



PERQUIMANS COUNTY

BOARD OF COMMISSIONERS

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PERQUIMANS COUNTY SPECIAL EVENTS POLICY

Perquimans County recognizes the value of Special Events to the quality of life of the residents of the County. Special Events promote the County, build a sense of community, provide economic benefits to businesses and the County, build community pride and provide affordable entertainment to the citizens of the County. The County is committed to working with event organizers to help them produce a successful and safe event which has minimal impact on the environment, surrounding neighborhoods, residents and businesses.

Purpose

This policy sets forth the requirements, duties and general responsibilities for Special Events which are held in the County.

For the purpose of this policy, a Special Event is defined as a non-routine activity within the County that brings together a crowd in excess of 750 people and that will significantly impact the surrounding community and that involves the increased use of County services and staff. Examples of a Special Event include but are not limited to: concerts, festivals, carnivals, marches, demonstrations, parades, walks, block/street parties and sport tournaments.

Event Classification & Costs

County-Sponsored/Operated Special Events

Events that are created, planned, and implemented by the County, its Departments or Agencies. Funding for County sponsored events is reviewed annually during the budget process. Permit fees are to be waived for events falling within this category.

County Co-Sponsored Special Events

Events that are created, planned, and implemented by non-County groups, individuals, organizations, associations or agencies. Support for the co-sponsored events may include in-kind services from County staff based on regular staff hours, waiver of some permit fees, and/or financial support limited to funds approved in County's annual budget. Cost recovery expenses are to be paid to County and may include staff overtime, supplies, materials, and other direct expenses.

Non-County Sponsored Special Events

Events that are created, planned, and implemented by non-County groups, individuals, organizations, associations or agencies. The County does not provide financial support for these events and expects to be reimbursed for all costs associated with the activity; including but not limited to overtime expenses, supplies, materials, and permit fees. In the case of Non-Profit Events, the County may, upon approval by the County Manager, assist with the operation by providing services from County staff. Event organizers of a Non-Profit Special Event must submit a current IRS 501(c)3 certification and shall reimburse the County for 100% of costs in excess of the support level authorized.

Perquimans County's Vision:

To be a community of opportunity in which to live, learn, work, prosper and play.

Parades & Walks

Parades & Walks exceeding an expected crowd of 750 people require a permit from the County Manager and must be filed at least forty-five (45) days before the date on which the proposed parade or walk is to take place.

Application Procedures

Applications for Special Events are available from the County Manager's office. Applications shall be submitted to the County Manager's Office no later than forty-five (45) days prior to the scheduled date of the event and may be submitted as early as one year before the event.

The County may waive the forty-five (45) day rule only in extreme cases for events that may require an immediate decision due to the circumstances of the event. The applicant shall comply with all applicable County ordinances, codes, conditions, and requirements.

Applicants are responsible for obtaining all permits, privilege (business) licenses, authorizations and/or exemptions required by other agencies within jurisdiction for any element of the event.

Responsibility for Costs

Applicant shall be responsible for the cost of all services required in coordinating and putting on the special event unless it is agreed that the County may sponsor all or a portion of the event.

A lead event organizer must be in charge of the Special Event, and this person must be accessible to County Staff/Law Enforcement. This person will be responsible for the operation of the event, including supervision of all vendors and activities, crowd control, and payment of all fees associated with the event. The lead event organizer shall be on site throughout the entire event duration, including set-up and take-down. If an alternate lead event organizer is to be used, he or she shall be identified at the time of application.

Requirements & Conditions

Times of Events

The County shall determine the allowed time of the event as may be appropriate for the event and the surrounding neighborhood.

Portable Restroom

It is the responsibility of the event organizer to provide adequate on-site restrooms to meet the specific needs of their event. The required number and location of restrooms for any event shall be determined by the County. However, and unless there are public facilities available that satisfy the anticipated demand, all Special Events having attendance of 250 persons or more with a duration exceeding 4 hours shall provide a quantity of two (2) toilets for every 250 people – one male, one female. At least two (2) of these facilities shall be ADA accessible. For every additional 250 persons, one additional unisex restroom facility shall be provided. Restroom maintenance is the responsibility of the event organizers and the facilities shall be removed within 24 hours after the conclusion of the event. Rental fees are the sole responsibility of the Applicant.

Special Structures

Any temporary and/or special structures such as fences, platforms, electrical structures, etc. shall comply with all appropriate codes and be County inspected for final approval and shall be removed within 48 hours after the conclusion of the event.

Sound Amplification

Amplification of music and sound as part of an outdoor special event is regulated in compliance with the County's Noise Ordinance. An "Amplified Noise Permit" is not required to amplify sound for a Special Event; however neither does the Special Event Permit serve as authorization for disregard of the noise ordinance. The noise ordinance does grant reasonable exceptions for noise emanating from activities under a County noise permit, to include noise from fireworks. Any complaints of loud, disturbing, or unnecessary noise may result in the immediate revocation of the Special Event Permit by the County's Sheriff Department.

Events that may produce or cause to be produced sounds in excess of limits set forth in the County's Noise Ordinance need to apply for A "Permit to Exceed" the maximum sound levels. This application shall be submitted to the County Sheriff or his/her designee at least 45 days prior to the scheduled event.

Pyrotechnics

N.C.G.S. 58-82A-1 requires anyone discharging/operating pyrotechnics or proximate explosives to attend a training course and earn a pyrotechnics operator license before conducting a pyrotechnics display in North Carolina. Pyrotechnics requests are handled as an independent process in the State of North Carolina. There are limited locations within the County that can safely be used to launch pyrotechnics. By N.C.G.S. 14-413, a Pyrotechnics Permit and County approval is required not less than thirty (30) days prior to the date of the proposed pyrotechnic display. Once a complete application is received the Fire Marshal will process the pyrotechnics-related requirements, including a pre-show set up and a walk-through inspection before the approval and issuance of the permit is made.

Tents/canopies

No tents and/or canopies shall be staked.

All tents and/or canopies shall be secured or weighted down at all corners.

No tent and/or canopy shall be erected within fifteen (15) feet of a fire hydrant, or obstruct any building exit or doorway.

Tents and/or canopies may not entirely block streets, highways and roads. A minimum of 14 feet clearance width and 13.5 feet overhead height for fire vehicle access must be maintained on all streets, highways and roads.

Tents over cooking and/or open flames shall be required to have an attached label indicating flame resistance in accordance with an approved testing agency and in accordance with North Carolina State Building and Fire Codes.

There are additional requirements for tents and/or canopies depending on size and use. Tents and/or canopies 700 square feet or less, or when the aggregate total of multiple tents and/or canopies side by side do not exceed 700 square feet without a fire break of twelve feet, are exempt from being certified as flame retardant if all the following are met:

- No enclosing side walls are present.
- No cooking or open flames.
- A minimum of twelve feet clearance is present from other structures or tents.

At least one UL rated 2A, 10B or 10C extinguisher shall be provided for all tents exceeding 500 square feet or any size tent where there is cooking with open flames. When cooking areas

include deep fryers, one (1) Class K portable fire extinguisher shall be provided for every four (4) fryers. Additional extinguishers may be required after the inspection. All required fire extinguishers shall bear a tag by a certified company verifying that the fire extinguisher has been inspected within the last 12 months.

LP Gas use shall be restricted to cylinders no larger than 125 gallons water capacity (100 pounds of gas). Cylinders shall be adequately secured to prevent over turning. Cylinders may not be secured to items such as fire hydrants, temporary electric poles or barricades. Cylinders may be secured to the grill, a tent post, a table placed in a container with a flat bottom such as a plastic carton or permanent electric pole.

General Conditions

All listed requirement and conditions shall comply with the most current North Carolina State Building and Fire Codes.

County Support Services

Extraordinary Services

“Extraordinary Services” means necessary services provided by the County which specifically result from the Special Event. Extraordinary services result in measurable financial costs which are above and beyond the normal levels of public health and safety services on a nonevent day (i.e. those services requiring County employees to be specifically assigned to tasks in support of the Special Event and/or those services resulting in overtime pay or similar costs – such as law enforcement protection, traffic control, fire monitoring, dedicated paramedic service, fire marshal, emergency management, parks/ recreation services, and other services necessary to ensure the protection of participants and citizens, the proper functioning of County services, and the proper administration of County ordinances and this policy).

The County reserves the right to determine necessary staff requirements. Support of County staff beyond their normal daily routines may be obtained by noting a request for assistance on application. Any special requests must be approved by the County Manager. Fees shall be reimbursed in accordance with policies established by the County Manager. If there is no request noted, the event organizer will be responsible for obtaining necessary and qualified staff, as approved by the County Manager, to ensure proper event management and public safety.

Trash & Clean Up

Event organizers are responsible for leaving all permitted space in the same condition in which they were found. Event organizers will be responsible to clean-up the site, including all signage, tape, banners, string, rope, ribbon etc., and may be billed for any additional special maintenance services required for the event.

In the case of events co-sponsored by the County, all trash should be bagged, secured and placed in the pre-determined location for pickup. Additional trash/recycling barrels should be emptied and stacked in the area they were delivered.

The event organizer is responsible for arranging for the proper disposal of gray water, cooking fat, oil, grease, tar paper, food service matting and other similar waste as directed by County staff.

Public Safety

A Multi-Disciplinary Planning Team and written Incident Action Plan and Management Team shall be required for events during which the anticipated attendance is projected to exceed 750 patrons or more. While planning an event, it is important to consider every possible risk and hazard that may occur. To ensure that large-scale events are carried out safely, securely, and efficiently, a number of agencies and organizations must collaborate to perform a variety of functions. A Multi-Disciplinary Planning Team should be composed of the event organizers and any agency that holds a functional stake in the event. At a minimum the team shall include:

- Perquimans County Sheriff's Office
- Any Fire Department having jurisdiction over the special event
- Perquimans County Emergency Services (911 Communications, Emergency Medical Services, Fire Marshal, Emergency Management).
- Tourism Director.

INSURANCE

Insurance and Liability

The Event Organizer must furnish the County fully paid Certificate of Insurance procured from a company licensed to conduct business in North Carolina, no later than fifteen (15) days prior to the event. The County reserves the right to change the limits of insurance. The County Manager will make the final determination that the required insurance limits are met.

The items below must appear on the Certificate of Insurance and must name the County as Additional Insured, if requested by the County:

- General Liability Insurance - The General Liability Policy must be provided as specified in the Risk Manager's event assessment.
- Automobile Liability Insurance - Automobile Liability Insurance providing coverage on a per occurrence basis will be required in the amount of the General Liability requirement if automobiles are used as part of the event.
- Product Liability Insurance - Product Liability Insurance will be required if there is food sales or consumption at the event. Each vendor (an entity in the business of making profit/safety sensitive contractors) must provide proof of a minimum of \$1,000,000 Products Liability Insurance.
- Worker's Compensation Insurance - Worker's Compensation Insurance will be required and afford protection to, any County off duty employees hired by the event holder/sponsor to work the event.
- Liquor Liability Insurance - Liquor Liability Insurance with a minimum limit of \$1,000,000 will be required if there is the sale or consumption of alcoholic beverages at the event.

A Hold Harmless Agreement and/or Indemnification Agreement must be signed and attached to the application in the form attached hereto.

Event Cancellation

Regardless of whether or not permits have been issued, the County Manager may cancel a Special Event without prior notice for any significant change in conditions which would or may adversely affect the public health or safety of the community, or for any condition that would place County facilities, grounds, or other natural resources at risk of damage or destruction if the event were permitted to take place.

The County Manager, or his/her designee, has the authority to cancel or stop an event if the conditions required for approval, including insurance coverage, of the event are not being met. In addition, the County Manager and County public safety officials have the authority to cancel or stop an event, or place additional restriction on the event, if it is deemed that public health safety or welfare is being jeopardized and/or would be better served with additional restrictions.

In case of public emergency or other event (e.g. natural disaster, or any other emergency deemed by the designated County authority) or required property repairs, a Special Event may be cancelled or rescheduled by the County Manager or his/her designee.

The County reserves the right to waive, modify, and/or amend said Policies at the County's discretion by formal written action of the County Manager or the County Board of Commissioners.

Lightning/Inclement Weather Consideration

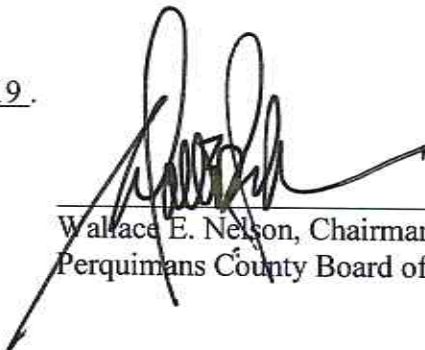
Lightning may be the most frequently encountered severe-storm hazard endangering physically active people each year. A proactive approach to lightning safety is recommended, including the implementation of a lightning-safety plan that includes the following:

- Identifying safe locations for shelter from the lightning hazard - A substantial building with plumbing and wiring is preferred
- Avoid trees and open fields
- Careful monitoring of local weather forecasts
- When thunder is heard or lightning seen or is within 10 miles away according to reliable weather devices, websites, or apps, activities should be suspended.
- Waiting 30 minutes or longer after the last flash of lightning or sound of thunder is recommended before activities are resumed.
- Decide prior to the event who will make the official call to suspend activities.
- Designating a weather watcher, actively looking for signs of threatening weather.

Effective Date


This policy shall be effective October 1, 2019.

Adopted this 7th day of October, 2019.



Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:



Mary P. Hunnicutt, Clerk to the Board
Perquimans County Board of Commissioners

