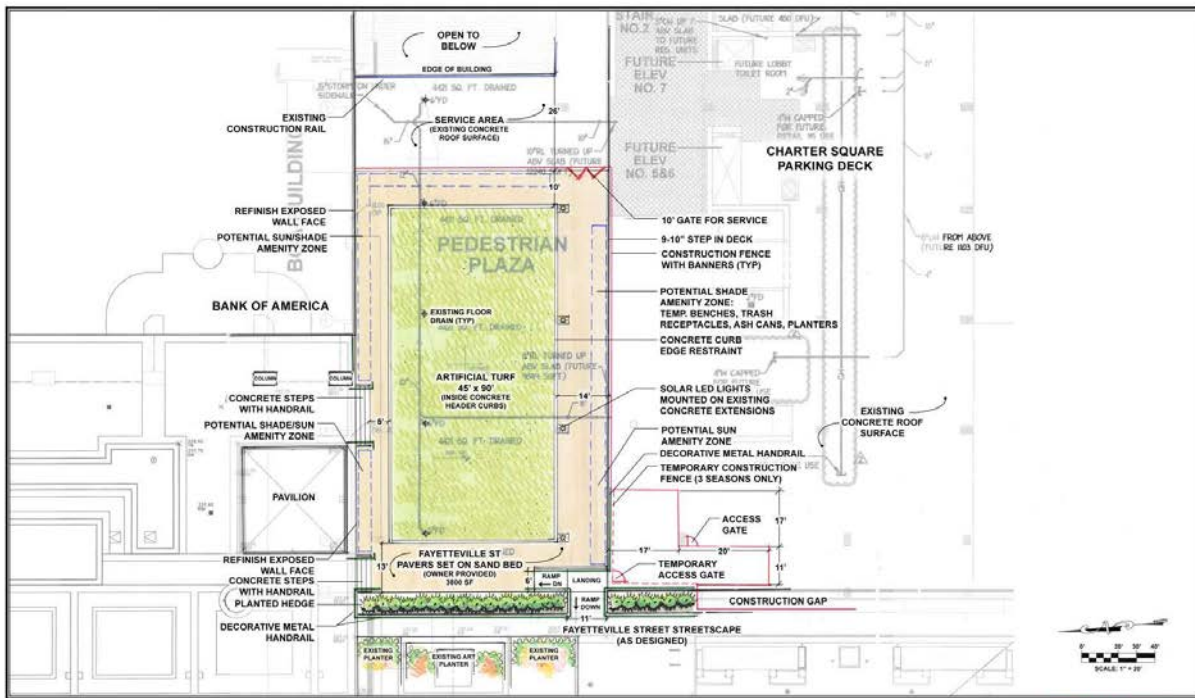


400 Block Fayetteville Street Map:



UTILITY LEGEND	
⊕	25A GFI RECEPTACLE
⊕	POWER PLUG FOR PORTABLE PANELBOARD
⊕	30" WALL HYDRANT (POTABLE)
⊕	30" WALL HYDRANT (NON-POTABLE)

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 design documents, shall be an instrument of service. It is intended 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.
 Copyright Kimley-Horn and Associates, Inc. 2009.



**City of Raleigh
Facilities and Operations**

SERVICE REQUEST FORM

ADDRESS PO Box 590 ■ 222 West Hargett St., Suite 605 ■ Raleigh, NC 27601 ■ PHONE (919)996.3420 ■ FAX (919)996.7108

NAME OF EVENT _____ COMPANY _____
 EVENT DATE _____ ADDRESS _____
 AUTHORIZED PERSON _____ CITY _____
 PHONE _____ STATE _____
 FAX _____ ZIP _____

Grounds Applying For: Moore Square Nash Square Fayetteville St / City Plaza

SERVICE ORDER REQUEST

110 VOLT SINGLE PHASE can accommodate one (1) drop cord.

# OF DAYS	UNIT PRICE	QUANTITY	SUBTOTAL
1 Day Event	60.00		
2 Day Event	80.00		
3 Day Event	100.00		

SPIDER BOX PANEL can accommodate up to six (6) drop cords. 50 AMPS NOT available for Nash Square.

1 Day Event	100.00		
2 Day Event	120.00		
3 Day Event	140.00		

SINGLE / THREE PHASE PANEL is used to accommodate large equipment. 100 & 200 AMPS (Single Phase) are NOT available for Nash Square. 100 & 200 AMPS (Three Phase) is available for Fayetteville St / City Plaza ONLY

100 Amps – Single / Three Phase
For stage to connect pigtails

1 Day Event	240.00		
2 Day Event	280.00		
3 Day Event	300.00		

200 Amps – Single / Three Phase
For panel or main disconnect for stage to connect pigtails

1 Day Event	325.00		
2 Day Event	350.00		
3 Day Event	375.00		

WATER for Fayetteville St / City Plaza ONLY. 400 BLOCK of Fayetteville St have LIMITED water connections.

Hose Bib Connection - Each accommodates one (1) hose bib	Per Day	20.00	
Header Connection - Each can accommodate four (4) hose bibs	Per Day	50.00	

TOTAL _____

PLEASE NOTE

If Facilities & Operations staff work after hours events, an additional fee of \$30.00 per person / per hour will be charged.

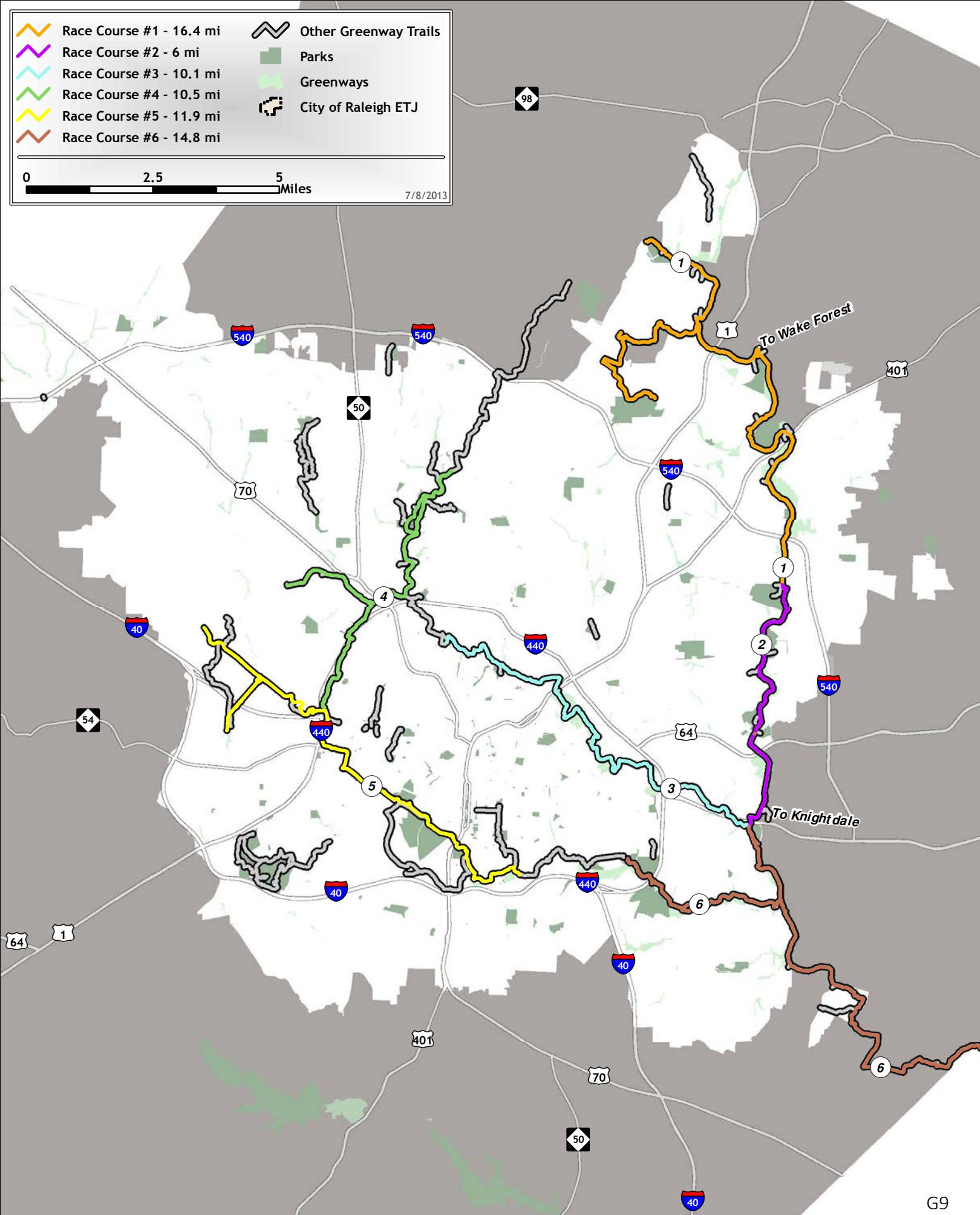
Greenway Trail Race Courses



	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





Special Events Office

Postcard Instructions

The City of Raleigh requires event organizers for General Events, Road Races and Parades to notify residents of the communities affected by road closures via postcard through the United States Postal service (USPS). This requirement was developed with a goal of creating a city-wide event notification pattern that is consistent, highly visible, and recognizable to the public. The recipients of the postcard include any residents living along the event route/footprint as well as any residencies that will be blocked or heavily inconvenienced by the road closures or noise impacts associated with the event.

The following are the required specifications:

- Size: Postcard must be 5.5 x 8.5 minimum
- Paper: Print your postcards with black ink on bright yellow paper, such as Astrobrights brand Lift-Off Lemon. Use a minimum of 80# cover weight.
- Type of Mail: First Class is recommended to ensure quick delivery, but any service is permissible provided that all residencies receive the postcard at least 15 days prior to the event date. This will require advance planning – please coordinate with USPS or a local mailing facility.

All postcards must contain:

- A header that reads “Official Notice: Special Event Road Closure”
- Name of Event
- Name of sponsoring organization, if applicable
- Date and timeframe of event
- Description of associated road closures and the timeframe of road closures, if different than timeframe of event
- Description of event and information about the noise impacts of event, such as music or fireworks, and their timeframe
- Name and contact information of event organizer (including a phone number and email address)
- Website associated with event, if applicable
- The following statement must also be included on all postcards in a minimum of 8 pt. font: “Information regarding this event and other special event street closures can be found at the City’s web site www.raleighnc.gov”

Tips:

- To avoid getting returned postcards, address each postcard to the appropriate person and also include “or current resident”
- The City recommends that a sample of the printed piece be verified as “mailable” by the USPS before you print the full amount required for mailing as the USPS changes requirements often. You can email a PDF to MDA@usps.com, a free service provided by USPS that can help you with this.
- The City recommends that you get a receipt of your mailing from the USPS as proof of completion. If you use a mailing service they can provide this to you after dropping the mailing at the USPS.

Resources:

- Designing a USPS compliant mail piece:
<https://www.usps.com/nationalpremieraccounts/planyourmailing.htm>
- Every Door Direct Mail, a potential option for smaller events:
<https://www.usps.com/business/every-door-direct-mail.htm>
- If you are in need of online mailing list providers or other mailing service options outside of USPS, we can provide you with a list of vendors and websites that we are aware of. We do not endorse any of these vendors.
- Contact the USPS: Eddie Goldberg, USPS Senior Mail Specialist, is familiar with the City's Special Events notification requirements and is available to assist event organizers as needed: email: edward.j.goldberg@USPS.gov, phone: 919-420-5161

For suggested layout of the postcard, see sample below. Dimensions are not to scale.

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 event and other special event street closures can be found at the City's web site www.raleighnc.gov	
CHECK WITH USPS FOR REQUIRED BOTTOM SPACE ALLOWANCE	



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.



CERTIFICATE OF LIABILITY INSURANCE

HOPSC-2

OP ID: AT

DATE (MM/DD/YYYY)
08/12/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurnce Agent/Broker Name Insurnce Agent/Broker Street Address or P.O. Box Insurnce Agent/Broker City, State & Zip Code Contact & Phone Number	CONTACT NAME: Name
	PHONE (A/C, No, Ext): Phone Number FAX (A/C, No): E-MAIL ADDRESS: Email Address
INSURER(S) AFFORDING COVERAGE	
INSURER A : Name of Insurance Company	Enter NAIC#
INSURER B : Name of Insurance Company (if applicable)	Enter NAIC#
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			Enter Policy #	Effective Date	Expiration Date	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ included/amount
A	AUTOMOBILE LIABILITY - check all that apply <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			Enter Policy # (if applicable)	Effective Date	Expiration Date	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$			Enter Policy # (if applicable)	Effective Date	Expiration Date	EACH OCCURRENCE \$ associated limit AGGREGATE \$ associated limit
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below			Enter Policy # (if applicable)	Effective Date	Expiration Date	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 100,000
A	Liquor Liability			Enter Policy # (if applicable)	Effective Date	Expiration Date	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

If your event is not in City Plaza this must read:

The City of Raleigh is additional insured for General Liability

If your event is on City Plaza this must read:

The City of Raleigh and the Downtown Raleigh Alliance are additionally insured for General Liability

COLOR KEY - COI example form

Yellow: required limits for all events

Pink: required limits for parades that have floats or events involving other moving vehicles

Green: may be required to meet required limits for GL, AL, EL

Blue: required limits for events hiring off-duty Raleigh Police

Purple: required limits for events selling/consuming alcohol

Other: additional fields may be required or waived, at the discretion of the Risk Management Dept.

CERTIFICATE HOLDER

City of Raleigh
P.O. Box 590
Raleigh, NC 27602

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Signature of authorized representative

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Risk Management Guidelines for Insurance Providers

Captions Below Correspond to Specific Sections of the COI

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.

Questions: Contact Precious Seabrooks at 919-996-2243 or Kathy Cox at 919-996-4956 in Risk Management



Special Events Office Letter of Intent Template

Attention: City of Raleigh Special Events Office

It is my intention to hold **[name of event]** in the year of 2015. We request the Special Events Office to reserve **[event location]** on **[event date]**. We understand that this letter does not serve as a replacement for an official application which we will submit in a timely manner. We understand that failure to submit a completed application 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:

Category	Concerns or Comments	Score
Pre-Event (40 points) <ul style="list-style-type: none"> - Application submitted on time - All city requirements met at least 15 days prior to the event (documents, permits, contracts, insurance ...) - Notification Plan completed in accordance with the Notification Policy - Event organizer readily available - All deadlines met for other city agencies - Compliance with all Special Event Policies and all other applicable city, county, and state policies - All payments received on time 		
Set Up and Event (40 points) <ul style="list-style-type: none"> - Proper number of off duty police officers on site - Additional required personnel on site - Required number of barriers and/or cones in place - Recommended number of portable toilets in place - Event Organizer or designee available by phone or on site - Compliance with all Special Event Policies and all other applicable city, county, and state policies 		
Post Event (20 points) <ul style="list-style-type: none"> - Footprint and surrounding areas cleaned - All trash removed and trash receptacles emptied - All signs removed from the footprint - Bills paid within 15 days of receipt - Overall impact of event 		
Note: Not all subcategories will apply to every event		<u>Total</u>

THIS IS AN EXAMPLE FORM ONLY. THE OFFICIAL EVALUATION FORM IS SUBJECT TO CHANGE.