



CITY OF HAMLET SPECIAL EVENTS POLICY

Special Events are very important to the quality of life for the residents of Hamlet. These events bring a special excitement and vitality to the community. Special Events can produce endless benefits such as personal, social and economic growth and development, as well social and environmental awareness.

When determining the appropriateness of holding a special event in conjunction with the City of Hamlet or located on City Property or Public Rights-of-Way, the overall context of whether City resources are being managed appropriately needs to be evaluated. Approval of a Special Event will be determined once a completed application has been received, reviewed and evaluated by the appropriate City staff and it has been decided that use of public space and allocation of public resources are appropriate.

Please review the attached Special Events Policy for the City of Hamlet, which includes the permit application and all information that will be necessary to plan, coordinate and receive approval for your event. Questions should be directed to the City Hall at (910) 582-2651.

All applications and support documents should be directed to:

Hamlet City Hall
ATTN: Special Events Permit
PO Box 1229
Hamlet, NC 28345

(Physical Address: 201 W. Main Street, Hamlet, NC.)

**CITY OF HAMLET
SPECIAL EVENT POLICY**

GENERAL POLICY

For purposes of this Policy, “Special Event” is defined as an event or festival or other Recreational, Cultural, Entertainment, Community or Social Awareness activity held to engage the community and promote tourism, raise money for profit or fundraising, showcase local talent, expose artists and performers to new audiences, invigorate community spirit, provide economic, health and wellness, or social benefits to a community or organization. Special Events may or may not be sponsored or cosponsored by the City of Hamlet.

All Special Events are required to submit an application for their event each year. Previously held Special Events and Special Events which have received City Sponsorship must reapply each year that the event is held and request sponsorship from the City if desired as there is not an automatic renewal.

GENERAL REGULATIONS

The general regulations of this subsection shall apply to all allowed special events unless otherwise expressly stated.

- A) **Signs.** All special event signage must meet the requirements of City of Hamlet Sign Ordinance as administered by the Zoning Administrator.
- B) **Conditions of Approval.** Special Events shall not violate or deviate from any applicable laws, rules, regulations, City Ordinances, conditions of approval for the site or conditions noted in the Special Event Permit approval.
- C) **Obtain all other applicable permits and approvals.** The Event Organizer must obtain all other required permits and approvals prior to the event. This may include but is not limited to ABC permits, authorization for road closures, rental/reservation of public property and/or rights-of way.
- D) **Pre-Application Meeting.** Organizers of events should first contact the City at least four months in advance of the event date to schedule a preliminary, reapplication review to determine the scope of the event and which departments or additional permits might be required for event approval.
- E) **Evaluation Criteria.** The City of Hamlet utilizes the following criteria when evaluating and scheduling Special Events:
 - 1) The nature of the event and how it can serve the City of Hamlet and its residents.
 - 2) The dates and times during which the proposed event will occur including setup and breakdown time.
 - 3) The location(s) of the Special Event and whether the location(s) inhibit the safe flow of vehicular and pedestrian traffic in the City.
 - 4) Whether the activities are in compliance with other applicable laws and City ordinances.
 - 5) Whether the event is to benefit non-profit community service organizations.
 - 6) The general health, safety and welfare of the participants in/or attending the event and the citizens of Hamlet.

- 7) The impact and /or cost of the event on City support services.
- 8) The frequency of the event or similar event(s).
- 9) If alcohol is intended to be served.

TYPES OF SPECIAL EVENTS

Special Event Permits are required for the following:

A) Major Special Events shall be allowed as follows:

A Special Event Permit is required for any public event held on City Property or on Public Rights-of-Way at one time.

Commercial events or festivals that generate profit for the private sector shall be permitted only if the applicant submits evidence to the City Manager or her/his designee that the festival constitutes a community service.

B) Parades / Runs / Walks shall be allowed as follows:

A Special Event permit is required for any parade, run or walk. The Event Organizer is responsible for the cost of all City services incurred in connection with the parade/ run/ or walk.

The City of Hamlet Police Department may require the organizer to provide for one or more escorts as deemed necessary. The Hamlet Police Department will determine final parade security. If officers and/or cars are deemed necessary by the Hamlet Police Department the Event Organizer is responsible for the costs incurred (unless sponsored by the City).

REQUIREMENTS

Special Events shall be allowed in accordance with the standards of this subsection.

A) Security. If the City of Hamlet determines that security is needed for an event, that security must be coordinated through the City of Hamlet Police Department.

- i. The appropriate number of extra-duty and or on-duty officers will be determined by the Chief of Police or his/her designee.
- ii. The expense of providing extra-duty officers for the event is the responsibility of the Event Coordinator under policies set forth and adopted by the City of Hamlet.
- iii. If it is determined that security is required, the security plan must be submitted to and approved by the City of Hamlet Police Department.

B) Fire Safety. In compliance with the City of Hamlet and North Carolina State Fire Prevention Code, the Hamlet Fire Department may require the applicant to develop a plan for provision of safety service, both for the participants of the event and for person(s) directly or indirectly affected by the event. This plan must be reviewed and approved by the Hamlet Fire Department before the event.

- 1) **Emergency Action Plan.** In compliance with the North Carolina State Fire Prevention Code, the Hamlet Fire Department may require an event to develop an Emergency Action Plan for provision of safety services, both for the participants of the event and for persons directly or indirectly affected by the event. An Emergency Action Plan, or EAP, defines the

coordination of necessary actions by the Host Organization and the responsible municipal, county, and State officials to provide for timely notification, warning, and evacuation in the event of an emergency. The EAP must be tailored to site-specific conditions as required by the Hamlet Fire Department before a permit can be issued. The deadline for submission of an EAP is no later than five business days in advance of the event.

The EAP outline should adhere to the following standard rules of order:

- a. General Summary Paragraph
- b. Purpose of Emergency Action Plan
- c. Assumptions of Emergency Action Plan
- d. Basic Plan
 1. Event Director Contact: Name & Number
 2. Emergency Notification Procedure
 3. Severe Weather. Every EAP must include a reference to the “30/30 Rule for Lightning.”
 4. Fire. A fire protection plan if the event includes activities that may present a fire risk.
 5. Medical Emergencies. An EMS ‘first responder’ and/or ambulance service coverage plan.
 6. Law Enforcement
 7. Emergency Vehicle Access. An emergency vehicle access Map into and out of the event area.
 8. Egress/Evacuation/Location map. A map showing the routes for egress and evacuation which are integral to the production of the event, a parking plan and a concession placement map.
- e. Event Emergency Contact Information (Primary, Secondary, Police, Fire and Rescue).
- f. Based on your event plan and components, City of Hamlet Fire Department may require an inspection of your event site before and/or during the event.

C) **Sanitation and Recycling.** Unless notified otherwise, the Event Organizer is responsible for making arrangements for litter and debris cleanup of the special event site both during and after the event. The Event Organizer is responsible for all costs should the City be required to clean up following the event.

1) The Event Organizer should understand the following:

- a. The Event Organizer is responsible for arranging for the proper disposal of grease and other similar waste with a private service or agency in advance of the event.
- b. The Event Organizer will post an additional refundable clean-up deposit if the event is approved.
- c. Improper disposal or spills may be classified as a hazardous waste and result in fines in accordance with Chapter 2703.3 of the North Carolina Fire Prevention Code.

D) **Insurance & Liability.** Event Organizers shall assume all risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of the Organizer's operation. The Event Organizer shall indemnify, defend and save the City harmless from any penalties for violation of law, ordinance, or regulation affecting its activity and from any and all claims or suits for damages or losses (including, but not limited to, attorney's fees and other litigation expenses) for personal injury and for property damage directly or indirectly arising out of or in connection with the permitted activity or conduct of its operation or resulting from the negligence or intentional acts or omissions of the Event Organizer or its officers, agents, volunteers and employees.

1) The Event Organizer should understand the following:

- a. If required by the City, the Event Organizer must furnish a fully paid liability damage insurance policy procured from a company licensed to do business in North Carolina. **All event organizers with co-sponsored status must provide for this requirement.** This policy must protect the City of Hamlet, 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 organizer of the Special Event. The City of Hamlet must also be named as an additional insured.
- b. The City of Hamlet must receive a copy of insurance policy no less than 10 business days prior to the event. Insurance requirements are as follows: A minimum of \$1,000,000 for personal injury per person, \$1,000,000 for personal injury for aggregate liability and \$1,000,000 for property damage each occurrence, or certificates of insurance acceptable to the City are required.

E) **Electricity.** Any and all electrical requirements beyond those that already exist at the proposed event location must be provided for by a licensed electrician contracted by the Event Organizer. Any and all additional electrical work installed at the proposed event location must be permitted, inspected and approved by the City of Hamlet. Specific requirements for the use of electricity must be submitted and approved at the time of the application for a special event permit.

F) **Toilets.** The Event Organizer is responsible to provide adequate on-site toilets to facilitate the specific needs of their event.

- 1) Events with co-sponsorship agreements with City of Hamlet are not exempt from this requirement and are responsible for the costs incurred.
- 2) The number of toilets is determined by the type and size of event in consultation with the City of Hamlet.
- 3) Handicapped accessible toilets are required for all special events requiring portable toilets.
- 4) All portable toilets must be maintained daily if contracted for a multiple day event.
- 5) The planned use of City of Hamlet restroom facilities as sole or primary restrooms for the event may require a fee for use.

G) **Noise.** Permission to include music or amplified sound, including megaphones, as part of a special event may be given, provided that compliance with the City's noise ordinance is assured. Event

Organizers should be sensitive to local businesses and residences when preparing sound equipment for special events.

- 1) The City reserves the right to limit the sound amplification equipment so that it will not unreasonably disturb non-participating persons around the event.
- 2) Complaints of loud, disturbing, or unnecessary noise in violation of the Noise Ordinance can result in the immediate revocation of the permit by the City of Hamlet Police Department.

H) **Food Sales.** The Event Organizer is responsible for arranging for all food permits and approvals from the Richmond County Health Department.

The Event Organizer should understand the following:

- 1) All rules and regulations regarding any food preparation and service as established by the Richmond County Health Department must be followed.
- 2) A fee may be required per booth per event.
- 3) A Fire Inspection is required to make sure all fire safety equipment is in place.
- 4) Inspectors have the right to close booths operating outside of health regulations.
- 5) All permits must be clearly displayed.
- 6) No glass bottles are allowed on City property.
- 7) All clean-up including grease removal and proper disposal is the responsibility of the Event Organizer. Grease disposal in City sewer or storm-water drains is prohibited and subject to fines.

I) **Vending.** The Event Organizer is responsible for procuring vendors for the event. Vendors approved by the organizer for the special event shall be required to secure applicable City of Hamlet Licenses for the time period of the event.

J) **Alcohol.** Alcoholic beverages are prohibited on City property without special permission from the Hamlet City Council or their designee. Such use may be authorized only when the City of Hamlet determines that such use will not materially endanger the public safety and will not unreasonably disrupt surrounding property owners and when the Chief of Police or the Chief's designee has reviewed and approved the application and permit, and when the applicant establishes to the City:

- 1) It is a not-for-profit entity;
- 2) Any license for the sale or distribution required by the Alcoholic Beverage Commission has been obtained and
- 3) The outdoor special event is within the Central or General Business Districts or another location approved by City Manager.
- 4) The permit will specify whether malt beverages or wine are permitted at an outdoor special event and, if so, what conditions are required.

K) **Tents, Stages, Accessories, etc.** Temporary structures, containers or storage tanks required for the event may require a safety inspection by the Hamlet Fire Marshal. The City of Hamlet defines and

classifies any structure, enclosure, or shelter constructed of canvas or pliable material supported in any manner as a tent. Temporary structures such as decks, platforms, stages and kiosks will in most cases require a permit. Additional fees may apply per the City of Hamlet Fee Schedule.

- 1) All tents are required to have flame retardant certification and this must be verified by the City. The Event Organizer must provide the following:
 - a. A copy of flame retardant certification (This should be attached to the tent, and inspector will check and approve in the field)
 - b. A site plan showing the location of the tents
 - c. A description of the activity(s) to be conducted under the tent(s)
 - d. A method of providing adequate anchorage against collapse from winds or other loads.
 - e. No tents may be staked into asphalt.
 - f. All tents must be secured or weighted down at all corners.
 - g. No tent may be erected in front of a building used as a place of public assembly, within fifteen (15) feet of a fire hydrant, or in any way obstructing any building exit or doorway.
 - h. Tents may not block streets such that Public Safety deems the layout / location dangerous or inappropriate for public safety.
 - i. All tents may be inspected and approved before occupancy or use by the public
 - j. At least one UL rate 2A: 10BC extinguisher shall be provided for all tents where there is cooking. Additional extinguishers may be required after the inspection.

L) **City of Hamlet Use Fees.** Special Event Use Fees may be charged for the use of City Parks, Streets, Lanes, Sidewalks, Greenways, Multi-Use Paths, Personnel or other City facilities according to the City of Hamlet Fee schedule.

M) **City of Hamlet Vehicle and Pedestrian Rights-Of-Way.** Blocking of all or a portion of a Right-of-Way will require approval from the City. Procedures for Street Closure include:

- 1) Complete the temporary street closure section of the special events application which must contain a description, length, purpose, date and time of the closure.
- 2) Submit a diagram or map of the proposed closure and identify if any of the streets requested for closure are NCDOT maintained roads. Indicated number and location of proposed barricades. Include directions for vendor set-up/ drop off and timeframes where limited vehicular access will be allowed.
- 3) The Hamlet Police Department reviews and/or develops a traffic control plan for the closure.
- 4) The Hamlet Police Department will approve or disapprove the street closure and notify all other applicable departments as to the decision. In some cases, meetings will be held among these parties prior to the permit approval.

- 5) Events such as Festivals, Walks, Runs, Races and any similar activities held on City-owned property or on public rights-of-way within the City require a traffic control plan completed in conjunction with the Hamlet Police Department.
- 6) Closings require the use of traffic control devices as set forth in the MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.

NCDOT Roadways. Any North Carolina Department of Transportation State Highway or road must receive permission to be closed by NCDOT.

Personnel. Special Events which requires manpower to either be pulled away from City of Hamlet daily job tasks or for additional staff to be scheduled to cover workloads will be charged by Departments which determine that staff needs to allocated.

City Facilities. Special events where public buildings or facilities are designated to accommodate all or a majority of needed restroom or other staging or event activities must have approval from the Director of the appropriate department. A fee may be charged based on the impact to the facilities programs and resources.

- N) Public Notification.** Event Organizer must provide public notification to all immediate adjacent businesses and residents of the date and time of the event with a description of the roads to be closed a minimum thirty (30) days before the event. A copy of the notification must be submitted to the City of Hamlet. Re-occurring events with an annually established date are exempt of notification requirements.

CO-SPONSORED EVENTS

The City of Hamlet has acted as a co-sponsor for various Special Events such as the Seaboard Festival, Hamlet Christmas Parade, Old Fashioned Christmas, Hamlet 4th of July, and Train Day, etc. Much time and planning in addition to financial resources, goes into these events. Through co-sponsorship, the City may provide: staff support, logistical support, equipment usage, technical assistance and other in-kind support. While recognizing that these events add to the quality of life in the community, help to bring the community together, and foster economic growth the City also must be very careful in which events it chooses to co-sponsor. Because of the number of requests and demands placed on City Departments during these events, it is impossible to co-sponsor every event where a request is made. Staff time, availability of equipment, the nature of the event, and several other factors are taken into account on deciding whether or not to co-sponsor an event.

- A) Criteria for Co-Sponsorship.** The following criteria are used when determining co-sponsored Events:

- 1) The requesting applicant must represent a non-profit organization as defined by state or federal tax law.
- 2) Priority will be given to Hamlet based groups/ chapters / organizations.
- 3) The proposed event is community focused and / or recreational in nature.
- 4) The proposed event is open to the general public.
- 5) The proposed event has been planned to facilitate a positive impact to the community.

6) **Eligibility for co-sponsorship status is based on successful completion and submittal of application, agreements, and letters of petition.**

B) **Conditions of Co-Sponsorship.** The Event Organizer should understand and agree to the following if requested:

- 1) All requests for co-sponsorship must be approved by the Hamlet City Council. Requests for co-sponsorship must be received no less than 120 days before the event.
- 2) Applicant must receive permission from the City prior to raising funds through the event at least 60 days in advance of the event.
- 3) Applicant shall be accountable for all income and expenditures to the City of Hamlet. A detailed financial statement may be required and must be provided within 60 days of the completion of the event.
- 4) Applicant will provide to the City a clear and detailed record of the event's needs from the City at the time of application for co-sponsorship status.
- 5) Where applicable, the applicant shall provide at no cost, one booth space (or the equivalent thereof), at a mutually agreeable location at the event for the use by the City of Hamlet as determined by the City.
- 6) Group or organization must include in **all publicity, including print, video, television and radio**, that the event is co-sponsored by the City of Hamlet. Any expense associated with this recognition shall be borne by the applicant and approved at least 30 days in advance by the City.
- 7) The City of Hamlet will be given name, logo and banner representation in tandem with the co-sponsors name, logo and banner representation. Any expense associated with that representation shall be borne by the applicant.
- 8) Applicant will provide clear spoken recognition of the City of Hamlet and its contribution at any events or functions utilizing live entertainment or speakers. Any expense associated with that representation shall be borne by the applicant.
- 9) Applicant will provide for the City of Hamlet, a wrap up package consisting of copies of all media coverage including, radio, print and television ads and feature stories that relate to the event. Any expense associated with that representation shall be borne by the applicant.

SPECIAL EVENTS SPONSOR/ CO-SPONSOR AGREEMENT

We, _____ do hereby agree to the following conditions in order to be considered for sponsorship or co-sponsorship by the City of Hamlet.

1. Group or organization must be recreational in nature or principle, or provide tangible benefit to the community.
2. Group or organization must be a 501c(3) and be accountable for all income and expenditures to the City of Hamlet, and provide a detailed financial statement to the City annually or after completion of the event.

Any or all financial records are subject to audit by City of Hamlet.

3. Group or organization must submit application **120 days before** an event, which includes the following:
 - a written plan for the event together including a narrative description of the event
 - a budget for the event
 - a marketing plan for the event
 - a logistics plan for the event.
4. Group or organization’s activities must be open to the general public.
5. Group or organization must include in **ALL PUBLICITY**, including print, video, television and radio, that the activity is cosponsored by the City of Hamlet with the City receiving significant name, logo and banner representation in tandem with the cosponsors name, logo and banner representation.
6. Events held by the group to raise funds must obtain permission in writing **at least 120 days prior to the date your event is scheduled**. This permission will be based on the following:
 - How the funds will be raised?
 - Proposed use of the funds raised?
 - Group or organization’s history of rendering community benefit.
7. No activities/events may be held at a facility, which – would result in monetary gain for an individual.
8. **NO ALCOHOLIC BEVERAGES** will be allowed at any outdoor event, without prior approval and all necessary permits.
9. The City of Hamlet shall appoint a representative to serve as staff/liaison to the group or organization.
10. Group or organization must provide a \$1,000,000 certificate of insurance which specifically lists the City of Hamlet as an additional insured.
11. Group or organization hereby assumes all risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of the Permittee’s operation. Event Organizer hereby expressly agrees to indemnify, defend and save the City harmless from any penalties for violation of law, ordinance, or regulation affecting its activity and from any and all claims or suits for damages or losses (including, but not limited to, attorney’s fees and other litigation expenses) for personal injury and for property damage directly or indirectly arising out of or in connection with the permitted activity or conduct of its operation or resulting from the negligence or intentional acts or omissions of Permittee or its officers, agents and employees.
12. Group or organization must provide information and/or perform such other duties as may be required by the City of Hamlet
13. After the initial event and approval, this co-sponsorship agreement may be reviewed annually by City of Hamlet representative and group/organization representative provided that the parameters, purpose, and organization of the event to not substantively change.
15. The Event Organizer will provide a booth space (or equivalent thereof), at a mutually agreeable location at the event, for the use of City of Hamlet free of cost. Any cost associated with this shall be borne by the applicant.

Special Event Organizer **Date** _____

President of Group/Organization **Date** _____

Address _____ **City** _____ **State** _____ **Zip** _____

Primary Phone _____ **Email Address** _____

ACCEPTED: _____ **Date** _____
City of Hamlet Approved: _____



City of Hamlet

SPECIAL EVENT APPLICATION

Please note the sponsoring entity must demonstrate that the special event will benefit the general welfare of the City and that such benefit will outweigh any public costs associated with the event. Attach any additional sheets needed for the completion of this application.

Note: The person responsible for the special event, or his/her designee, must be present for the duration of the event.

Name of Special Event: _____

Entity Sponsoring Special Event: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

Person Responsible: _____ Mobile Phone: _____

Description of Special Event: _____

Dates Requested: _____ Hours of Operation: _____

Location (attach map and/or diagram if necessary): _____

Public Purpose (state how this event will benefit the general welfare of the City): _____

Public Services (state public services needed such as street closure, Police and cleanup): _____

Name of Insurance Agency _____ *Please attach Certificate of insurance with application.

“Hold Harmless Agreement”

By signing this agreement the sponsor will hold harmless the City of Hamlet, its officers, employees and agents, staff, free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional and attorney’s fees and other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind and character in connection with or arising directly or indirectly out of this element and/or performance here of and caused by the negligence of the Sponsor. The Sponsor will take full responsibility. The City will not be held responsible for personal items or property used as part of the event.

Name Signature of Authorized Representative Date