

Special Event Standards

Who Needs a Special Event Permit?

Special Event Permits are required for events that use public spaces and buildings, such as roads, greenways, alleys, and the Zebulon Municipal Complex. Events contained to private property do not require a Special Event Permit. The use of town parks requires a Use Permit from the Town and would require coordination with the Parks and Recreation Department and/or the Special Events Committee. Use of picnic shelters, athletic facilities and the Community Center will follow the corresponding facility use policies adopted by the Board of Commissioners.

Application

An application must be submitted to the Town of Zebulon to seek authorization to host a special event. Applications must be completed in their entirety and the application fee must be paid before an application can be submitted for review. Once applications are received, staff will review the event and contact the event planners to set up a time to discuss the event further. Following application review by the Special Events Committee, applications must be approved by the Board of Commissioners.

APPLICATION FEES ARE NON-REFUNDABLE. APPLYING FOR AN EVENT DOES NOT GUARANTEE THAT YOUR EVENT WILL BE APPROVED. The Town of Zebulon 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 planners.

Role of the Special Events Committee

It is the Town's goal to enhance the quality of life and economic prosperity of Zebulon through the support of special events while balancing the needs of the residents and business owners affected by these events. The Special Events Committee is responsible for:

- processing applications,
- receiving event feedback from citizens,
- reviewing event requests for compliance with Town Code, the Town's Special Event Standard, and other relevant policies,
- serving as a liaison between event planners, Town departments, and partner agencies throughout the permit process and during events.
- preparing documents for Board of Commissioners consideration

The Special Events Committee consists of at least 1 representative from the following departments: Planning, Fire, Police, Public Works, and the Parks and Recreation Department. The committee chair is assigned by the Town Manager.

Role of Event Planners

Event planners should be responsive to correspondence from the Special Events Committee and must submit all required items by their deadlines. Communication between the organizer and the Special Events Committee is critical before, during, and after the event to 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. Event planners are responsible for planning and implementation of their event.

Definitions

Parades, Races, and Walks are organized activities following a set course that involve full or partial closure of Town streets, sidewalks, or greenways.

General Events are organized activities that have a stationary footprint requiring the closure of streets, public spaces or alleys, often involving amplified noise/sound, food, beverage, merchandise, or other entertainment. Examples include festivals, markets, and ceremonies.

General Events fall into three tiers based on impact and size:

- **General Event Tier I:**
Greater impact on the community, which may involve the closure of multiple town blocks, closure that inconveniences numerous residents or establishments; excessive noise/sound; attendance of 500 or more people; and significant event infrastructure that requires inspection and permitting by the Zebulon Fire Department's Fire Marshal.
- **General Event Tier II:**
Low-impact events that close only one town block and/or an off-street venue such as alleys; have fewer than 500 total attendees; affect a minimal number of residents or establishments; and has no significant event infrastructure.
 - Event cannot include or require any of the following:
 - Event attendance of more than 500 people
 - Tents over 1800 square feet or inflatable structures over 400 square feet
 - Fireworks, pyrotechnics, open flame performances, or bonfires
 - Special amusement buildings or rides
 - Amplified sounds beyond the use of small speakers
 - Closure of more than one town block
- **General Event Tier III:**
Minimal-impact events that take place in off-street venues and do not close roads; have fewer than 200 total attendees; affect a minimal number of residents or establishments; and have no significant event infrastructure.
 - Event cannot include or require any of the following:
 - Closure of the public right-of-way
 - Event attendance of more than 200 people
 - Tents over 1800 square feet or inflatable structures over 400 square feet
 - Fireworks, pyrotechnics, open flame performances, or bonfires
 - Special amusement buildings or rides
 - Amplified sounds beyond the use of small speakers
 - Note: There is no special event application or permit fees for Tier III events^{1,2}. However, fees to other departments (e.g., Zebulon Police, Fire, etc.) still apply. Facility Use fees identified by the Board of Commissioners will apply.

Not sure what type of event you're hosting?

Contact us before proceeding any further! We will help you identify what type of event you are requesting, and we can advise as to which fees may apply. We are happy to help you with this in advance.

¹ Facility use applications and policies apply to eligible facilities for Tier III events.

² All private use of the Municipal Complex requires Board authorization as noted on page 9.

Application and Permit Deadlines and Fees

An application is not considered a complete application until both the application form and the non-refundable application fee has been received. Permit fees are collected upon an event’s approval and are refundable up to 30 days prior to the event. Permit fees should be paid within 30 days of Board of Commissioners approval.

Refunds must be requested in writing and will be 75% of collected permit fees. There is no reimbursement of permit fees if an event is cancelled by the applicant within 30 days of the event date. Fees may be transferable towards future event permits if the event is cancelled due to inclement weather or other emergency situations, which will be determined at the discretion of the Special Events Committee. Application and late fees are non-refundable.

Event Type	Application Fee	Permit Fee	Late Fee
Parade	\$100	\$100	\$250, applications will not be accepted after 1 week following the application deadline.
Walk/Race 5K and under	\$100	\$100	
Race Over 5K	\$100	\$100	
General Event Tier I	\$100	\$250	
General Event Tier II	\$100	\$100	
General Event Tier III	N/A	N/A	
Municipal Complex	\$25	Rental Fee payment in full	

Deadlines are the minimum required time for Town consideration of a request. Event planners must consider the time they need to plan and implement a successful event after the Board of Commissioners approves the Special Event. Event planners should contact Town staff as soon as possible to initiate an application. Event planners should also consider the Board’s regular meeting schedule where requests are considered for authorization. The Board will consider Special Event requests on a quarterly basis during a regular Board meeting. Regular Board meetings are typically held on the First Monday of the month. These requests will be considered as follows:

Review Cycle	Board of Commissioners Meeting	Proposed Event Day	Material Due for Agenda Development	Event Application Due Staff Review
1	February	May or After	Due three weeks prior to the scheduled Board Meeting.	Due seven weeks prior to the regular scheduled Board Meeting.
2	May	August or After		
3	August	November or After		
4	November	February or After		

Events will be reviewed and considered up to a year in advance. It is the Board’s goal to transition consideration to a bi-annual submission cycle by Fiscal Year 2025.

Fees and deadlines are subject to change through the Board adopted fee schedule or other Board action.

Venue Rental, Staff, and Equipment Fees

Fees applicable to Special Events are identified in the Board of Commissioners adopted fee schedule.

Additional Expenses and Service Fees

Pricing structures of listed agencies are outlined for the convenience of the event planners and are subject to change. Event planners are responsible for identifying and paying any necessary fees to agencies in addition to the Town of Zebulon. This list reflects common event expenses and is not inclusive of all charges a special event may incur. It is the event planners’ responsibility to provide barricading, tents, and other event infrastructure needs. Refund policies vary.

Other Expenses	Cost	Agency
Off-Duty Police Officers	\$40 per hour, per officer \$75 Holiday per hour, per officer	Zebulon Police Department
Utilities Set-Up	Varies	Zebulon Public Works
Solid Waste Services Clean-Up	Varies	GFL
Alcohol Permit	Varies	ABC Commission
Temporary Food Establishment	\$75	Wake County
Insurance	Varies	Insurance Provider
Barricades and Portable Toilets	Varies	Varies
Notification Materials	Varies	USPS or Other

Facility Use, Services, & Equipment Invoice Payment Due Dates

Event planners receive a Special Event Services Invoice for all Town-related costs such as facility use, services, and equipment, associated with their event. Invoice payments are due by the deadlines listed below. *Or within 30 days of event approval, not to be less than.*

Event Type	Invoice Payment Due
Parade	4 weeks prior to event date
Walk/Race 5K and under	
Race Over 5K	
General Event Tier I	
General Event Tier II	2 weeks prior to event date
General Event Tier III	
Municipal Complex Rentals/Events	Within 5 business days of authorization from the Board of Commissioners.

Cancellations initiated by the applicant more than 30 days prior to the event date shall be granted a refund of paid facility use, service and equipment fees and any deposits minus a \$25 administration fee. Cancellations initiated by the applicant within 30 days of the scheduled event shall be granted a refund of any paid deposits and 50% of the total facility use, service and equipment fee. Cancellations initiated by applicant less than 48 hours prior to a reservation shall be granted a refund of only any security deposit paid. There will be no refund of fees if cancellation occurs less than 48 hours prior to any scheduled event.

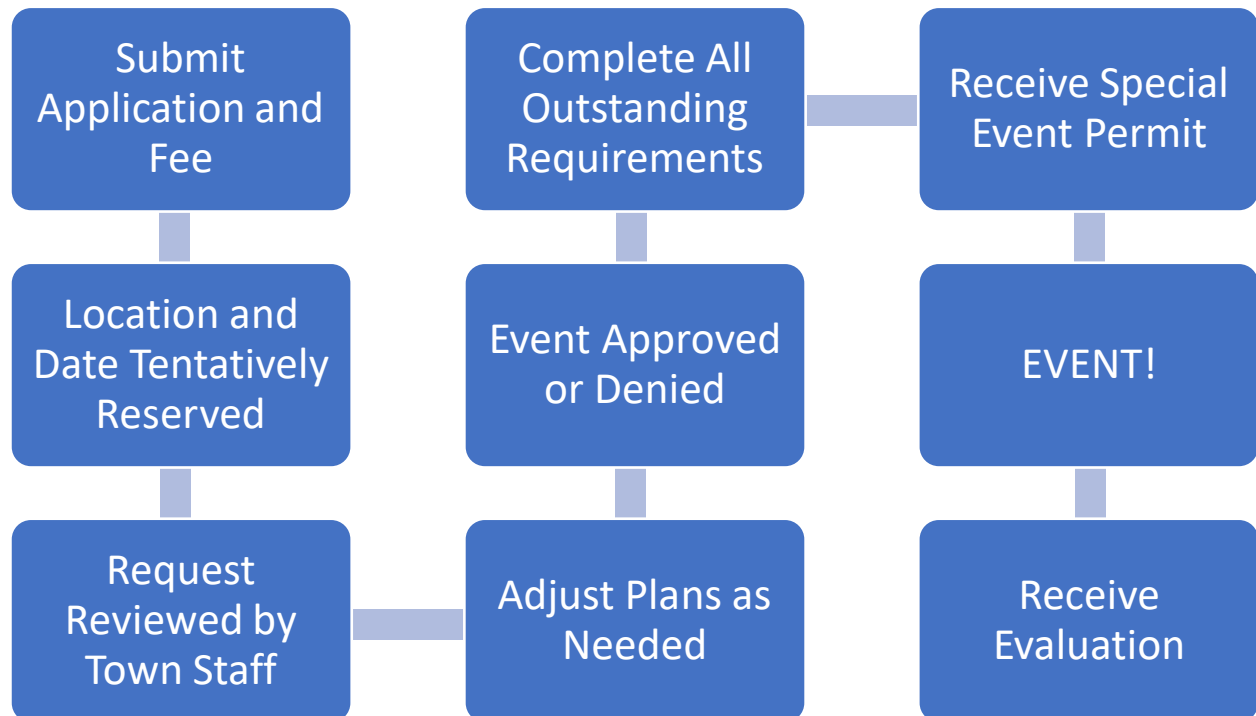
Application Review & Permit Process

Following the submission of a complete application, staff will contact you with updates and requests to facilitate the process for Board of Commissioners consideration. There will be coordination with multiple Town departments and other agencies to assess the needs of your event and to determine

town resources required for the event and identify conditions or other considerations that will be needed for the Town to support the event.

The Board of Commissioners will consider applications for any event covered by this standard, any street closures, and the consumption of alcohol on public property and right of way.

Depending on the scale of your event, the process can take up to several months to complete, which is one of the reasons why it is critical that you meet the corresponding application deadlines.



Staff Review Considerations

The Town of Zebulon staff will consider the following when evaluating and advising the Board of Commissioners regarding Special Event requests:

1. The nature of the event and how it can serve the Town of Zebulon 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 Town.
4. Whether the activities are in compliance with other applicable laws and Town ordinances.
5. Whether the event serves a public purpose or 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 Zebulon.
7. The impact and /or cost of the event on Town support services.
8. The frequency of the event or similar event(s).

9. If alcohol will be served.

Staff will produce the results of their evaluation, requirement/availability of town resources, and recommended terms of approval for Board of Commissioners consideration.

Applications that are incomplete or seek approval of activities outside the scope of this standard will not be submitted to the Board of Commissioners. Event planners who are unresponsive during the review process may find their review period delayed.

Board of Commissioners Considerations for Event Authorization

The Board of Commissioners will consider each application on a case-by-case basis on the quarterly application consideration schedule set forth herein. Event application approval or denial rests solely with the Board of Commissioners. In order to assist the Board of Commissioners in deciding whether to permit private use of public property for an event, the Board of Commissioners will consider the following:

1. Nonprofit status or public purpose of the applicant and/or event.
2. The applicant's substantial presence in the community, including but not necessarily a permanent physical presence.
3. The applicant's history of positive contributions to the Town of Zebulon, its institutions and citizens.
4. Whether the event stimulates or encourages community participation in nonprofit/civic activities.
5. The event's consistency with the plans, goals and policies of the Town.
6. Potential for damage to property or harm to people arising from the nature and size of the proposed activity.
7. Ability of the Town to support the proposed activity.
8. Ability of the Organization to implement the event.

The Board of Commissioners has the discretion to deny any event if it is not in the best interest of the Town or will create an undue burden on a particular geographic area.

Criteria for Reduced Fee Consideration

The Town encourages development of public events by private organizations and recognizes that to support such efforts, financial support may be requested to offset costs of Town fees. The Board of Commissioners will review fee reduction requests on a case by case basis. Reduction and/or waiver of fees is not guaranteed and is at the discretion of the Board.

Application, permit, and late fees cannot be waived. Fee reduction and/or waiver may only be authorized by the Board of Commissioners by action taken at a regular Board of Commissioners meeting at the time of the application. The following criteria will be used when determining consideration of reduced or waived fees for special event implementation (see Reduction Waiver Rubric in the appendix).

1. The requesting applicant must represent a non-profit organization as defined by state or federal tax law.
2. Priority will be given to Zebulon 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. The proposed event meets the town's strategic plan.

The Board of Commissioners' goal is to help events get started and, as they grow over time, to become self-sustainable. Repeat reduced or waived fees should not be expected, though, previous Town-approved events may still be considered for reduced or waived fees.

To request a fee waiver the applicant should submit a letter with a detailed explanation of how the event will benefit Town of Zebulon residents directly. The letter should also specifically state the requested needs from the Town.

Conditions of Reduced Fee

Event planners should understand and agree to the following if requested:

1. Where booth or vendor spaces are part of the event, 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 Town of Zebulon as determined by the Town.
2. The Board of Commissioners may request the group or organization include in all publications, including print, video, television and radio, that the event is co-sponsored by the Town of Zebulon. Any expense associated with this recognition shall be borne by the applicant and approved at least 30 days in advance by the Town.
3. The Board of Commissioners may request the Town of Zebulon be given name, logo and banner representation in tandem with the sponsors name, logo and banner representation. Any expense associated with that representation shall be borne by the applicant.
4. Applicant will provide clear spoken recognition of the Town of Zebulon 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.
5. Applicant will provide for the Town of Zebulon an end of the event summary no less than 30 days after the event. Any expense associated with that representation shall be borne by the applicant. The summary should include:
 - a. Results of the event
 - b. How goals of the event were met
 - c. Two examples of marketing.

Reservations & Limitations

New events reserve dates and locations on a first-come, first-serve basis. Your date will be tentatively held once the Special Events Committee has received a completed application and application fee.

New event planners should contact us before applying to ensure their preferred date and location is available.

Annual events that receive a satisfactory evaluation have the priority to reserve the same annual date through a Letter of Intent. Event planners are invited to submit this letter immediately after receiving their evaluation for the current year's event. Failure to submit a Letter of Intent within two weeks will open that date or location up to other interested parties. Please note, annual events will need to submit a complete application annually for Board of Commissioners approval.

Limitations on Parade, Race and Walk Events

Zebulon is proud to assist with parades, races and walks which promote a healthy lifestyle and support many great causes. To manage the impacts to traffic flow and access to local neighborhoods, the following limitations have been placed on all parades, races and walks hosted within the Town:

- No new parades, races or walks may host an event in high-impact areas of the Town where road closures are required unless otherwise recommended by the Zebulon Police Chief.
- Parades, races and walks that impact the same geographic area cannot be held on the same or consecutive weekends.
- Town-wide, there can be no more than one parade, race or walk per weekend.

The following minimum requirements will be applied to parades operating in Zebulon:

- All entries must be lined up by the designated time. Late arrivals will not be permitted to participate.
- Dance groups, bands and other pedestrian entries must keep moving, with no stopping for performances unless specified performance locations are indicated.
- Any motorized vehicle (ATVs and motorcycles included) must adhere to traditional traffic laws. No burning tires, revving engines, playing excessively loud music, or driving in an erratic manner. Participants must ride side by side in sets of two. ATVs/motorbikes should remain in a group of no more than 15 separated by other parade entries.
- Candy may not be thrown from any moving vehicles or horses as it poses a danger to children seeking to collect candy. Candy may only be passed out by walkers along the parade route.
- Participants may not be dropped off or picked up throughout the parade route. Participants should only stage and disburse from the designated area agreed upon by the Licensee and the Zebulon Police Department.
- The applicant must include their plan to enforce guidelines throughout the parade route with the submission of a plan of action 2 weeks prior to the event.
- All horse manure must be removed by the licensee throughout the event. The Licensee must provide the Town with its plan to conduct manure removal two weeks prior to the event. This plan must be approved by the Public Works Department and the Police Department.
- Float vehicles shall be properly registered and insured according to the laws of the State of North Carolina or of the state of registration. The event organizer must verify inspection, registration, and insurance before a vehicle may participate in the parade.
- Drivers shall maintain a speed of no more than walking speed when the float is occupied. Drivers shall alert float riders upon stopping and starting the vehicle.
- Drivers shall maintain a space of 30 feet between parade entries to permit safe, smooth, steady stopping. Parade pacers shall be stationed at various points along the parade route to monitor and assist with pacing. Drivers agree to adhere to the parade pacers' directions.
- Cell phones shall not be used by those operating moving vehicles during the parade.

Balloon & Paper Lantern Releases

Balloon & paper lantern releases have a negative impact on the environment and such activities will not be authorized for events approved by the Town.

Municipal Complex (Town Hall & Grounds)

Events, including set up and clean up, may take place only on Friday between the hours of 6:00 o'clock pm to 11:00 o'clock pm (with Board approval) and Saturday or Sunday between the hours of 6:00 o'clock am to 11:00 o'clock pm. The Board may grant early access to the applicant to set up for the event.

Use of the Complex shall be limited to the Complex grounds and, if approved by the Board of Commissioners, designated restroom facilities inside the Town Hall. The Board of Commissioners may require outdoor toilet facilities be provided at the applicant's cost. Adequate supervision must be provided for any indoor use, which must be provided by professional security officers, Town employees or Town officials.

The Town shall charge a fee for the use of the Complex pursuant to a fee schedule adopted by the Town. This standard and rental rates can be changed at any time, without notice, by the Board of Commissioners.

Use of the Complex shall be limited to one (1) event per month, provided the Board of Commissioners may approve more than one (1) under some circumstances. Applications shall be considered on a first come, first serve basis.

Other governmental entities may have use of the Complex as deemed appropriate by the Town Manager. Governmental entities mean federal, state or municipal entities and subdivisions of the same, including use by public officials for purposes other than campaigning. Group tours conducted by Town employees or Town officials are not prohibited nor regulated by this standard.

Alleyways

Use of downtown alleyways is encouraged. Small scale free experiences such as a meet up or story time that have a duration of less than one hour, free to the public, require no impact to vehicular traffic, require no amplification of sound, and will not impede safe pedestrian access through the alley may be scheduled with the Special Events Committee and will not require Board of Commissioners approval. Fees may be applied per the fee schedule. Other events will require Board of Commissioners approval.

EVENT INFRASTRUCTURE

Closure of Town Streets

The temporary closure of Town streets for an event is handled by the Zebulon Police Department and the Public Works Department. If granted, a street closure gives the event planners use of the streets and sidewalks within the areas designated by the Special Event Permit. Typically, this will also include access to all public parking spaces within the closed street. To manage the impacts to traffic flow and access to local businesses and neighborhoods, the Board will consider such impacts so that the benefits of events do not become a continuous burden on businesses and residents.

Closure of NCDOT Streets

NCDOT streets require notification and approval from [NCDOT](#). Communication between the event planners and NCDOT is the responsibility of the applicant and will require cooperation and coordination with the Zebulon Police Department. NCDOT requires 60 days notice.

Amplified Sound

The temporary waiver of Town sound ordinances for an event is handled by the Zebulon Police Department. If granted, a sound ordinance waiver gives the event planner permission to use amplified noise within the areas designated by the Special Event Permit. Event planners should be mindful of the impacts of the sound on the surrounding neighborhoods. The Town reserves the right to revoke the amplified sound variance or impose decibel limits at any time.

Food

The sale or preparation of food at a special event may require a Temporary Food Establishment (TFE) permit from the Wake County Environmental Services (WCES) Department. The event planner is solely responsible for ensuring any food vendors meet any state or local permits related to preparation and distribution of food. Please note: Wake County requires 15 days notice prior to an event for a Temporary Food Establishment permit.

Waste Management Plan

Event spaces must be thoroughly cleaned during and following each event at the expense of the event planners. It is imperative that event planners have a detailed plan of how they intend to manage and dispose of trash and recyclables, and a general plan to not only clean up after the event, but to ensure a clean space throughout the duration of the event. Event planners may use volunteers, professional cleaning or contracted companies for these services, but all materials must be removed completely from the site and all trash and recycling receptacles must be emptied immediately after the end of the event. Event planners must submit a detailed plan with their application to address waste, trash and recyclables at the time of application and work in coordination with Zebulon Public Works. Existing onsite trash receptacles may not be used for special event waste. Space must be returned to its pre-event state.

Restrooms

Event planners are required to provide restroom facilities for participants and attendees, with at least 5% (and at least one) being ADA compliant. The minimum requirement is one toilet per every 300 attendees. Event planners can meet this minimum either by renting portable toilets or by attaining written permission to use the facilities of adjacent businesses. Portable toilets may only be placed in agreed-upon designated areas.

Fire Department Permits

Tents, Inflatables, and Flame-Related Activities

Your event will require a Fire Department Permit if it involves:

- A tent over 800 square feet
- Any inflatable that persons will enter, such as a bouncy house, that is over 400 square feet in size or that requires constant motorized inflation
- An amusement building, such as a fun house or haunted house
- Fireworks displays
- Pyrotechnics or fire performances
- Bonfires, luminaries, or any other use of open flame (sky lanterns are always prohibited)

The NC Fire Prevention Code (NCSFC) 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 NCSFC is the applicant's full responsibility. Permits are issued by the Town of Zebulon Fire Department. The Special Events Committee will work with you to coordinate these services.

Festivals, Carnivals, and Exhibits

The following types of events may require a Fire Department Inspection:

- Exhibits or trade shows (events that showcase products or services)
- Street Festivals or carnivals (large public entertainment events, which may include performances, tents, rides, amusement structures, animals, etc.)

An inspection requirement will be determined on a case-by-case basis by the Zebulon Fire Department.

ALCOHOL

Alcohol on Town Property

If your event will involve the possession or consumption of alcoholic beverages on Town property, regardless of whether it is being sold, given away, or supplied by attendees, you will require a Town ordinance waiver. If granted, an alcohol waiver gives the event participants permission to possess and consume alcohol within the areas designated by the Special Event Permit. Event organizers and patrons must remain in compliance with all local and state laws. Having alcohol at your event may result in additional insurance and security requirements.

ABC Permit Requirements

An event will require an alcohol permit if the event involves the sale of alcohol in any capacity, including providing complimentary alcohol only to ticketed or registered participants and similar arrangements.

Alcohol permits are controlled and issued by the North Carolina Alcoholic Beverage Control (ABC) Commission. More information on ABC alcohol permit requirements can be found on the ABC website or by phone at 919-779-0700. Event planners are responsible for all aspects of their alcohol permit, and they should ensure that patrons comply with relevant policies. Failure to comply can result in the revocation of the permit or the issuance of citations to the event planners and/or patrons.

The ABC Commission's current deadlines require that a completed application be submitted to the Zebulon Police Department at least 21 days prior to the event. The issued Special Event Permit must be included in this application. This means that you must meet all Special Events Committee requirements prior to this 21-day deadline, so that you will have your Special Event Permit to submit with your ABC application materials.

Attaining an ABC Permit can be a complex process. It is crucial to plan ahead and coordinate with the Special Events Committee to ensure that this process runs as smoothly as possible. ABC deadlines and requirements are subject to change and are not controlled in any way by the Town of Zebulon.

EVENT SAFETY

Safety Barricades

Events involving the closure or obstruction of a public street will require safety barricades, variable message boards, and/or hiring sworn law enforcement officers. The number, type and placement of barricades is determined by the Zebulon Police Department and Zebulon Public Works. This is a critical measure and is strictly enforced to help ensure public health and safety at special events. Event planners are responsible for providing barricades for their event. The Town can provide information about rental options if needed. Town staff reserves the right to require additional safety measures to protect the

public and drivers based on the event and location. Safety barricades must meet NCDOT road closure standards.

Emergency Action Plan

All events are required to submit an Emergency Action Plan (EAP) during the permitting process. This plan should identify emergency access, crowd managers, emergency notification methods, and how organizers will deal with emergencies. Town personnel will review each plan and make recommendations. The purpose of this EAP is to outline the plan for crisis management at your event and to communicate this plan to Town officials. Town staff will review each plan and make recommendations as needed. These guidelines were created to help event planners understand what information should be considered when creating an EAP for a special event. Failure to submit an EAP 30 days prior to the event may result in cancellation of the event. A daily penalty of \$25 per day will be issued for failure to submit an EAP on time. The fine must be paid at the submission of the EAP.

GENERAL CONSIDERATIONS

When creating an EAP, please address all of the following considerations:

1. Who will serve as the EAP representative and point-of-contact at your event?
2. Will there be on-site medical care? If yes, provide details and contact information.
3. Will there be on-site security? If yes, provide details and contact information.
4. How will you broadcast emergency information to your vendors and event attendees, both before and during your event?
5. How do you plan to evacuate people from your event footprint in the case of emergency? Where are the emergency exits?
6. If evacuation is not possible, what is your plan to shelter in place?
7. How do you plan to ensure emergency vehicle access at this event?
8. How are you planning to monitor weather conditions and what will be your protocol for a weather-related event cancellation?
9. 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.
10. 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 planners will need to create an extensive EAP. These guidelines may not cover all the necessary components for such an event. Please contact the Special Events Committee if you need assistance creating a comprehensive EAP for your large-scale event and we will provide you with a template.

Weather Conditions

It is the responsibility of the event planners to track and monitor the weather and ultimately make the call on the potential cancellation of an event. 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, in which case Town staff reserves the right to cancel the event.

Security/ Off-Duty Officers

Zebulon Police Officers are the most common and preferred method of security at special events in the Town. During the event permitting process, the Zebulon Police Department (ZPD) will review each application and provide recommendations on the number of officers or other security needed for your event. To hire off-duty officers, the event planners will need to complete a contract with ZPD. Contracts are due to ZPD no later than four weeks prior to the event. ZPD reserves the right to require hiring off-duty law enforcement officers from a partnering agency and/or private security.

PUBLIC NOTIFICATION

Event Planners must notify all affected community members (including residents, businesses, schools, and places of worship) about their event, associated road closures, and other impacts. Any establishment that will be blocked, detoured, or heavily inconvenienced must be notified. Neighborhood partnerships and homeowner associations must also be notified when applicable.

Each notification must include the following:

- Header reading “Official Notice: Special Event Road Closure”
- Name of Event
- Sponsoring Organization(s)
- Date and time of event
- Description of road closures (locations and times)
- Description of event
- Noise impacts, such as music or fireworks including timeframe
- Name, email address, and phone number of event planners
- Website associated with event
- Event Feedback QR code or Link

Approved Notification Methods

- **Option 1: Mailed Postcards:** Event planners may mail bright yellow postcards detailing event information to all affected community members. Instructions for Mailed Notifications are provided in the appendix.
- **Option 2: Individualized Establishment Notification:** Event planners may individually contact affected community members in person, over the phone, or via email and submit their tracked interactions to the Special Events Committee using the Establishment Notification Form, which is included in the appendix.
- **Option 3: Apartment or Business Complex Notification:** Event planners may coordinate with property managers to alert all tenants of a large complex via the preferred communication method of the complex. Proof of this alternate form of notification must be submitted to the Special Events Committee.

Event Organizers may use a combination of the above methods of notification or may submit a suggested alternate notification plan to the Special Events Committee in advance, which may be approved, modified, or denied.

The Planning Department can assist the organization by providing a list of affected addresses.

Public Notification Due Dates

Notifications must be distributed to the community using one of the methods outlined above by the deadlines listed below.

Event Type	Notifications Due
Parade, Walks, & Road Races	4 weeks prior to event date
General Event Tier I	
General Event Tier II	15 days prior to event date
General Event Tier III	

The above identifies minimum requirements — it is recommended, for the benefit of both the event planners and Zebulon community members, that organizers use additional notification means such as social and broadcast media, local calendars, and newspapers, etc.

NOTE: No advertisements should be made prior to receiving approval for your event. The Town is not responsible for any losses incurred by advertisements made for an event that is subsequently denied.

PARKING

No Parking Postings

If your event will close roads within a business district, it may be necessary to post “No Parking” signs. The event planners will post the signs at least 48 hours before the start of the restrictions. Not all events will require signs and it will be at the discretion of the Special Events Committee on when to post them. This will be determined during the permitting process. Pending availability, the Town will provide this service for a fee as identified in the fee schedule.

Towing

At times, events will require vehicles be removed from within the footprint of the event. A car can only be towed if the parking space was clearly posted “No Parking” at least 48 hours before the start of the road closure and only pre-determined event planners or representatives may request that the police have a car towed during a special event. To request a car towing, event planners should contact an on-site event police officer or the local Zebulon Police Office.

Event Set Up Rules and Regulations:

1. Oil/grease/pig mats must be used on any sidewalk pavers along public streets, spaces, or greenways during use of grills and/or cookers that will leave residue
2. All tents must be anchored by weighted devices and not stake-driven.
3. All tents must be placed on hardened surfaces, not on mulched planter or landscape areas. Use of tents on Lawn Areas at the Zebulon Municipal Complex is permitted with approval from the Special Events Committee.
4. Do not attach items to trees, benches, hydrants, trash cans, light poles, trash cans or other infrastructure.
5. Do not move fixtures, including benches, planters, tables, chairs, or trash cans unless permitted to do so by the Special Events Committee.
6. Stay off plant beds. No infrastructure of any kind should be placed in plant beds.
7. Do not pour anything into plant beds, including ice or water.
8. All grease and cooking materials must be properly contained and disposed of; nothing may be placed in the storm drains.

9. Barricades and fencing are subject to be required for any special event. The event coordinator must coordinate with the Special Events Committee and departments within the town to discuss the proper barricades or fencing that can be required for the event.
10. If electrical service or portable water is required, access fees will apply. The Zebulon Public Works Department will coordinate these services and can provide information on fee structures and power limits.
11. You must schedule a walk through with the Special Events Committee prior to your event. Committee staff will work with you to arrange an appointment.
12. Event setup must be approved by the Special Events Committee.
13. Food trucks and other vehicles can park as agreed upon with the Special Events Committee, but you must detail the exact location of all vehicles to ensure adherence to weight limitations.

INSURANCE & INDEMNIFICATION REQUIREMENTS

Certificate of Insurance

Special Events using public property are required to secure an insurance policy for the event that includes the Town of Zebulon as additional insured with limits determined by the Special Events Committee and authorized by the Board of Commissioners. The event planners (primary and/or secondary) shall purchase and maintain this insurance, providing coverage for the event with an insurance company authorized to do business in the State of North Carolina.

Licensee or permitted caterer will provide a general liability insurance policy (and liquor liability insurance policy if applicable) in the amount of \$1,000,000 (or higher dependent upon the size or nature of the event) per claim naming the Town of Zebulon as additional insured covering claims for injuries, deaths, and/or property damage arising out of the use of the premises by Licensee. Proof of this liability insurance coverage must be provided to the Town of Zebulon no later than 1 month prior to the event, and if not, the Town may cancel the event, and Licensee shall forfeit all rights to refund of any monies paid. The Town reserves the right to purchase a policy if the event planners fail to meet the deadline and charge the cost of the policy plus a \$250 processing fee.

The Certificate Holder address should read:

Town of Zebulon, 1003 North Arendell Avenue, Zebulon, North Carolina, 27597

Coverages: Insurance must cover activities as identified for the event. The town may request specific activities be listed on the COI.

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.

Third Party Insurance

The event planners must ensure all safety-sensitive contractors providing goods or services for the event maintain appropriate insurance coverage and limits. Examples of such contractors include but are not limited to inflatable companies, providers of amusement rides, vendors of all food and beverage items, etc.

INDEMNIFICATION CLAUSE

The Town will require the following indemnification clause to be included in all participant registration materials. Such registration may include race participants, parade participants, vendors, or anyone else registering to participate in a particular special event.

“I, _____, (the “Participant”) release and forever and hold harmless the Town and each of its officers, elected officials, employees and agents from any and all liability, claims, and demands of whatever kind or nature which arise or may hereafter arise from my participation in the activities related to the special event, including claims that arise out of negligence. The Participant understands and acknowledges that this release discharges the Town from any liability or claim that the Participant may have against the Town with respect to bodily injury, personal injury, illness, death, or property damage that may result from the Participant’s involvement in the special event. Participant understands that the activities related to the special event in which the Participant is involved may include activities that are inherently dangerous to the Participant. Participant hereby expressly assumes the risk of injury or harm to the Participant from these activities and release the Town from all liability for injury, illness, death, or property damage resulting from these activities. Participant grants and conveys to the Town all right, title and interest in any and all photographs, images, video or audio recording of the Participant or his likeness or voice made or used by the Town in connection with the Participant’s involvement in the special event and related events.”

Contract

The event planners will be required to complete a contract with the Town of Zebulon. The event should not be promoted in any way until a contract is fully executed by both the event planners and the Town. A sample contract can be found in the Appendix.

EVENT EVALUATION

Site Visit

The Special Events Committee performs routine site visits for special events. During this visit we will continue to serve as a liaison for event planners to address last-minute event needs should they arise. We will also ensure compliance with the regulations outlined in the Special Event Permit and with the regulations enforced by other Town departments or partner agencies as applicable.

Event Evaluation

The Special Events Committee will complete an Event Evaluation Form following each event to measure the success of the event planners in conforming to policies and permitted activities. Events with an unsatisfactory evaluation may have additional requirements imposed for future years or may be denied for future events. Event planners will receive their evaluation shortly after their event. A sample *Event Evaluation Form* is in the glossary.

The Town of Zebulon welcomes citizen and participant feedback and utilizes this information in future planning. All event planners are required to provide the community an opportunity to submit feedback on the event. The town will provide a link and QR code to event planners to use for community feedback.

- **Option 1: Feedback Form QR Code**
This QR code must appear on all methods of notification to the community including the following statement:

“LEAVE US A COMMENT. The Town of Zebulon welcomes citizen and participant feedback. Scan the QR code with your phone camera to provide comments about Zebulon Events”

- Option 2: Feedback Form Link

This link must appear on all methods of notification to the community including the following statement:

“LEAVE US A COMMENT. The Town of Zebulon Welcomes citizen and participants’ feedback. Use the Event Feedback Form to provide comments about Zebulon events.”

Damages and Outstanding Bills

Event organizers will receive a post-event invoice for any damages to Town property or unanticipated event needs such as additional utilities access and staffing needs.

Letter of Intent

If event planners receive a satisfactory evaluation following their event, they will be invited to submit a Letter of Intent to reserve the same date and location for the event the following year. Failure to submit a Letter of Intent within two weeks will open that date or location up to other interested parties. Please note, annual events will still need to submit a complete application every year.

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Appendix

Fee Waiver or Reduction Rubric

Board Criteria	Meets	Does Not Meet
Represents a non-profit organization as defined by state or federal tax law.		
Zebulon based group, chapter, organization.		
Community focused event.		
Recreational event in nature.		
Event is open to the general public.		
Purpose to facilitate a positive impact to the community.		
Meets the Strategic Plan		
Vibrant Downtown		
Small Town Life		
Growing Smart		

Mailed Postcard Instructions

In order to comply with the Special Events Notification Policies, event planners have the option of mailing standardized postcards to affected community members provided they follow these guidelines:

Required Postcard Specifications

- Postcard size: minimum 5.5" x 8.5"
- Paper Type: minimum 80# cover weight; black ink on bright yellow paper
 - Such as Astrobrights Lift-Off Lemon
- Type of Mail: First class is recommended, but any service is permissible as long as the postcards are received by the community at least 4 weeks prior to the event date. Coordinate with USPS or a local mailing facility to determine the best method for your delivery.

Required Postcard Text

- Header reading "Official Notice: Special Event Road Closure"
- Name of Event
- Sponsoring Organization(s)
- Date and time of event
- Description of road closures (locations and times)
- Description of event
- Noise impacts, such as music or fireworks including timeframe
- Name, email address, and phone number of event planner
- Website associated with event
- Event Feedback QR code or Link

Required Proof of Notification

- Submit a notification template to the Special Events Committee at least 6 weeks prior to the event date.
- Submit a copy of your mailing receipt to the Special Events Committee at least 4 weeks prior to the event date.
- Submit either of the following:
 - List of addresses contacted
 - Map depicting the geographical boundaries of the area that received notifications

Tips and Resources

- To avoid returned postcards, add "or current resident" after the name of each recipient
- Design a USPS compliant Every Door Direct Mail for smaller events

Individualized Notification Instructions

Individualized Notifications

To comply with the Town of Zebulon Notification Policies, event planners have the option of notifying affected community members individually and tracking these interactions with the form. Notifications may be made in person, over the phone, or via direct email. Always request to speak with the owner or manager when possible. Ensure that you provide a document that covers all the information noted above as required text for postcards.

Proof of Notification Form

Enter Event Name Here

Establishment/Contact Name	Date	Method of Notification

Sample Contract

Public Event Agreement & Expectations

The Town of Zebulon owns and manages the majority of streets within Town limits. The Town's Strategic Plan includes the following areas of focus: Grow Smart, Vibrant Downtown, and Small Town Life. The primary purpose of streets is to provide transportation access connecting businesses, residents, and visitors to Zebulon. When the impact is manageable it is common for streets to be closed for events and made available to the public by private organizations. Private organizations may request closure of streets from the Town. All events must be evaluated on a case-by-case basis due to the complexity of closing streets and each town department will identify appropriate requirements necessary to approve a street closure for events.

GENERAL POLICIES

1. If the applicant ("Licensee") is an individual, Licensee must be an adult, age 21 years of age or older. If Licensee is an entity, a responsible adult, age 21 years of age or older, must be present and supervising at all times.
2. Fees are charged in accordance with the adopted Fee Schedule and the Recreation Cost Recovery Policy.
3. Licensee will comply with all laws, ordinances (including Town of Zebulon Noise Ordinance), and regulations adopted or established by federal, state, county, or Town of Zebulon and require that all its attendees comply with same. Licensee will comply with all Zebulon Community Center rules and regulations and will require that all its attendees comply with same.
4. The Town of Zebulon or its agents will not be responsible for any accidents or personal injuries that occur during the special event. Licensee is responsible for the actions of the participants in their group and/or event.
5. The Town of Zebulon will not be responsible for any stolen or damaged goods.
6. Licensee is responsible for the cost of any professional repairs or replacement of any damages to Town assets or equipment.
7. The Town of Zebulon reserves the right to require Licensee to provide security for its event. In such cases, Licensee will be required to hire off-duty officers of the Zebulon Police Department at their designated rate. This fee will be paid directly to the hired police officer prior to the event starting or as directed by the Police Department. If a Zebulon Police Officer is not available, the Licensee may hire a "sworn officer" approved by the Town of Zebulon.

8. Licensee and permitted caterer will provide a general liability insurance policy (and liquor liability insurance policy if applicable) in the amount of \$1,000,000 (or higher dependent upon the size or nature of the event) per claim naming the Town of Zebulon as additional insured covering claims for injuries, deaths, and/or property damage arising out of the use of the premises by Licensee. Proof of this liability insurance coverage must be provided to the Town of Zebulon no later than 30 days prior to the event, and if not, the Town may terminate this agreement and cancel the special event, and Licensee shall forfeit all rights to refund of any monies paid. In lieu of cancelling the special event, the Town may seek and acquire an insurance policy that provides the required coverage. Should this occur, the licensee will be charged the reimbursement of 100% of the cost incurred by the Town plus a processing fee of \$250.
9. No alcoholic beverages are permitted to be sold, possessed, or consumed without the appropriate permit from the Alcohol Beverage Control Board and approval from the Board of Commissioners. Persons holding such permit must be who provides the beverages to be consumed at the event. A copy of the ABC permit for providing alcoholic beverages at the event must be presented to the Town of Zebulon no later than 1 week prior to the event. Attendees cannot bring in their own alcoholic beverages. No brown bagging is allowed. All applicable Alcohol Beverage Control laws shall be complied with.
10. Nothing is to be installed on or fastened to the streets, sidewalks, or other privately owned businesses that may cause damage to the property.
11. The Town of Zebulon reserves the right to make any public announcements before, during, or after the special event.
12. Licensee's event shall end no later than 11:00pm, not to include clean up time. A later ending time than 11:00pm must be requested and approved by the Town's Special Events Committee during the application process.
13. Licensee's road closure or use of town property is for the hours specified on Licensee's public event application that has been approved by the Town of Zebulon. This should include the time needed to setup and cleanup. Please make sure that you request enough time for set up and clean up. Licensee will be subject to additional charges for time that exceeds the approved hours.
14. Special event applications should be submitted per the terms of the Board of Commissioners adopted Special Event Standards. Application fees, permits, facility use fees, service fees, and equipment fees are due per the terms of the Board of Commissioners adopted Special Event Standards and the Fee Schedule.
15. A refundable security deposit equivalent to half of the facility use rate may be required. Assuming there are no damages to the Town's assets or equipment, the security deposit will be refunded within two weeks after the rental.

16. Cancellations initiated by the licensee more than 30 days prior to the event date shall be granted a refund of paid facility use, service and equipment fees and any deposits minus a \$25 administration fee. Cancellations initiated by the licensee within 30 days of the scheduled event shall be granted a refund of any paid deposits and 50% of the total facility use, service and equipment fee. Cancellations initiated by licensee less than 48 hours prior to a reservation shall be granted a refund of only any security deposit paid. There will be no refund of fees if cancellation occurs less than 48 hours prior to any scheduled event.

Permit fees are refunded at 75% of collected fees. There is no reimbursement of permit fees if an event is cancelled by the licensee within 30 days of the event date. Fees may be transferable towards future event permits if the event is cancelled due to inclement weather or other emergency situations, which will be determined at the discretion of the Special Events Committee. Application and late fees are non-refundable.

Refund requests must be made in writing.

17. Licensee agrees that at all times the special event and all activities will be conducted with full regard to public safety and will observe and abide by all applicable regulations and requests by duly- authorized governmental agencies responsible for public safety and with the Town of Zebulon to assure such safety.
18. Walkable and ADA accessible ingress or egress to and from the special event location and the impacted private property owners shall not be obstructed.
19. Licensee assumes all costs, liabilities, and claims arising from the use of patented, trademarked, franchised, or copyright music, movies, devices, processes or dramatic rights used on or incorporated in the special event.
20. The Town of Zebulon reserves the right to make cancellations to any road closure or facility use at any time due to public health, safety, and welfare concerns including after the event has commenced. Cancellation notices will be issued as far in advance as possible. All rental fees and deposits paid to the Town will be returned in full if the cancellation is initiated by the Town of Zebulon. The Town of Zebulon will not be liable for any other costs incurred by Licensee due to cancellations made by the Town of Zebulon.
21. The Town of Zebulon reserves the right to refuse road closures or facility use to any person or group for any event that, at the sole discretion of the Town, is deemed to potentially impair the health, welfare, and/or public safety of citizens or the efficient operation of the Town.

22. Licensee must ensure that the impacted streets and town facilities are left in a manner that is consistent with the way it was upon their arrival. Licensee is expected to make sure all trash, paper, cups, food, bottles, etc. is placed in the provided and appropriate containers. A cleaning fee will be charged to events that require Town staff cleaning of the streets. This will be calculated based on the staff resources required to address any issues and the adopted Fee Schedule.
23. At the conclusion of the Event, Licensee will be expected to complete a final walk-through of the event area with Town staff to ensure that the event area is clean and free of damage, and that all provided equipment is accounted for, clean, and damage free. Licensee understands that they will be held financially responsible for any damages to the event area that may occur during the event and are responsible at all times for their guests' behavior. The Town of Zebulon endeavors to provide and maintain a family atmosphere. The Town of Zebulon expects each user group to treat our public spaces with care and respect.
24. The Town of Zebulon reserves the right to alter these policies if necessary or it is in the best interest of the Town of Zebulon.
25. Any missed deadlines may result in the cancellation of the event or rescinding of any offer to waive or reduce fees associated with the event. If the applicant seeks more time, it must contact the Town at least one business day before the deadline to discuss the possibility of an extension. An extension may be granted based on staff availability to continue town obligated logistics.
26. Following Licensee's use, if the Town incurs costs in excess of the License Fee for the use contemplated by this License, the Town will invoice Licensee for same ("Additional Charges"). This includes the cost of any repairs or replacement required because of use or damage to the Complex or equipment during the License Period or additional staffing or security. Payment of the Additional Charges is due to the Town within 15 days of invoice, and the Town may retain the Security Deposit as security for the payment of the Additional Charges.
27. Licensee will not cover or block from view any permanent signage installed on town property.
28. The parking lot and front drive of the Municipal Complex cannot be blocked during regular business hours without the permission of the Town Manager. The emergency 911 phone located at the police department must be accessible at all times by the public.

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Event Specific Details and Requirements:

This section is developed on a case by case basis based on the application and type of event.

Licensee: _____
Location: _____
Street Closure Time: _____
Additional Closures: _____
Event Start Time: _____
Event Purpose: _____

Each Town department has reviewed the event request, the following terms apply:

- 1.
- 2.
- 3.
- 4.

Hold Harmless and Indemnification

The Licensee hereby releases and holds harmless the Town and each of its officers, elected officials, employees and agents from any and all liability, claims, and demands of whatever kind or nature which arise or may hereafter arise from the activities related to the special event, including claims that arise out of negligence. The Licensee understands and acknowledges that this release discharges the Town from any liability or claim that the Licensee may have against the Town with respect to bodily injury, personal injury, illness, death, or property damage that may result from the Licensee’s involvement in the special event. Licensee understand that the activities related to the special event in which the Licensee is involved may include activities that are inherently dangerous to the Licensee. Licensee hereby expressly assumes the risk of injury or harm to the Licensee from these activities and release the Town from all liability for injury, illness, death, or property damage resulting from these activities. The Licensee agrees to defend the Town in and to pay any attorneys’ fees as a result of any action brought by or against the Town, its agents and employees, for any acts or conduct of the Licensee or its Participants of whatever kind or nature whatsoever, while in, on, or about any Town property. Furthermore, Licensee shall cause each participant in the special event to sign, print name and date a release in the form set out below as a condition of participating in the special event:

“I, _____, (the “Participant”) release and forever and hold harmless the Town and each of its officers, elected officials, employees and agents from any and all liability, claims, and demands of whatever kind or nature which arise or may hereafter arise from my participation in the activities related to the special event, including claims that arise out of negligence. The Participant understands and acknowledges that this release discharges the Town from any liability or claim that the Participant may have against the Town with respect to bodily injury, personal injury, illness, death, or property damage that may result from the Participant’s involvement in the special event. Participant understands that the activities related to the special event in which the Participant is involved may include activities that are inherently dangerous to the

Participant. Participant hereby expressly assumes the risk of injury or harm to the Participant from these activities and release the Town from all liability for injury, illness, death, or property damage resulting from these activities. Participant grants and conveys to the Town all right, title and interest in any and all photographs, images, video or audio recording of the Participant or his likeness or voice made or used by the Town in connection with the Participant’s involvement in the special event and related events.”

A copy of signed waivers will be made available to the Town of Zebulon no less than 2 weeks prior to the event.

The undersigned Licensee certifies that it has read the above agreement and understands that it is responsible for Licensee and its guests adhering to the expectations at the event for which Licensee has requested use of public streets.

IF LICENSEE IS AN INDIVIDUAL:

Print Name: _____

Signature: _____

Date: _____

IF LICENSEE IS AN ENTITY:

(Print Entity Name)

By: _____
(Signature of authorized person)

Name: _____
(Print name of authorized person)

Title: _____
(Print title of authorized person (President, Vice President, etc.))

Town Manager’s Signature: _____

Date: _____

Event Evaluation Form

Evaluated By: _____ Date: _____

Event Name:

Strengths

- *Example strengths: All requirements submitted in a timely manner; thorough notification provided to affected community; event planner readily available and responsive during permit process and on-site at event; full compliance with all relevant town, county and state policies; positive response from community and attendees; event engaged local businesses and residents.*

Violations

- *Example violations: Missed deadlines, improper notifications, barricades improperly placed, insufficient number of restrooms, event planner not accessible by cell phone on-site; shortage of required volunteers/security; amplified noise played outside of permitted hours; alcohol consumption outside of designated footprint.*

Considerations for Future Planning

- *Example considerations: A more comprehensive egress plan for vendors is required; Recommended change to stage set-up to accommodate pedestrian access; Road closure timeframe should be lengthened to allow more set-up time; Event footprint should be reduced for future years*

NOTE: All invoices must be paid within 30 days of receipt. Failure to pay outstanding bills will result in the inability to host future events.