



COMMUNITY EVENT GUIDE

Town of Carrboro

Updated August 2013

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Purpose:

This guide provides directions on hosting both public and private events in the Town of Carrboro. It includes specific information on renting public facilities, applying for street event permits, and requesting town sponsorship for public events.

Definitions:

Public Property: land and/or structures owned and operated by the Town of Carrboro, the use of which may have an impact on town streets and services. Examples include, but are not limited to, Town Commons, public right-of-way, the Century Center, eight community parks and play facilities, and the Town Hall.

Private Property: land and/or structures owned and operated by a private individual, company, social organization or other entity that is not a government.

Facility Reservation: an arrangement in which a town facility is secured in advance for exclusive use during a selected time period. An example would be renting a pavilion for a birthday party.

Public Event: events open to the general public with or without an entrance cost, without any type of pre-requisite, membership or qualifying characteristic.

Private Event: events open to a limited population based on age, membership or other prequalifying characteristic.

Street Event: according to section 7-16, a street event is all “street fairs, festivals, carnivals, parades, marches, rallies, demonstrations, and other activities or public events that require the temporary closing or obstruction of a street, sidewalk, or other public right-of-way or any segment thereof or that otherwise substantially hinders or prevents the normal flow of vehicular or pedestrian traffic along any street or other public right-of-way.” In order to hold a street event, a permit must be obtained from the Board of Alderman.

Requested Special Event: a non-routine activity taking place within the Town of Carrboro that brings together a large number of people and requires the town use of extra-ordinary resources in order to meet the demand for services such as safety, traffic control, and road closures. Emphasis is placed on the Town’s ability to respond to a large-scale emergency or the exceptional demands that the activity places on the response services.

Requested Town-Sponsored Event: some events may be selected to be sponsored by the Town of Carrboro. The Town Manager or designee shall determine whether any event is a town-sponsored event, considering all relevant factors related to the town’s participation in or control over the event. However, the presence of one or more of the following factors shall generally lead to a determination that an event may be town-sponsored:

- a. The Town expends town funds for the planning and/or staging of the event, or
- b. The Town anticipates receiving revenue from the staging of the event, or
- c. The Town makes a substantial in-kind contribution toward the planning and/or staging of the event, or
- d. The Town exercises substantial managerial control over the planning and/or staging of the event, or
- e. The event substantially advances the Town’s policies or goals of Vision 2020.

Independent Event: Any public event that takes place within Town limits but is not sponsored by the Town of Carrboro.

Event Checklist

I want to hold a:

1. Private\Public event on public property (Facility Reservation)

For rental information about the Town Commons, Century Center, or any of the parks or town facilities, go to page 3.

2. Independent street event (ex. road races)

Check list:

- Read the street event procedures on page 5.
- Submit the street event permit to the Recreation and Parks Department.

3. Requested Town-sponsored public event (street event and/or held on public property)

Check list:

- Read the street event procedures if your event will close or obstruct any public streets or right-of-ways on page 5.
- Submit the street event permit to the Department of Recreation and Parks if your event will close or obstruct any public streets or right-of-ways.
- Submit the "Requested Town-Sponsored Event Interest Form" of the Department of Recreation and Parks; see page 6 for sponsorship information.

4. Event on private property

Check list:

- No action required unless alcohol will be served. See page 3 for more information.

Event questions should be directed to the Recreation and Parks Dept:

Recreation and Parks Department

Location: Century Center

100 N. Greensboro St., 27510

Telephone: 919-918-7364

Email: RecParks@townofcarrboro.org

Event types

To the extent that events of a short-term nature have an impact on the provision of public services and potentially affect public health and safety, the Town of Carrboro hereby establishes the following thresholds and review requirements for a variety of events that may occur within the town limits.

Public / Private Events on Private Property

Examples of this type of event include, but are not limited to, club meetings at private homes, weddings or receptions at churches or other non-public buildings, fund-raisers or organization yard sales on private sites, and concerts or events held on private outdoor lots.. No special action is required unless you intend to sell alcohol. However, if it is a public event and attendance is expected to exceed 250 people, a courtesy call should be made to the police at 919-918-7397.

Sale of Alcohol: Additional permits may need to be obtained from the ABC Commission and signed by the Carrboro Police Chief. Information can be found here: <http://abc.nc.gov/boards/reports.aspx?folder=58>

Security: Off-duty police officers are available for private security at an hourly rate. For more information contact the Police Department at 919-918-7397.

Private Events on Public Property (Facility Reservation)

These types of events use of any Town-owned property or facility for private events such as birthday parties, family reunions, or other social events. There may be a fee associated with renting out a town-owned space for a private event.

To rent pavilions, tennis courts, and basketball courts online, please visit:
<https://online.activecommunities.com/Carrboro/Start/start.asp>

Century Center:

- For more information on renting space in the Century Center, click here: <http://www.carrbororec.org/ccreserv.htm>
- Fee schedule for the Century Center can be found here: <http://www.carrbororec.org/ccfees.htm>

Park facilities:

- A printable list of all of Carrboro's park facilities with reservation information : <http://www.carrbororec.org/PDFs/CarrboroFacilityBrochure.pdf>
- Reservation information Including athletic fields, meeting rooms, and pavilions, can be found here: <http://www.carrbororec.org/parks.htm> (scroll to the bottom of the page)

Town Commons:

- For policy information on renting the Town Commons, click here: <http://www.townofcarrboro.org/Townwide/Documents/TownCommonsUsePolicy.pdf>

If you have questions or concerns about the Century Center contact Recreation and Parks at 919-918-7385, or for all other facilities 919-918-7364.

Public Events on Public Property

Examples include concerts held at Town Commons and the Open Streets Project events. All proper paperwork must be completed, submitted and approved by town staff. Please review the following policies:

Street Event

If this event requires the temporary closing or obstruction of a street, sidewalk, or other public right-of-way or substantially hinders or prevents the normal flow of vehicular or pedestrian traffic along any street or other public right-of-way, then a street event permit must be obtained from the Board of Alderman. See page 5 of this guide to review the steps required to obtain a street event permit. Permits need to be submitted **at least 60 days prior** to the event.

Requested Town-Sponsored Event

The Town of Carrboro's goal is to sponsor events that increase the awareness of the Town's arts and culture; promote community well-being; endorse civic education; or support a demonstrated community interest. If you are interested in having the town sponsor your event, see page 6 for more information. Interest forms should be submitted **at least 90 days prior** to the event. Events with an expected high attendance may require additional notice.

Use of Town Property

- For more information on renting space in the Century Center, click here: <http://www.carrbororec.org/ccreserv.htm>
- For more information on renting space at one of the park facilities, click here: <http://www.carrbororec.org/parks.htm>
- For more information on renting the Town Commons, click here: <http://www.townofcarrboro.org/Townwide/Documents/TownCommonsUsePolicy.pdf>

Relevant Town Codes

- Street Event Procedures: Section 7-16 to 7-25
<http://www.ci.carrboro.nc.us/tc/PDFs/TownCode/TownCodeCh07.pdf>
- Use and Conduct on town property: Section 14-10 to 14-22
<http://www.ci.carrboro.nc.us/tc/PDFs/TownCode/TownCodeCh14.pdf>

Things to consider for any event:

- **Additional security:** Off-duty police officers are available for additional security for private or public events at an hourly rate. Call the police department at 919-942-8541 to discuss your security needs, and they can assist you in contracting with local police officers for private security.
- **Insurance:** Insurance is needed if the event includes major physical activity and moderate/severe exposure to participants; expected attendance of over 500; large amounts of cash (\$1000+) or quantities of merchandise will be brought onto Town Property; and food will be served, sold and/or given to the general public. If the reservation requires insurance, the event sponsor must sign the reservation contract to hold harmless, defend and indemnify the Town of Carrboro, provide general liability insurance with a minimum limit of \$1 million general liability coverage endorsed to name the Town as an additional insured and provide a certificate for documentation.
- **Sale of Alcohol:** If the sponsor intends to sell alcohol, additional permits may need to be obtained from the ABC Commission and signed by the Carrboro Police Chief. Additional information can be found here: <http://abc.nc.gov/boards/reports.aspx?folder=58>

Street Event (Ordinance 7-16 to 7-23) – Steps to Accomplish

Review the town ordinance on street events here: <http://www.ci.carrboro.nc.us/tc/PDFs/TownCode/TownCodeCh07.pdf>

- 1) Fill out and submit permit; pay permit fees.** Street event permits should be submitted to Recreation and Parks. They can be reached at 919-918-7364.
 - 2) Town staff will review the application and meet with event organizers.** Town staff will review the application and meet with event organizers to discuss logistics of the event.
 - 3) After the logistics meeting, town staff will add the event to the agenda list for an upcoming Board of Alderman meeting, where the public hearing date will be determined.** Street events must be approved by the Board of Alderman after a public hearing has been conducted. Therefore, at the initial logistics meeting, town staff will set a date for the first of two Board of Alderman meetings. At the first meeting, the public hearing date will be set. The second meeting is the actual public hearing. The first meeting will take place at least two weeks prior to the public hearing. Public hearings typically take place the 4th Tuesday of each month.
 - 3) Advertise a public hearing with the Board of Alderman.** A public hearing is held prior to the Board granting the permit. The public must be notified by a formal advertisement in a local newspaper. Town staff *will submit* the advertisement copy to the newspaper. However, the applicant will be responsible for reimbursing the Town for the full cost of the advertisement (an estimated \$30-\$40).
 - 4) Notify abutting property owners of the public hearing.** The permit applicant is responsible for notifying all abutting property owners of the Public Hearing. Such notification must be accomplished **at least seven days prior** to the Public Hearing. The notification must include:
 - the DATE, TIME and LOCATION of the proposed street closing; and
 - the DATE, TIME and LOCATION of the Public Hearing as well as the subject matter of this Public Hearing
- Town Staff must receive the following in writing from the applicant at least five days prior to the Public Hearing:
- names of all property owners notified
 - copy of the notification
 - method used to notify these property owners (mail or hand delivery)
- 5) Attend the public hearing.** The Board of Aldermen will consider the permit application at the Public Hearing. The Aldermen may have questions for the applicant. Additionally, the Board may request that the applicant pay for any extra-ordinary services and equipment provided by the Town of Carrboro.
 - 6) Attend any requested planning meetings with Town of Carrboro staff.** After the permit is approved, it is circulated to the “police chief, the fire chief, the public works director, and other appropriate persons for their comment.” A conference between the applicant and relevant department heads may be called to discuss logistics in more detail.

Things to consider:

- Obtaining a permit takes time. Please turn in the permit application **at least 60 days prior** to the scheduled event.
- The Board breaks from the beginning of July to the end of August, so all events held in July, August, and September need to have a permit application submitted no later than three weeks prior to the last scheduled public meeting in June.
- If your event requires the town to donate extra-ordinary equipment or services, including but not limited to additional police officers or Recreation and Parks staff time, the waiver of fees, or the use of the Town’s administrative insurance policy, then your event will need to fill out a “Requested Town-Sponsored Event Interest Form.
- You are not guaranteed to receive the permit, so it is recommended that all marketing initiatives for your event that include the location occur after the permit is obtained.

Requested Town Sponsorship of an Event

Some events may be selected to be sponsored by the Town of Carrboro. The Town Manager or designee shall determine whether any event is a town-sponsored event, considering all relevant factors related to the town's participation in or control over the event. However, the presence of one or more of the following factors shall generally lead to a determination that an event may be town-sponsored:

- a. The Town expends town funds for the planning and/or staging of the event, or
- b. The Town anticipates receiving revenue from the staging of the event, or
- c. The Town makes a substantial in-kind contribution toward the planning and/or staging of the event, or
- d. The Town exercises substantial managerial control over the planning and/or staging of the event, or
- e. The event substantially advances the Town's policies or goals of Vision 2020.

Steps to getting your event sponsored

1) Fill out the "Requested Town-Sponsored Event Interest Form". Give as much complete information about your proposed event as possible. This form helps inform staff of the resources needed to sponsor your event and will assist them in making a determination if the proposed event aligns with the town's mission and goals. Turn in this form **at least 90 days prior** to the proposed event day. If attendance is expected to exceed 500 or if you are requesting several town services (i.e. road closures, police security, recreation and parks planning assistance, etc), it is recommended to give town staff at least 120 days of notice.

2) Fill out the Street Event permit, if applicable. If this event requires the temporary closing or obstruction of a street, sidewalk, or other public right-of-way or substantially hinders or prevents the normal flow of vehicular or pedestrian traffic along any street or other public right-of-way, then a street event permit must be obtained from the Board of Alderman. See page 5 of this guide to review the steps required to obtain a street event permit.

3) Turn all applicable forms into Recreation and Parks. Recreation and Parks staff will call together a meeting of the Special Event Committee who will review your request. Additionally, town staff will contact you to discuss the details of your event and/or walk you through the steps of taking your requests to the Board of Alderman at a town meeting.

4) Request sponsorship and street event permit at a Public Meeting. All street event permits must be approved by the Board of Alderman. Additionally, the Board may need to review the town event sponsorship request if a monetary donation or fee waiver is being requested.

5) Attend planning meetings. Once the event has been approved as a town-sponsored event, Recreation and Parks will call occasional planning meetings to ensure that the event runs smoothly.

Things to consider:

- To ensure that Town Staff has enough time to support the event, turn in the town-sponsorship event interest form **at least 90 days prior** to the proposed event. Organizers for events with an expected high attendance or requiring many additional town services are advised to turn in all forms at least 120 days prior to the proposed event.
- If the town sponsors an event, there is an expectation that Town staff will take an active role in planning and facilitating the event alongside the event organizers.
- Receiving a street event permit does not guarantee that the Town will sponsor the event beyond the basic services offered by obtaining the permit.
- The Town may negotiate the terms of the sponsorship and cannot guarantee that all services, staff time, or equipment requested will be granted.