



City of Locust

186 Ray Kennedy Drive
P.O. Box 190
Locust, NC 28097
Phone: (704) 888-5260
Fax: (704)-888-1566

Special Events Permit Manual

Application Process

Thank you for considering Locust as the location for your event. Please review this entire manual before submitting your application. Applications must be submitted at least 30 days before your event. Once the application has been received and approved by City Council, your organization will be notified.

Submit completed applications to:

Emily Jones, Director of Parks and Recreation

P.O. Box 190, Locust, NC 28097

704-888-5260

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Special Considerations for Events

Street Use

Street Closing Permit Requirements:

- City Council (approved after application is submitted)
- NCDOT (if necessary, approval from NCDOT must be included in your application)
- Locust Police Department (approved after application is submitted)
- Completed Application

Street Use for 5K/run/walk events:

- Special Event coordinators for 5K, run, and/or walk events that use city/DOT streets and roadways are REQUIRED to host a safety briefing with all participants BEFORE beginning the 5K, run, or walk.
- All event coordinators and participants must ensure that everyone involved in any events are aware of and must follow all traffic laws. The required safety briefing must include this information:
 - Roadways are not closed for 5K, run, or walk events. (Unless requested by the event coordinator, as described in the section below)
 - Officers assigned to events are for safety and law enforcement, not for closing roadways. If necessary, law enforcement officers are the only persons qualified for stopping traffic on a street or roadway.
 - Event volunteers will be stationed at road crossings along the run/walk route. In the event a car approaches an intersection, event volunteers will instruct 5k runners/walker to stop, allowing the car to pass.
 - ALL runners / walkers MUST walk on the left-most portion of the roadway FACING oncoming traffic, NOT the right side WITH traffic.
 - Per NC State Statute 20-174:
 - § 20-174. **Crossing at other than crosswalks; walking along highway.**
 - (a) Every pedestrian crossing a roadway at any point other than within a marked crosswalk or within an unmarked crosswalk at an intersection shall yield the right-of-way to all vehicles upon the roadway.
 - (b) Any pedestrian crossing a roadway at a point where a pedestrian tunnel or overhead pedestrian crossing has been provided shall yield the right-of-way to all vehicles upon the roadway.
 - (c) Between adjacent intersections at which traffic-control signals are in operation pedestrians shall not cross at any place except in a marked crosswalk.
 - (d) Where sidewalks are provided, it shall be unlawful for any pedestrian to walk along and upon an adjacent roadway. Where sidewalks are not provided, any pedestrian walking along and upon a highway shall, when practicable, walk only on the extreme left of the roadway or its shoulder facing traffic which may approach from the opposite direction. Such pedestrian shall yield the right-of-way to approaching traffic.
 - (e) Notwithstanding the provisions of this section, every driver of a vehicle shall exercise due care to avoid colliding with any pedestrian upon any roadway, and shall give warning by sounding the horn when necessary, and shall exercise proper precaution upon observing any child or any confused or incapacitated person upon a roadway. (1937, c. 407, s. 135; 1973, c. 1330, s. 33.)

Street Closing Information:

- All street events (including street closings) must be approved by City Council.
 - City Council cannot approve closing of roads or streets that are part of NC Department of Transportation (NCDOT); they do however require approval from the City of Locust before they will allow street closures within their system. Applicants must provide proof of NCDOT approval to the City of Locust permit official before the event takes place. There may be additional charges by NCDOT for such requests. Please contact NCDOT directly to obtain a street closure permit for any roads within the State system:

NC Department of Transportation
716 West Main Street, Albemarle, NC 28001
(704) 983-4171

- Applicants can contact the City of Locust Public Works Director to find out if proposed road closures are under the authority of NCDOT or the City of Locust. If applicant obtains a NCDOT street closure approval, the applicant is still required to obtain a special event permit from the City of Locust as well.

Tim Flieger, City of Locust Public Works Director

PO Box 190, Locust, NC 28097

(704) 888-5260

tflieger@locustnc.com

- All proposals must be reviewed by the Locust Police Department and West Stanly Fire Department to ensure public safety will not be compromised. This will be done internally once an application is submitted; you will not need to do this before submitting the application.
- Street Closure requests for individual purpose will not be granted (e.g., block parties).
- City Council or the Police Chief will recommend the minimum number of officers required. The applicant will pay the City a rate of \$25 per hour, per officer, for a minimum of 2 hours. Road closures require 1 Locust Police Officer per intersection closed. This will be an additional expense for the applicant.
- The application for closing streets must be made well in advance prior to the requested event date. City Council must act on street closures and therefore adequate time is needed to place such requests. Typically, 30-45 days in advance is adequate time; anything less than 30 days is unlikely to be approved due to time constraints of the application process. NCDOT may have other time limitations that applicants would need to contact them directly to inquire.
- The applicant will be responsible for setting up the barricades at the designated time. City staff will drop barricades off before designated time in the general vicinity of the proposed street closure location/s.
 - Applicant must also return barricades to their resting place after the event until City staff returns to collect barricades.
- If the proposed event requests a street closure that may potentially affect access of a business, those businesses must be properly notified of the event. See the “Other Requirements” Section in this manual for more information.

Alcohol

Alcohol Permit Requirements:

- Completed Application
- Site Map displaying area of proposed closure/s, restrooms, parking, all other activities, and designated area for alcohol consumption
- Copy of Insurance Policy
- Copy ABC Commission Permit (upon approval)
- Proof of 501(c) Status
- Security Plan to Ensure safe sale and distribution of alcohol
- Map of Portable Restroom locations

Guidelines for Alcohol

The North Carolina State Law regulate the possession, sale, and consumption of alcoholic beverages. Special permits and licensing are required for the sale and consumption of alcoholic beverages at any outdoor or special event by the ABC Commission of North Carolina. Any request to allow alcohol sales must be identified within the special event application and proper permits must also be obtained directly from the ABC Commission.

ABC Commission of North Carolina

4307 Mail Service Center, Raleigh, NC 27699-4307

(919) 417-0858

<http://abc.nc.gov/>

contact@abc.nc.gov

- The possession, consumption, sell, and distribution of alcoholic beverages is permissible at special events held at city-owned or city-controlled property or facilities and/or on public sidewalks, parks, alleys, streets, and rights-of-way; however, the following standards apply:
 - Applicants must obtain and provide all the appropriate State and local permits needed for the possession, consumption, sell, or distribution of alcoholic beverage upon receiving approval within their special event application. ABC Commission requires applicants to submit special event approval from the City of Locust first.
- Locust City Council must approve all Special Event Alcohol Permits and the designated areas must be identified as a part of the application process.
- Applicants can allow vendors to sell or distribute alcoholic beverages without such vendors obtaining a separate permit. The applicant receiving the Special Event Alcohol Permit would then be responsible for identifying vendors having all state and local permits necessary to sell or distribute such alcoholic beverages and the required insurance in place for the event.
- The event organizer is responsible for checking identification and providing identification devices for those that purchase and/or consume an alcoholic beverage at the event. The event organizer is responsible for assuring the identification devices and/or alcoholic beverages are not transferred to a person not wearing the identification device; and if the event is multiple days, new identifying devices are issued on succeeding days.
- City Council or the Police Chief will recommend the minimum number of officers required to oversee alcohol sales and consumption. The applicant will pay the City of Locust a rate of \$25 per hour, per officer, for a minimum of 2 hours. This will be an additional expense for the applicant.
- There may be other reasonable conditions placed on the permit as well
- Security plans must be noted within the application describing a proposal to ensure safe distribution of alcohol sales and/or consumption including use of identification devices and Locust Police Officers.
- All permit requests must be accompanied with a \$1,000,000.00 general liability policy that names the “City of Locust” as an additional-insured. The dates of the policy must be for the entire period of the event.

Tents and Canopies

Tent and Canopy Requirements:

- Special Event Permit Fee
- Site Map (explained under “Site Map Layout”)
- Completed Application

The City of Locust will not provide tents, tables, chairs, or any other furniture or equipment. Tents, canopies, and other membrane structures are regulated by the North Carolina Fire Code 404.3.2 and enforced by the Stanly County Fire Marshal. The following information related to tents, canopies, and other membrane structures is to be utilized as a quick reference guide. The Stanly County Fire Marshal will conduct an on-site inspection of any tent, canopy, or other membrane structure requiring a permit (anything over 400 square feet). Questions related to these structures should be directed to:

Daniel Barham, Fire Marshal
201 S 2nd Street, Albemarle, NC 28001
704-986-3656
dbarham@stanlycountync.gov

A permit shall be obtained for all tents, canopies, or membrane structures meeting the following specifications:

- Tents and membrane structures more than 400 square feet.
NOTE: Tents and membrane structures less than 400 square feet are regulated by code, but are exempt from the tent permit fee.
- Canopies or tents open on all sides more than 700 square feet.
- Canopies or tents open on all sides placed side by side exceeding 700 square feet aggregate area.
- Any canopy or tent open on all sides located within twelve feet (12') of a structure or an enclosed tent.

Locations

- A twenty-foot (20') fire access lane shall be maintained. The access route must be outside of support ropes and guy wires.
- Tents or tent components may not obstruct any fire hydrant or egress from any structure.

Guidelines for All Tents

- Exits shall be clearly marked. Exit signs shall be installed when the exit serves an occupant load of fifty (50) or more persons.
- All tents, canopies, and membrane structures must be flame retardant. Proof of flame propagation shall be provided.
- Tents and other membrane structures shall have a permanently affixed label bearing the identification or size and fabric or material type.
- Smoking shall be prohibited in tents or membrane structures. Approved “NO SMOKING” signs shall be properly posted.
- Fire Extinguishers of a minimum 2A:10BC rating shall be mounted for a maximum travel distance of seventy-five feet (75') to an extinguisher.
- Tents, canopies, and other membrane structures shall be adequately secured and anchored to withstand the elements of weather and prevent collapsing.
- Open flames are prohibited within any tent except for those meeting the requirements for authorized cooking.
- LP Gas containers shall be located outside of tents. Tank capacity will determine the distance from the tank to the tent.

Tents Used for Cooking

- Open flame or other devices emitting a flame, fire, heat, or any flammable or combustible liquids, gas, charcoal, or other cooking device or any other unapproved device shall not be permitted inside or located within twenty feet (20') of the tent or membrane structures while open to the public.
- Cooking equipment shall not be located within ten feet (10') of exits or combustible materials.
- There shall be a minimum of ten feet (10') between the sides of the tent and any heat producing device.
- Any tent used for cooking must be at least twenty feet (20') from property lines, buildings, other tents, canopies, or temporary membrane structures; support ropes and guy wires are considered part of the tent.
- Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within twenty feet (20') of

a tent or membrane structure.

- NOTE: Nothing in this section will suffice the need to obtain a separate permit from Stanly County Environmental Health (if needed). Please check directly with them if you will be serving/selling food to see if you need a Temporary Food Permit.

Note: Make sure to specify exact dimensions within the “Event Detail” section of the application as it relates to your request.

Requirements & Accommodations

Certificate of Insurance

Applicants must provide a certificate of insurance (minimum \$1 million liability) with the application. Further certifications may be required by the City of Locust for the event, at the discretion of City Council and special considerations.

Weather

Applicants are left to use best judgment if inclement weather occurs. The City of Locust reserves the right to cancel any event in the case of extreme weather.

Parking Information

Applicant and guests may use public parking in Town Centre. Use of business parking must be approved by Business Owners and approval must be included in the application. Town Centre business parking includes the lot behind SOGOs and the lot adjacent to Pinnacle Bank.

- Danny Bigford, owner of parking lot behind SOGO/Flow Yoga: 704-888-0815
- Felecia Navarro, Pinnacle Bank Locust Branch Manager: 704-888-4431

The requesting organization will be responsible for clean-up after the event on any areas affected by the event including public streets and sidewalks.

Electricity, Equipment, Signs

Power is available in 4 locations on the back porch with four 110 volt outlets at each location and 1 location on the side of the City Hall. DO NOT use the outlets on the backside of the library (marked with DO NOT USE). If additional power is needed, you are permitted to use generators, at your sole expense. All signs used for event must comply with the City of Locust sign ordinance.

Clean Up

Applicants are responsible for cleaning up the entire area following the event in a timely manner. Please leave City property the way you found it. Applicants must agree to pay for any expenses that the City of Locust may incur as a result of the renter or renter's guests not fully cooperating with the policies and procedures listed here and on the application. Minimum fee incurred for non-compliance is \$200.

If your event will need disposable trash receptacle or the roll-out containers, you can call Waste Management to coordinate special event service. The applicant is responsible for coordinating delivery and pick up of containers for events and collection of trash and containers after the event. Typically, the vendor likes at least one month notice to assure availability and coordination for delivery.

Waste Management
(704) 982-1224

Noise Ordinance

Events must be between the hours of 7:00am and 9:00pm. The City of Locust has a noise ordinance that prohibits unreasonably loud noises, including any noises of construction, radios, horns, sound-producing equipment, etc. during specific hours of the day/week. Please view the entire City of Locust Noise Ordinance and act in compliance with the ordinance. Civil penalties of \$100 may be issued for failure to abide. The ordinance is available on our website www.locustnc.com or you can obtain one from the City of Locust Planning and Zoning Director.

Scott Efird, City of Locust Planning and Zoning Director
704-888-5260
sefird@locustnc.com

Portable Restrooms

Public restroom facilities in the downtown area are limited to normal operating hours of City Hall from 8:00 AM-5:00 PM Monday-Friday. Nearly all special events hosted in Town Centre will need to secure portable restroom facilities if your event will be more than 30 minutes. Each event shall be able to provide adequate restrooms coverage for the anticipated attendees. Applicants must secure portable restroom facilities at their expense. As a general recommendation, at least 2 portable restrooms are suggested per people (with 1 of these having a hand washing station and 1 having handicapped accessibility). To keep events ADA compliant, please assure at least 5% of available toilets are handicapped accessible. The chart below will provide recommendations for your event for more people. The following links provide recommendations with ADA compliance as well.

<https://www.unitedsiteservices.com/uses-and-planning/special-events/planning-tool>

<http://www.rentnational.com/portable-restroom-calculator.aspx>

People Attending	Number Of Hours for Event									
	1	2	3	4	5	6	7	8	9	10
	Units Needed									
50	1	1	1	1	2	2	2	2	2	
100*	2	2	2	2	2	3	3	3	3	
250*	3	3	3	3	4	4	4	6	6	
500*	2	4	4	5	6	7	9	9	10	12
1000*	4	6	8	8	9	9	11	12	13	13
2000*	5	6	9	12	14	16	18	20	23	25
3000*	6	9	12	16	20	24	26	30	34	38
4000*	8	13	16	22	25	30	35	40	45	50
5000*	12	15	20	25	31	38	44	50	56	63
6000*	12	15	23	30	38	45	53	60	68	75
7000*	12	18	26	35	44	53	61	70	79	88
8000*	12	20	30	40	50	60	70	80	90	100
10,000*	15	25	38	50	63	75	88	100	113	125
<p><i>*(1) unit provides approximately 200 uses</i></p> <p>These are the standards from the Portable Sanitation Association International</p>										

Site Map Layout

Each application is required to be accompanied with a site map identifying all proposed activities (including, but not limited to: portable restroom facilities (if needed), proposed street closures, staging for performances, tents, vendor stations, first-aid stations, inflatable locations, etc.). The City of Locust requires a site map of all activities for proposed events to ensure proper emergency response during an event.

Permit Requirements and Associated Fees

Application Requirement List:

Please use this checklist to compile necessary fees and/or documents for your application.

*denotes items necessary only for events with special recommendations.

- Completed Application
- *Locust Police Officer Fee (\$25/hour per officer, two- hour minimum, with minimum 1 at each closed intersection)
- Site Map displaying area of proposed closure/s, portable restrooms, parking, tent locations, all other activities, and designated area for alcohol consumption
- Copy of Insurance Policy
- Security Plan to ensure safe sale and distribution of alcohol (if applicable)
- *Copy of NCDOT street closure approval
 - o Failure to provide evidence of NCDOT approval will result in revocation of permit
- Proof of 501(c) Status (if applicable)
- Business Notification Form (or the equivalent)
- Approval for Parking in Business lot (Letter from Business Owner)

Permit Revocation

Permits may be revoked after approved for any of the following reasons: false or misrepresentation of information is found on the application; the event is creating a public nuisance or hazard to public health, safety, or welfare; sidewalks, streets, and rights-of-way areas are not clean and free of trash; applicant failed to maintain and health, business, or other permit or license as required by law; failure to provide ABC permits after approval; or if the applicant fails to maintain the amount and type/s of insurance required for the permit.

How to Send in Your Application:

- Mail to P.O. Box 190 Locust, NC 28097
 - Drop off at City Hall (186 Ray Kennedy Drive, Locust, NC 28097)
 - Fax to 704-888-1566 Attn: Park Director, Subject: Special Use Application
 - Scan and email to events@locustnc.com
-

Special Event Permit Application

P.O. Box 190 Locust, NC 28097

www.locustnc.com

SECTION I: GENERAL INFORMATION			
Title of Event:			
Event Location:			
Event Date/s:	Event Hours	Event Website (if applicable):	
USE ADDITIONAL ATTACHMENTS FOR ANY PORTIONS OF APPLICATION AS NEEDED			
Event Category (check all that apply):		Special Consideration (check all that apply):	
<input type="checkbox"/> Assembly <input type="checkbox"/> Block Party <input type="checkbox"/> Concert/Performance <input type="checkbox"/> Demonstration <input type="checkbox"/> Educational <input type="checkbox"/> Festival/Outdoor Market <input type="checkbox"/> Parade <input type="checkbox"/> Run/Walk <input type="checkbox"/> Roadside Solicitation <input type="checkbox"/> Other: _____	<input type="checkbox"/> Alcoholic Beverages <input type="checkbox"/> Cooking <input type="checkbox"/> Fireworks/Pyrotechnics <input type="checkbox"/> Food Sales <input type="checkbox"/> Merchandise Sales <input type="checkbox"/> Pets/Animals <input type="checkbox"/> Portable Restrooms <input type="checkbox"/> Sound Amplification <input type="checkbox"/> Tents <input type="checkbox"/> Use of Electricity <input type="checkbox"/> Other: _____		
Time Set Up Begins:		Time Break Down Ends:	
Estimated Event Attendance:		Estimated # of People at Peak Periods:	
Estimated # of Vehiclces:		Estimated Vehicles at Peak Periods:	
SECTION II: EVENT ORGANIZATION INFORMATION			
Host Organization:		Applicant Name:	
Address:	City:	State:	Zip:
Phone:	Mobile:	Email:	
Other On-Site Contact Info.:		Org. EIN#:	
SECTION III: EVENT DETAILS			
Description of Event:			
_____ _____ _____ _____			
Location/s of the Event:		Site Capacity:	
Property Address			
Property Owner/s:		Owner/s Authorized Use:	
SECTION IV: INSURANCE REQUIREMENTS			
Name of Policy Holder:		Policy #:	
Policy Amount:		Policy Type:	
A COPY OF THE POLICY MUST BE PROVIDED WITH THE APPLICATION. CITY OF LOCUST MUST BE LISTED AS "ADDITIONAL INSURED" PARTY.			
SECTION V: PERMIT FEES			
<input type="checkbox"/> Locust Police Officers (Number of required office will be determined by City Council or Chief of Police. Officers will be scheduled for a minimum of 2 hours at the rate of \$25/hour.)			
Civic Groups or 501c organizations may be exempt from some fees at the discretion of City Council, if requested. Proof of federal 501c status must be submitted with the application.			
<input type="checkbox"/> Check here for fee waiver request			
Special Event Permit Application Page 1 of 2			

SECTION VI: SPECIAL CONSIDERATION DETAIL
 (CHECK EACH BOX AS APPLICABLE AND PROVIDE DETAIL REQUESTED)

STREET CLOSURES (map of proposed closing and route must be provided with application)
NOTE: ALL NCDOT ROADS MUST BE APPROVED BY NCDOT

Reason for Street Closure: _____
 Name of Street to be Closed: _____ from _____ to _____
 Additional Street: _____ from _____ to _____
 # of Barricades needed: _____ # of cones needed _____ Drop-off location: _____
 Date of Closure: _____ Start Time: _____ to _____
 Additional Comments: _____

Trash/Debris Plan: _____

Alcoholic Beverages* (check all that apply)
 Free/Host Alcohol
 Alcohol Sales (ABC Permit must accompany)
 Host and Sale Alcohol
 Beer
 Wine
 Beer and Wine
 Liquor
 * Applicant must provide a map of proposed designated area with this application. Right to modify area is reserved by the City.

Describe Security Plan to ensure safe sale and distribution of alcohol at your event:

Appropriate ABC Permits must accompany application. Failure to submit at time of application will affect approval.

Parade/Run/Walk/Procession/Demonstration
 (map of route required)
 Open Sidewalks only
 Streets (w/ temporary traffic interruptions conducted only by law enforcement officers)
 Street Closures
 Sidewalk Closures
 Start Time: _____ End Time: _____
 Purpose: _____

Additional Permit Attachments Included:
 Site Map of All Activities
 Parking Plan
 Emergency Action Plan with site map (required for any downtown event)
 Security Plan
 General Liability Insurance
 ABC Permit
 Alcohol Beverage Designated Area Map
 Proof of 501C Status
 Property Owner Authorization
 Business Notification Form

Tents (Width x Length x Height)
 Dimensions of Tent: _____

Cooking or Warming Food? (Circle One)
 Method of Heat _____

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand, and agree to abide by the rules and regulations governing the proposed Special Event under the City of Locust's Municipal Code and I understand that this application is made subject to the rules and regulations established by the City Council and/or City Administrator or City Administrator's designee. Applicant agrees to comply with all other requirements by the City, County, State, and Federal Government, and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. In the event that a possessory interest subject to taxation is created by virtue of this use-permit, I agree to pay all possessory interest taxes and the City shall not be liable for the payment of such taxes. I further agree that the payment of any such taxes shall reduce and consideration paid to the City pursuant to this use-permit. I agree to abide by these rules, and further certify that I, on behalf of the host organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Locust. I also understand the application fee is non-refundable and due at the time of application submittal. The submission of this application is not an automatic approval or guarantee.
Print Name of Application/Host Organization: _____ **Title:** _____
Signature: _____ **Submission Date:** _____