



SPECIAL EVENT PERMIT APPLICATION

*For information or assistance completing application, please contact
Kayla Perkins - (910) 772-4177 / kayla.perkins@wilmingtonnc.gov*

Special events are important contributors to the quality of life for Wilmington and are welcome activities in our community. The City of Wilmington is happy to assist organizations and groups in providing quality events. A special event is a cultural, recreational, educational or other type of unique activity open to the public, occurring for a limited or fixed duration and presented to a live audience, that impacts the City of Wilmington by involving the use of, or having impact on, the public realm (owned, leased or controlled by the City of Wilmington). Examples include festivals, fairs, performances, rallies, markets, concerts, bicycle races, foot races, organized walking, wheelchair racing, rollerblading, marathons, triathlons, and jogging events and other similar events.

The City requires completion of this application for all events when any portion of the event occurs on or in a City of Wilmington public, street, plaza, park, trail, greenway, or sidewalk not held entirely within a New Hanover County Park or on privately maintained property or roads in order to consider whether the activities proposed are in conformance with applicable laws and regulations, to ensure activities are not detrimental to public health, safety or welfare while balancing the needs of the residents and business owners affected by these events.

The objective of the event shall fit one of the following criteria: provide a significant social, cultural, educational, community or economic benefit, promote tourism and vitality, or be a significant fundraising event.

Please review the entire application and complete it as accurately as possible to aid us in expediting your permit request. Applying for an event does not guarantee that your event will be approved. The City assumes no liability if an event is not approved. Selling tickets, advertising, gaining sponsorship and other activities done prior to event approval is done at the risk of the event organizer.

The following synopsis of the permitting process takes place once your application is received:

1. Submit applications including any applicable application fees at least 60 days in advance for General Events with 1000 people or less and 90 days in advance for General Events with more than 1000 people, Races/Walks and Parades
2. Date and location of event tentatively reserved
3. Request reviewed by City staff
4. Adjust plans as required
5. Receive conditional approval
6. Complete all outstanding requirements
7. Receive Special Event Permit
8. Event
9. Receive Evaluation



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Please submit applications to:

City of Wilmington
Parks & Recreation Division - Special Events
PO Box 1810
Wilmington, NC 28402

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Note that the contact information provided may be available to the public to allow citizens to contact the event organizer with relevant questions or concerns.

Date of Application: _____

Event Title: _____

Event Type:

Race/Walk, Parade - Organized activity involving running, biking, walking or other means of transportation, involving three or more participants and utilizing a fixed course that involves the use or obstruction of City street right-of-way, sidewalks, trails and/or greenways.

General Event - Organized activity that has a stationary footprint in an identifiable location for a specific duration of time, often involving amplified noise, food, beverage, merchandise, and/or other forms of entertainment. Examples include festivals, fairs, performances, rallies, markets, concerts, and other similar events.

Location of Event: _____

Sponsoring/Production Organization: _____

Applicant Status:

Not for profit, Federal Tax ID: _____

For profit

Event Organizer/Contact Person: _____

Phone: _____ **Email:** _____

Organization Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Event Website: _____

Day of Event Contact: _____

Cell: _____ **Email:** _____



Description and purpose of event (provide a few sentences about your event that will be included on your permit):

Have you held this event in previous years? Yes No

Is this an annual event? Yes No

Event Date(s):

Single Date: _____

Consecutive Dates (list all event dates): _____

Recurring Dates (list all dates event will occur): _____

Event Operating Hours Start Time: _____

Event Operating Hours End Time: _____

Event Setup Start Time: _____

Event Breakdown time: _____

If this is race, walk, or parade please indicate start and finish times:

Start Time: _____ Finish Time: _____

Estimated Event Attendance: _____

Approximate # of Event staff: _____ **Approximate # of Event Volunteers:** _____

Will streets need to be closed for this event? Yes No

What streets will be closed? (Please be specific, example: Willard Street between 3rd and 4th streets):

Number of barricades required: _____

Location for the barricades to be dropped off/picked up (must be the same):

*Barricades that are removed from thoroughfares should be placed neatly to the side, out of the path of vehicles, pedestrians, handicap ramps and crosswalks. Barricades must be returned in same condition as they were issued. Repair/replacement cost of \$60.00 per barricade will be charged to the permittee.

Police Safety/Traffic Control: Yes No



Event Components (select all that apply):

Amusement Rides

Food Vendors

Merchandise Vendors

Live Music

Animals

Floats

Vehicle

Cycling

Race: 1 mile to 10K

Race: Half-Marathon or Full Marathon

Race: Triathlon

Walk

Other – Please specify: _____

Alcohol: (An alcohol permit is required if the event involves the sale of alcohol in any capacity, including providing complimentary alcohol only to ticketed or registered participants and similar arrangements):

Yes, this event will involve the sale of alcohol.

Yes, there will be alcohol at this event but there will be no sale of alcohol or any alcohol-related sales, such as event participation fees or cup fees.

No

Food:

Yes, this event involves food for sale and I will attain any required permitting as mandated by New Hanover County Health Department.

No, this event does not involve food for sale

Portable Restrooms: (Minimum portable toilet requirement is 1 for every 300 persons with 5% being ADA compliant)

Yes - Number of regular units: _____ Number of ADA complaint units: _____

No

Amplified Sound:

Yes - Describe: _____

Start and finish times: _____

No

Vendors:

Yes - Provide number of and type of vendors: _____

No

Fire Department Permits (Select any of the following that may apply to your event):

This is an outdoor street festival, fair, carnival, exhibit, or trade show

Tents or inflatable structures over 400 square feet will be used on City property

Fireworks, pyrotechnics, open flame performances, or bonfires will be used on City property

Floats

Special amusements or rides will be used on City property

None of the above



Event Plans: Submit Site Plan, Emergency Action Plan, Traffic Control Plan & Waste & Recycling Plan

- **Site Plan:** Provide a Site Plan of the Special Event clearly illustrating the footprint of the entire event venue and/or event route including set up, staging, transition and finishing areas, the location of entrances and exits, retail, food, and alcoholic beverage vendors, controlled alcohol consumption areas, tents, stages, bleachers, grandstands, fencing, amplified sound, signs or banners, portable restrooms, electric and water hookups, generators, first aid stations, fire extinguishers, garbage and recycling receptacles, hazardous materials, exhibits, amusement rides, inflatables, parking, road closures, barricades, dimensions of all temporary structures, event command center and security.
- **Emergency Action Plan:** Provide an Emergency Action Plan (EAP). This plan should identify who will serve as the EAP representative and emergency contact, on site medical care and security with contact information, emergency access, crowd managers, emergency notification methods, and how organizers will deal with emergencies.
- **Traffic Control Plan:** Provide a Traffic Control Plan (TCP). Events which impact the normal flow of traffic must provide a Traffic Control Plan.
 - For events with fewer than 100 people, a basic, written traffic control plan may be submitted.
 - For events with more than 100 participants a more detailed plan will be required.
 - For events that propose to close major arterial roads or multilane roads, an engineered traffic control plan may be required.

The plan should include a detailed description of the following. The permit processor can provide detailed instructions on what is required as a part of your traffic control plan.

1. The proposed route which includes a complete listing of the roads, sidewalks, waterways, and trails to be used. Include start and finish lines and indicate the direction in which the event will move.
 2. A routing plan, which demonstrates the roads or portions of roads requested to be closed to vehicular traffic during the event. Include a plan to resolve potential conflicts with people needing to access residences, businesses, and public facilities as well as a plan to address any public transportation that might be affected.
 3. Proposed locations for barricades, signs, meter bags, volunteers and police. Please note that volunteers will be required at any barricades that will not be manned by police officers. The City will work with you to determine which barricades will require police presence.
 4. The timeline of the closures.
 5. Please be aware that a 15-foot wide emergency access lane is required throughout the event site. (In other words, no permanent or immovable structures may be erected on the route)
 6. Please be aware that pedestrian access must be maintained on public sidewalks throughout the route.
- **Waste & Recycling Plan:** Provide a detailed Waste and Recycling Plan. The City requires that event spaces be thoroughly cleaned during and following each event.



Application Conditions

I have read and understand the [Insurance Requirements](#)

I understand that I am required to pay the corresponding non-refundable application fee for this event before the submission deadline, and that my application will not be reviewed until this payment has been received.

I understand that additional fees, rental expenses, permits, and requirements will apply depending on event location and needs that all necessary fees & deposits, insurance, outside permits, etc. must be submitted before the issuance of the event permit

I have read and understand the [Special Event Notification Requirements](#) and agree to abide by these city policies.

I agree to conform to all city, state, and federal laws and regulations.

I accept responsibility for the general cleaning and removal of trash, recycling, etc. from the premises. In the event that the site area is not cleaned after use, the cleanup fee may be taken out of the deposit or the applicant will be billed for additional clean-up by the City of Wilmington.

I agree to be accountable for any damage to the event site as well as surrounding properties resulting from event activities and/or attendees.

As an authorized representative for the above requested special event, I have read and understand all of the Special Event Permit Application conditions and requirements

Applicant signature: _____

Date: _____