

CITY OF MONROE, NC

Special Events Planning Guide



300 West Crowell Street (P.O. Box 69) Monroe, NC 28112

(704) 282-4524

Fax: (704) 282-4735



TABLE OF CONTENTS:

APPLYING FOR A PERMIT	3
DEADLINE AND FEES	4
PERMIT PROCESS OVERVIEW	4
EVENT INFRASTRUCTURE	5
CLOSURE OF STREETS	5
AMPLIFIED SOUND	6
FOOD	6
WASTE MANAGEMENT PLAN	6
RESTROOMS	7
FIRE DEPARTMENT PERMITS.....	7
ALCOHOL.....	8
EVENT SAFETY AND SECURITY.....	9
SAFETY BARRICADES	9
WEATHER CONDITIONS	9
SECURITY	9
PUBLIC NOTIFICATION	10
SPECIAL EVENT PERMIT APPLICATION	11,12 &13
BUSINESS NOTIFICATION FORM	14



Welcome and thank you for your interest in the City of Monroe to consider hosting your event! This document will serve to help your organization prepare for your event. Special Event Permits are required for all public events that propose street closures. Events held on private property require a Temporary Use Permit and shall be coordinated with the City of Monroe Permit Center. The use of City park facilities or Community Centers do not require a special event permit from our office and would instead require coordination with the City of Monroe Park and Recreation Department. When in doubt, contact our office.

City of Monroe Permit Center
300 West Crowell Street
P.O. Box 69, Monroe, NC 28111
704-282-4524
permitcenter@monroenc.org

APPLYING FOR A PERMIT:

How to Apply and Submittal Requirements:

1. Submit a completed special event permit application to the City of Monroe Permit Center.
2. Site Map displaying area of proposed street closure/s, restrooms, trash receptacles (if applicable), designated area for alcohol (if applicable) parking, tent and inflatable locations and all other activities.
3. Certificate of Insurance- All permit requests must be accompanied with a \$1,000,000.00 general liability policy that names the “City of Monroe” as an additional-insured. The dates of the policy must be for the entire period of the event.
 - Required for street closures and events with alcohol.
4. Copy of NCDOT street closure approval (if applicable).
5. Business Notification Form
6. Copy of ABC Commission Permit (upon approval).
7. Security Plan to Ensure safe sale and distribution of alcohol.

APPLICATION FEES ARE NON-REFUNDABLE. 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 sponsorships and other activities done prior to event approval is done at the risk of the event organizer.



DEADLINE AND FEES:

An application is not considered complete until the application, necessary documentation and non-refundable application fee have been received.

Example event types include: parades, races, walks and general events such as festivals, markets and ceremonies.

Special Event Permit application fee is \$82.50 and a \$40 fire fee for tents and inflatables. Event organizers may incur additional expenses and service fees for common event expenses such as barricades, restroom facilities, tents, trash collection, off-duty police officers, alcohol permitting, etc.

Deadlines for processing: An event that is proposing a City-maintained street closure will require a ninety (90) day deadline submittal and for North Carolina Department of Transportation (NCDOT)-maintained street closures will be a one-hundred and twenty (120) day deadline submittal.

PERMIT PROCESS OVERVIEW:

Once the Permit Center has received your completed special event permit application, necessary documentation and fees, it will be routed to various City department and agencies for review and to assess the needs of your event. As we begin processing your application and event materials, the Permit Center will contact you with questions, updates and requests to facilitate the approval process.

All special event permits for events that propose street closures are required to receive a recommendation from the City of Monroe General Service Committee and Final decision by City Council prior to event approval. The special event permit will be required to be reviewed and approved by all City departments prior to being scheduled to be placed on the City's General Service Committee. This process can take several months to complete, which is one of the reasons why it is critical that you meet the above deadlines for processing for your event.



EVENT INFRASTRUCTURE:

Street Closings:

This section will help the applicant better understand procedures relating to proposed closure request/s.

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

NC Department of Transportation, Highway Division
716 W. Main Street. Albemarle, NC 28001
(704) 983-4400

- Applicants can contact the City of Monroe Engineering Department at (704) 282-5795 to find out if proposed road closures are under the authority of NCDOT or the City of Monroe. If applicant obtains a NCDOT street closure approval, the applicant is still required to obtain a special event permit from the City of Monroe as well.

City of Monroe Engineering Department
300 West Crowell Street, Monroe, NC 28112
(704) 282-5795

- All proposals must be reviewed by the Police and Fire Departments to ensure public safety will not be compromised. This will be done internally once an application is submitted; you will not need to do this before submitting the application.
- The application for closing streets must be made in advance of a minimum of ninety (90) days for City streets and one hundred and twenty (120) days for NCDOT streets prior to the requested event. City Council must take action on street closures and therefore adequate time is needed to place such requests. NCDOT may have other time limitations that applicants would need to contact them directly to inquire.
- Fees for any required barricades and/or detour signage will be charged in accordance with the current Fee Schedule Chapter VII, Engineering/Public Works, Section 3. Temporary Street Closings.



Amplified Sound:

The City has a noise ordinance that prohibits unreasonably loud noises from 9:00 p.m. to 9:00 a.m. including any noises from construction, garbage/recycling trucks, lawn mowers, mechanical, sound-producing equipment, etc. All special events will need to comply with Chapter 92: Noise Control of the City of Monroe Code of Ordinances.

Food:

The sale or preparation of food at a special event may require a Temporary Food Establishment (TFE) permit from Union County Environmental Health Department. The organizer is solely responsible for submitting applications on behalf of any food vendors they are allowing at their event.

Union County Environment Health
500 North Main Street, Suite 47
Monroe, NC 28112
704-283-3553
tfe@unioncountync.gov

Waste Management Plan:

Event spaces must be thoroughly cleaned during and following each event. It is imperative that event organizers 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 organizers may use volunteers or 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 after the event. Any and all costs associated with trash collection are the responsibility of the applicant. Local vendors include the following companies in which the applicant would be responsible for contacting directly to coordinate delivery and pick up of trash containers.

Waste Pro USA-Charlotte South: 704-821-7578

Waste Connections of Monroe: 704-708-5872

Waste Management: 704-982-1224

Trash Control: 704-389-0740

Active Waste Solutions: 704-626-7400



Restrooms:

Event organizers 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 organizers can meet this minimum either by renting portable toilets or by attaining written permission to use the facilities of adjacent businesses. Local vendors include the following companies in which the applicant would be responsible for contacting directly to coordinate delivery or pick up of portable toilets if needed:

Waste Pro USA-Charlotte South: 704-821-7578

A Stevens Portable Toilets: 704-776-9598

United Rentals: 704-252-5480

Duanes Portable Toilet Rental: 704-946-5037

Fire Department Permits:

Tents, inflatables, and flame-related activities are regulated and enforced by the City of Monroe Fire Department. The City of Monroe Fire Marshal will conduct an on-site inspection of any tent, inflatable or flame-related activity requiring a permit. Questions related to these structures should be directed to:

City of Monroe Fire Department
Kevin Philemon, City of Monroe Fire Marshal
(704) 282-4706
kphilemon@monroenc.org

A permit shall be obtained for all tents, inflatables and flame-related activities 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.
- Firework displays.
- Pyrotechnics or fire performance.
- Bonfires, luminaires, or any other use of open flame (sky lanterns are always prohibited).



Alcohol:

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

ABC Commission of North Carolina

4307 Mail Service Center, Raleigh, NC 27699-4307

(919) 779-0700

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

The possession, consumption, sell, and distribution of alcoholic beverages is permissible at special events with a special event permit and ABC permit approval and shall comply with the following standards:

- Business Owners with proper Alcohol Permits and Liquor Liability Insurance will be able to sell, serve, and possess alcohol during Special Events.
- Applicants must obtain and provide all the appropriate State and local permits needed for the possession, consumption, sell, or distribution of alcoholic beverage upon receiving approval within their special event application. ABC Commission requires applicants to submit special event approval from the City of Monroe first.
- Designated areas where alcohol will be served must be identified as a part of the application process.
- Event organizers are responsible for all aspects of their alcohol permit and they should ensure that patrons comply with relevant policies.
- Sworn Police Officers are required for all special events in the City that serve alcohol. During the event permitting process, the City of Monroe Police Department (MPD) will review each application and provide recommendations on the number of officers.

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



EVENT SAFETY AND SECURITY:

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 and placement of barricades is determined by the City of Monroe Engineering Department. The applicant will be responsible for setting up the barricades at the designated time. City staff will drop barricades off before designated time in the general vicinity of the proposed street closure location/s. Questions regarding the number of barricades or fees, please contact:

City of Monroe Engineering Department
Sarah McAllister, Director of Engineering
300 W. Crowell Street, Monroe, NC 28112
704-282-4532
smcallister@monroenc.org

Weather Conditions:

It is the responsibility of the event organizer 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 major crisis or an occurrence that is a direct threat to public health and safety, in which case City staff reserves the right to cancel the event.

Security:

Off-duty City of Monroe Police Officers are the preferred method of security at special events in the City. During the event permitting process, the City of Monroe Police Department (MPD) will review each application and provide a recommendation on the number of officers or other security needed for your event. To hire off-duty officers, the event organizer will need to contact the following:

City of Monroe Police Department
450 W. Crowell Street, Monroe, NC 28112
704-282-4700



PUBLIC NOTIFICATION:

Event organizers 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.

All Applicants must provide documentation that they have notified any and all affected business owners within the proposed area to be closed off from public access. Attached to this manual is a “Business Notification Form” that shall be used for this purpose. If your event is proposing a street closure that may potentially affect access of a business, those business owners must be notified of proposed event to include the following information:

Each notification must include the following:

- Name of event
- Sponsoring organization
- Date and timeframe of event
- Description of road closures (locations and times)
- Information and timeframe for noise impacts (such as music)
- Organizer’s name, phone number and email
- Website/Facebook associated with event

Sufficient documentation must accompany the application and display the following: date and time affected business was notified about the street closure; person in which the applicant notified at each business; the person in which the applicant designated to notify each business owner; whether they were in favor or against the proposed street closure; and a signature of notification of the person notified (if possible).



SPECIAL EVENT PERMIT APPLICATION

SECTION I: GENERAL INFORMATION

Title of Event:

Event Website (if applicable):

Event Date/s:

Event Hours:

USE ADDITIONAL ATTACHMENTS FOR ANY PORTIONS OF APPLICATION AS NEEDED

Event Category: (please check all that apply)

- Assembly
- Festival/Outdoor Market
- Run/Walk
- Parade
- Demonstration
- Concert/Performance
- Block Party
- Educational
- Other: _____

Special Considerations: (please check all that apply)

- Alcoholic Beverages
- Food Sales
- Cooking
- Merchandise Sales
- Pets/Animals
- Sound Amplification
- Tents / Inflatables
- Fireworks/Pyrotechnics
- Portable Restrooms
- Fire Watch/Crowd Manager (if deemed necessary by Fire Marshall)
- Other: _____

Time Set up Begins:

Time Break Down Ends:

Estimated Event Attendance:

Estimated # of People at Peak Periods:

Estimated # of Vehicles:

Estimated Vehicles at Peak Periods:

SECTION II: EVENT ORGANIZATION INFORMATION

Host Organization:

Applicant Name:

Address:

City:

State:

Zip:

Phone#:

Mobile#:

Email:

Primary On-Site Contact:

Mobile#:

Other On-Site Contact Info:

SECTION III: EVENT DETAILS

Description of the Event: _____

Location/s of the Event:

Site Capacity:



Property Address:

Property Owner/s:

Owner/s Authorized Use:

SECTION IV: INSURANCE REQUIREMENTS

[REQUIRED FOR STREET CLOSURE (CITY OR NC-DOT), IF ON CITY OF MONROE PROPERTY, OR IF FIREWORKS OR ALCOHOL BEING REQUESTED]

A COPY OF POLICY MUST BE PROVIDED WITH THE APPLICATION.

CITY OF MONROE MUST BE LISTED AS "ADDITIONAL INSURED" PARTY.

COVERAGE	MINIMUM LIMITS
Workers' Compensation	Statutory Limits
Employers' Liability	\$500,000
General Liability	\$1,000,000 per occurrence/\$2,000,000 aggregate
Automobile Liability	\$1,000,000
Professional Liability (E & O)	\$1,000,000 per occurrence/\$2,000,000 aggregate

Applicant shall provide the City with a Certificate of Insurance for review prior to the issuance of any permit. This should be an ACORD form. All Certificates of Insurance will require thirty (30) days written notice by the insurer or applicant's agent in the event of cancellation, reduction or other modifications of coverage. In addition to the notice requirement above, Applicant shall provide the City with immediate written notice of cancellation, reduction, or other modification of coverage of insurance. Upon failure of the Applicant to provide such notice, Applicant assumes sole responsibility for all losses incurred by the City for which insurance would have provided coverage. The insurance certificate shall be for the initial contract period of one (1) year and shall be renewed by the applicant for each subsequent renewal period of the contract.

The City shall be named as an additional insured and it is required that coverage be placed with "A" rated insurance companies acceptable to the City. Statement should read "City of Monroe is to be added as an additional insured as evidenced by an endorsement attached to this certificate."

SECTION V: SPECIAL CONSIDERATION DETAIL

(CHECK EACH BOX AS APPLICABLE AND PROVIDE DETAIL REQUESTED)

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

Reason for Street Closure: _____

Name of Street to be closed: _____ from _____ to _____

Additional Street: _____ from _____ to _____

of Barricades needed: _____ # of cones needed _____ Drop-off location: _____

Date of Closure: _____ Start Time: _____ to _____

Additional Comments: _____



Trash/Debris Plan: _____

SECTION V: SPECIAL CONSIDERATION DETAIL (Continued)

(CHECK EACH BOX AS APPLICABLE AND PROVIDE DETAIL REQUESTED)

Alcoholic Beverages* (check all that apply)

- Free/Host Alcohol
- Alcohol Sales (ABC Permit must accompany)
- Host and Sale Alcohol
- Beer
- Wine
- Beer and Wine
- Liquor

* Applicant must provide a map of proposed designated area with this application. Right to modify area is reserved by the City.

Additional Permit Attachments Required:

- Site Map of All Activities
- Parking Plan
- Security Plan
- General Liability Insurance
- ABC Permit
- Alcohol Beverage Designated Area Map
- Proof of 501C Status
- Application Fee
- Property Owner Authorization
- Business Notification Form

Parade/Run/Walk/Procession/Demonstration (map of route required)

- Open Sidewalks only
- Streets w/ temporary traffic interruptions
- Street Closures
- Sidewalk Closures

Start Time: _____ End Time: _____

Purpose: _____

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

Tents greater than 400 square feet require an additional \$40 permit fee

Inflatables (Width x Length X Height)
Dimensions of Inflatable: _____

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

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand, and agree to abide by the rules and regulations governing the proposed Special Event under the City of Monroe Municipal Code and I understand that this application is made subject to the rules and regulations established by the City Council and/or City Manager or City Manager's designee. Applicant agrees to comply with all other requirements by the City, County, State, and Federal Government, and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. I agree to abide by these rules, and further certify that I, on behalf of the host organization, am also authorized to commit that organization, and therefore the host organization agrees to be financially responsible for any costs, fees, and damages, that may be incurred by or on behalf of the Event to the City of Monroe. I understand the application fee is non-refundable and due at the time of application submittal. The submission of this application is not an automatic approval or guarantee. No City of Monroe logo or seal may be used on any promotional material or advertisement.

Print Name of Application/Host Organization: _____ Title: _____

Signature _____ Submission Date: _____



Business Notification Form

Proposed Event Title and Nature of Event:

Date of Proposed Event: _____

Times of Proposed Event: _____

Streets Proposed to be closed or Partially Closed:

Businesses Notified