City of Asheville Outdoor Special Event Guide

Outdoor Special Events are events held for recreational, cultural, entertainment or community life purposes.

Revised 2/2010

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GENERAL INFORMATION & POLICY

Application Timeline

The use of City of Asheville (City) property for outdoor special events is managed by the Building Safety Department and jointly approved by a designated team of City department representatives, the Outdoor Special Events Task Team. Based on the unique components of each event, approval is weighted against the impact to City property, effect on area traffic, bearing on businesses, residents and visitors as well as the event organizer's ability to successfully implement the event as a whole. The review of an event and its permitted components is referenced herein as the outdoor special event permitting process.

Outdoor Special Event Permit Applications are accepted as early as 6 months in advance of event date. The deadline for submission of a completed Outdoor Special Event Permit Application with all supporting permit applications and document attachments (as applicable to the event) is either 42 or 90 days in advance of event date as described below.

Departmental Approval (completed applications and supporting documentation must be received no later than 42 days in advance): up to 3,000 peak estimated attendance, exclusive use of area, minimal impact on a park's environment, area businesses, area residents, (e.g., block parties, small street festivals with 20 or less vendors, walks/runs, political rallies, press conferences, photography & filming, ceremonies "smaller scale" events, etc.)

City Council Approval (completed applications and supporting documentation must be received no later than 90 days in advance): over 3,000 peak estimated attendance and/or events which significantly impact a park's environment, area business and residential access, have extensive set-up/take down across multiple streets and/or events which are in variance with one or more parts of the City Code or approved event guidelines, (e.g., charging of an admission fee, over 20 vendors, parades, carnivals, concerts, sale/consumption of alcoholic beverages, etc.)

Priority for Allocating City-Owned Property and Public Spaces

The allocation of public space for special events is based on the following priorities:

1st Priority: City of Asheville activities.

2nd Priority: City of Asheville-sponsored events (Co-Sponsored or Co-Produced events, Community associations, Government agencies, School board, etc.)

3rd Priority: Non-profit organization whose event is primarily of interest to the general public.

4th Priority: Non-profit or private group whose event is of primary interest to the organization.

5th Priority: Commercial venture - an event organized for profit. Note that commercial events or festivals that generate profit for the private sector shall be permitted only if the applicant submits evidence to the City Manager or her/his designee that the event constitutes a community service.

History also plays a major role in the allocation of park space. Generally, renewal requests are given preference for their historical dates and location. This procedure allows event organizers to market an established date, time and location to the public.

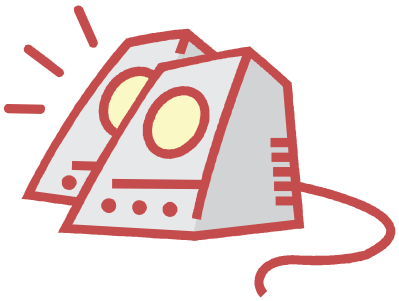
Park Usage Fees

Park grounds and outdoor shelter facilities may be temporarily leased for special events through an Outdoor Special Event Permit and/or a Facility Use Permit.

With the exception of Pack Square Park's Reuter Terrace and Roger McGuire Green, the standard park usage fee is based per portion of park reserved at *$100.00 for the first three hours, and *$25.00 per hour thereafter. Reuter Terrace and Roger McGuire Green are reserved as a single unit at the rate of $500.00 for the first three hours, and *$100.00 per hour thereafter. All park usage fees are calculated from event set-up through tear down. Any special event utilizing and/or accessing a portion of a City Park is subject to the park usage fee. While not all spaces contain accessible utilities, where available the park usage fee will include use of restrooms, exterior electrical outlets and water supply.

Most parks are subdivided into multiple areas and contain various components that may be leased individually or in addition to the standard park usage fee. When an event restricts or prohibits general use access to park space, the park usage fee is billed at a flat rate for green space access, and additional fees are required to reserve picnic shelters and athletic areas such as ball fields, soccer fields and basketball courts. Reservation of picnic shelters and athletic areas are invoiced individually and leased under a separate Facility Use Permit. An outdoor special event may require both an Outdoor Special Event Permit and a Facility Use Permit based on the park and areas requested.

Sound Amplification



Permission to amplify music and sound, including megaphones, as part of an outdoor special event is granted in compliance with the City's noise ordinance (see Article IV, Section 10-81 on Excessive, Unreasonably Loud, and Disturbing Noise). Event organizers should be sensitive to local businesses and residences when using sound amplification equipment. The City reserves the right to limit the sound amplification equipment so that it will not unreasonably disturb non-participating persons around the event. Complaints of loud, disturbing, or unnecessary noise may result in the immediate revocation of the Outdoor Special Event Permit by the Asheville Police Department.

Security Plan **(REQUIRED ATTACHMENT)**

As an event organizer, you are required to provide a safe and secure environment for the event. This is accomplished through thorough preplanning by anticipating potential problems and concerns related to the event activities and surrounding environment. The size, type, time of day and location of the event, as well as the overall activities are all areas that need to be analyzed in depth and addressed through a written security plan.

Larger events may require the services of a professional security company to help develop an appropriate security plan. A representative of this company should work with you to review and analyze the proposed event. The security consultant should make preliminary recommendations to address concerns and/or potential problems and recommend the number of private security guards needed at the event. A security plan must accompany all special event applications. The Asheville Police Department will provide approval or an advisory on the required adjustments. If the event organizer fails to meet security requirements for the event, or if security provided proves inadequate, the Asheville Police Department maintains the right to shut down any or all components of the event and/or to provide additional police services that will be billed directly to the event organizer at a minimum rate of *$30.00 x 4 hours per officer.

Based on location and time of day, supplemental lighting and temporary light towers may be required for outdoor special events to enhance public safety and security within the event site. Most temporary light towers will require permitting via the Temporary Use Permit Application.

Events involving the sale or consumption of alcoholic beverages within public spaces always require the employment of a minimum of (2) two off-duty Asheville Police Department officers for the event. Event organizers are required to provide Workman's Compensation Insurance to cover off-duty officers when employed.

Armed Security/APD Personnel Requirements										
	Peak Attendance Estimate:	**0-500**	**500-1000**	**1000-2000**	**2000-3000**	**3000-5000**	**5000-8000**	**8000-10000**	**10000-15000**	**15000+**
Event Type:	**Event with alcohol on one street**	2	3	4	5	10	15	18	20	25+
	Event with alcohol on two streets	3	4	5	6	12	17	20	22	27+
	Event without alcohol on one street	0	2	3	4	6	10	12	15	20+
	Event without alcohol on two streets	0	3	4	5	8	12	14	17	22+
	Event with alcohol in park/greenway	2	2	3	4	6	8	10	12	14+
	Event without alcohol in park/greenway	0	0	2	2	3	4	6	8	10+
	Due to a variety of factors which play a part in the management of event security needs, the above personnel requirements are estimates only and subject to revision based on the specific event components, location, date/time and historical activity in the area. A minimum of two APD officers are required whenever alcohol is permitted on City property.									

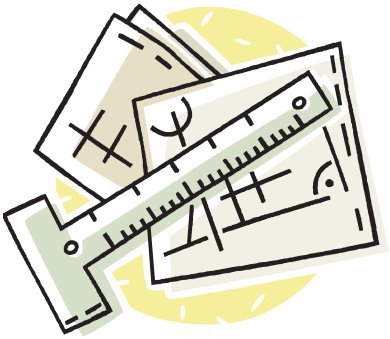
Contact the Asheville Police Department for consultation on special event security requirements and quotes for off-duty officer support at 828-252-1110.

Emergency Action Plan & Medical Services Planning (REQUIRED FORM)

The Asheville Fire Department requires all events submit an **Emergency Action Plan** and maintain a basic first aid kit on-site during the event.

The purpose of an Emergency Action Plan (EAP) is to identify potential emergency conditions at the event site and prescribe the procedures to be followed to minimize or prevent loss of life and property. An EAP is needed to define the coordination of necessary actions by the event organizer and the responsible municipal, county, and state officials to provide for timely notification, warning, and evacuation in the event of an emergency, to include catastrophic emergencies beyond the normal expected hazards, i.e., weather phenomenon, etc. A template for the Emergency Action Plan is available to download from our website and must accompany all applications for special events.

Events considered to be of potential risk and/or with attendance exceeding 3,000 at peak periods may be required to arrange for on-site EMS services. Contact the Asheville Fire Department for additional information at 828-259-5640.



Site Plan/Route Map **(REQUIRED ATTACHMENT)**

To ensure appropriate review of the event, a site plan must be included with the Outdoor Special Event Permit Application. It is preferred that you submit blueprints or computer assisted drawings (CAD) of the event site. If blueprint or CAD plans are not possible, the site plan should be produced in a clear and legible manner. Site plans should be submitted in an 8 ½" x 11" or 8 ½" x 14" standard format. If blueprints are necessary, a minimum of four (4) copies should be included with the permit application. Site plans/route maps should show the location of all barricades, tents, portable/prefabricated and site-built structures such as stages, platforms and bleachers, vendor booths, portable restroom facilities, electrical supply points, generators, light towers and key equipment locations which are integral to the production of the event. (With the exception of common furnishings, most structural and electrical site additions will require permitting. See topics on "Tents, Canopies & Structures" and "Electricity.")

Accessibility Planning

The event organizer is required to comply with all City, County, State and Federal Disability Access Requirements applicable to the event.

All temporary venues, related structures, and outdoor sites for special events shall be accessible to persons with disabilities. If a portion of the area cannot be made accessible, an alternate area shall be provided with the same activities that are in the inaccessible areas. It cannot, however, be offered only to patrons with disabilities. Disability access may include considerations in parking, restrooms, and telephones, clear paths of travel, transportation, signage, accessible vendors and booths. If all areas are not accessible, a map or program must be provided to attendees indicating the accessible restrooms, parking, telephones, drinking fountains, etc.

The United States Access Board is an independent Federal agency devoted to accessibility for people with disabilities and the leading source of information on accessible design. Visit http://www.access-board.gov for more detailed information and to download the latest ADA Accessibility Guidelines.

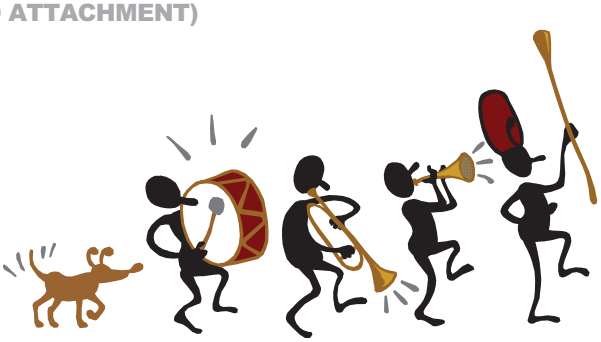
Parking and Shuttle Plan **(REQUIRED ATTACHMENT)**

Parking, traffic congestion and environmental pollution are all factors of concern with events. A written plan outlining accommodations for the safe arrival and departure of event attendees, participants, and vendors must accompany all outdoor special event permit applications. The parking and/or shuttle plan must be suitable for the environment in which the event will take place. For smaller events this plan may simply be a written disclosure that parking will occur within existing off-street lots, parking decks and metered spaces. Always consider handicap access within parking plans. Use of carpooling, public transportation or other alternate mode of transportation is highly recommended.

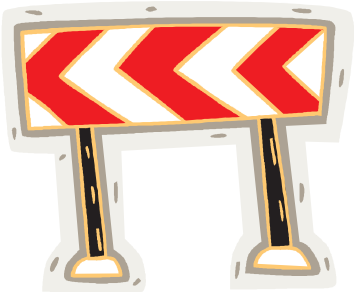
The City of Asheville Parking Services Department reviews all large events taking place within the central business district to determine if it is appropriate to institute special event rates. Any event estimating over 3,000 in participation may justify special event parking increases within City parking decks. This increased parking rate helps to supplement lost meter revenue for downtown street closures.

Parades/Runs/Walks/Processions (REQUIRED ATTACHMENT)

Groups and organizations wishing to hold a parade, run, walk or procession that will impede the flow of pedestrian or vehicular traffic must file a Parade/Run Permit Application as part of the outdoor special event package submittal.



Parades, runs, walks and processions are typically approved at one of three levels: Unassisted, Police-Assisted Rolling Closures, or a through the approval of a full street closure by the Transportation Dept.



Street, Lane & Sidewalk Closures (REQUIRED ATTACHMENT)

If the event involves street or sidewalk closures, you will be required to produce and post traffic and/or pedestrian safety equipment as well as proper detour signage at approaching intersections and crosswalks. Depending upon the type of event, you may need barricades, traffic cones, directional signage, etc. It is the responsibility of the event organizer to obtain and properly place this equipment prior to the beginning of the event. Street/Sidewalk closings require the use of traffic control devices as set forth in the MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (http://mutcd.fhwa.dot.gov)

Along with the Outdoor Special Event Permit Application, the event organizer must complete the Transportation Department Temporary Street/Lane/Parking/Sidewalk Closure Permit Application and provide a traffic plan and/or site map showing the re-direction of traffic flow around the requested closure, locations of all directional/detour signage and location of barricades. Additional charges may apply to a Street/Lane/Parking/Sidewalk Closure as determined by Transportation, including the cost of closing parking meters, renting barricades, cones or for other City services.

No posters, signs or similar materials may be attached to or placed on barricades. For emergency purposes barricades shall not be blocked in any manner and must be monitored by an assigned representative at all times. Vehicles obstructing barricades or fire lanes will be cited for a violation of the fire code and may be towed and stored at the owner's expense. Sidewalks are to be used for public refuge and pedestrian traffic only and must remain clear and unobstructed in case of emergency (unless the closure permit specifically states that the sidewalk is to be closed, or if the sidewalk is within the festival boundary area where streets are closed for a special event). Event organizers must maintain a fourteen (14) foot lane on all blocked streets/roads for emergency vehicle access.

The term **"rolling closure"** is used to describe the process in which traffic flow is momentarily suspended in succession, at intersections along a specific route to allow for an organized run, walk or procession within streets that are also open to regular traffic flow. Based on many factors such as the specific route, day, timeframe, number of participants and type of event, a rolling closure will typically include a minimum of three police officers with cruisers. The process is organized so that two officers lead the group by closing the upcoming intersections temporarily so the group can pass mostly uninterrupted. The two lead officers will leapfrog over one another between intersections to control traffic through the affected areas. A third officer is used as a trail vehicle, the final participant to pass through the intersection before it is re-opened to regular traffic flow. A rolling closure does not require a Temporary Street, Lane, Parking Sidewalk Closure Permit. A rolling closure does not typically include the use of traffic control devises such as barricades, cones or directional signage.

Permission for a **"full closure"** is administered through the Transportation Department and is obtained via a Temporary Street, Lane, Parking, Sidewalk Closure Permit Application. Similar to a street or sidewalk closure for common construction and road maintenance purposes, the process of implementing a temporary street or sidewalk closure is managed through the installation of barricades, traffic cones and directional signage to assist motorists and pedestrians around the affected areas. Police officers are not automatically

required for a temporary street closure and rarely for a sidewalk closure; however the event organizer is responsible for creating and posting all directional signage, erect barricades and cones at the designated intersections, and consistently staff all barricades throughout the entire period of closure.

In many cases however, police officers would be required for a full closure due to the complexity of gradually closing larger streets and areas with multiple intersections. As an example, a neighborhood block party involving a single street barricaded at both ends of a residential block would not automatically require police support. However to close downtown streets for a typical parade where multiple intersections are involved, or for a common street festival within areas of higher traffic flow, the roadways must be closed and reopened in precise succession through police support. When required, the presence of police support does not alleviate the responsibility of the organization to post signage, erect barricades and provide staff for each point of closure. Adequate event staffing, effective mobile/radio communication devises, and a detailed operations plan must be in place to successfully implement a full closure when police assistance is deemed necessary. For your convenience, the City of Asheville has established rental rates for barricades and traffic cones although supplies and availability is subject to change.

Sidewalk closures are necessary when an activity or components of an activity are conducted on a sidewalk that prohibits or substantially impedes pedestrian throughway. While it is permissible for groups to use sidewalks for special events, if the sidewalks are intended to remain open to the public a minimum 6' width clearance must be maintained at all times.

As part of an outdoor special event, the closure of **off-street parking** is administered through the Transportation Department and approvals obtained via a Temporary Street, Lane Parking, Sidewalk Closure Permit Application. Unmetered, off-street parking spaces do not require an additional fee for closure; however the logistics of blocking unmetered parking spaces to general public use may require the utilization of barricades, traffic cones and signage. A per meter/per day fee is automatically charged to cover the revenue shortfall when parking meters are present within an area of temporary street closure. Fees to close parking meters are NOT imposed on days when parking meter fees are not otherwise collected such as after-before hours of operation, on Sundays and throughout the day on specific holidays.

- ***Temporary Street, Lane, Parking, Sidewalk Closure Permit Application Fee:*** **$50.00*
- ***Asheville Police Officer:*** **$30.00/hour, minimum 4 hours, per officer hired - advance payment*
- ***Barricades:*** **$25.00 each, per day - delivered and stacked at designated intersections in advance*
- ***Traffic Cones:*** **$5.00 each, per day - signature upon delivery and security deposit required*
- ***Parking Meters:*** **$15.00 per metered space, per day*

Block Party

A temporary street closure for the purpose of a neighborhood block party is considered an outdoor special event. A reduced, flat-rate fee of *$50.00 is extended to residents to better facilitate neighborhood gatherings. This fee covers the cost of the Outdoor Special Event Permit, Temporary Street Closure Permit, and four (4) barricades delivered to the site corners in advance of the event date. Additional barricades are invoiced at the standard rate of *$25.00 each per day.

In addition to the standard event permitting policies outlined within this guide, a signed petition by the homeowners that will be affected by the closure is also necessary. The petition must contain a hold harmless state the date, time, and location of the block party.

- All residents in the block must be contacted.
- At least 60% of the households must sign the petition. All petitioners must be at least 21 years of age.
- The petitioners agree to a hold harmless agreement.
- No residents' vehicles will be denied access to or from their homes during the hours of the block party.
- Fire, police and rescue vehicles must be permitted access at all times during the block party.
- All barricades must be manned during full hours of closure.

Mitigation of Impact **(REQUIRED ATTACHMENT)**

All events are required to develop mitigating measures to accommodate the negative impact the event may have on entities that may be affected by the activities. Many neighborhoods and business districts are represented by a number of community groups that are officially recognized by the City of Asheville. These groups include, Community Planning Groups, Town Councils, Business Improvement Districts, and Recreation Councils. If the event is to be held in an area that is governed by one or more of these groups, you must present the event concept to these organizations for their support or endorsement.

For any event of significant impact, the City of Asheville requires that notices be mailed or hand delivered 30 days in advance of the event to all entities impacted by the event activities. A copy of this notice should be included with the event application. Information in this notice should include, but not be limited to, the date(s), day(s), time(s), location(s) and types of activities taking place during the event. The notice must also give detour or alternate route information if regular access is affected or if transportation systems are impacted. The notice also must include a telephone number where members of the public can contact the organization if they have concerns or issues that need to be addressed both prior and during the event.

The City of Asheville will also require you to provide advisory signs placed a minimum of two weeks prior to the event if the event impacts a major use roadway. Advisory signs are intended to provide advanced notice to the regular users of a roadway of the scheduled closure.

Set-Up/Down & Load-In/Out

Events must handle all set-up and tear down activities between the specific hours of permitted activity. Streets must be closed and barricaded prior to any set-up activity and remain closed until all tear down is completed. Vehicle access to field areas must be limited only to major infrastructure such as portable restroom delivery and main stage set-up. When within parks & greenways, vendors must hand-cart individual tents, supplies and merchandise to their exhibit site to avoid field damage and reduce any potential for damage recovery assessments.

Tents, Canopies & Structures **(REQUIRED ATTACHMENT)**

Building Safety and Fire Prevention permits are required for the construction and placement of any structure, including tents, canopies, and shelters constructed of canvas or other pliable materials no matter how supported, as well as platforms, stages, reviewing stands, bleachers, portable restrooms, light towers and all other structures not otherwise classified as furnishings. Erecting tents, stages, and structures without the required permits may result in fines, orders to remove the structures and other possible penalties.

Building Safety and Fire Prevention permits may be applied for using the Temporary Use Permit Application. The Temporary Use Permit Application must be accompanied by a site map.

Organizers of outdoor special events that take place in the City of Asheville must be aware of the permitting requirement for any structures as indicated above. Organizers are responsible for making sure that permits are applied for and in place prior to the event date. The original copies of all approved permits must be available for review during the event.

Common requirements for tents/canopies include:

- No tents or canopies may be staked into asphalt.
- All tents/ canopies must be secured or weighted down at all corners.
- No tent or canopy may be erected in front of a building used as a place of public assembly, within fifteen feet (15 feet) of a fire hydrant, or in any way obstructing any building exit or doorway.
- Tents/canopies may not block streets. A minimum of 14 feet clearance must be maintained on all streets.
- All tents/canopies may be inspected and approved before occupancy or use by the public.
- Tents with cooking or open flame shall be required to have an attached label indicating flame resistance by NFPA, North Carolina State Fire Marshall, or other approved testing agency.

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

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

On-Site Inspections

Fire Prevention permits often include the need for an on-site inspection prior to the event opening to the public. Instructions for scheduling on-site inspections will be included within the permit once issued. For weekend events it is necessary that inspection requests be called-in during business hours prior to the event date. The following guidelines should be observed in preparation for the inspection.

- At least one UL rated 2A, 10B or 10C extinguisher shall be provided for all tents exceeding 500 square feet or any size tent where there is cooking. Additional extinguishers may be required after the inspection.
- LP Gas use shall be restricted to cylinders no larger than 125 gallons water capacity (100 pounds of gas). Cylinders shall be adequately secured to prevent over turning. Cylinders may not be secured to items such as fire hydrants, temporary electric poles or barricades. Cylinders may be secured to the grill, a tent post, a table placed in a container with a flat bottom such as a plastic carton, a signpost or permanent electric pole.

For more information regarding Building Safety and Fire Prevention permits, please call the Development Services Center at 828-259-5846.

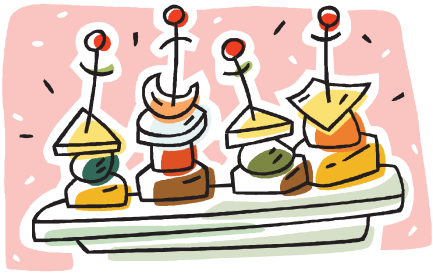
Electricity **(REQUIRED ATTACHMENT)**

An Electrical Permit is required for all electrical work and power installation beyond that which already exists at the proposed event location. Power provided by extension cords from a building shall not pass through doorways or windows but shall be supplied by an exterior outlet, which is protected by a Ground Fault Circuit Interrupter (GFCI). Extension cords shall be grounded and shall not be placed over walking surfaces without proper covering devises.

All portable generators must be installed in accordance with the manufacturer's instructions. Most generators will require an Electrical Permit when grounding is recommended by the manufacturer. A licensed electrician will be required to properly ground the equipment. Electrical permits often include the need for an on-site inspection prior to the event opening to the public. Instructions for scheduling on-site inspections will be included within the permit once issued.

Electrical permits may be applied for using the Temporary Use Permit Application. The Temporary Use Permit Application must be accompanied by a site map showing the location of electrical additions.

Food Sales



Health Department inspections are required for the sale of most food at outdoor special events. It is the responsibility of the event organizer to contact the Buncombe County Division of Environmental Health at least four weeks prior to the event to discuss food vendor participation. In most cases the event organizer will need to verify each food vendor has obtained a Temporary Food Vending Permit. Please call 828-250-6900 with any questions or concerns regarding health inspections, food vending permits and requirements of events which feature temporary food services.

- A Temporary Food Vending Permit is required for each vendor
- Areas of food preparation must be provided access to water using a food-grade connection
- Inspections must be completed prior to any food distribution activities
- Inspectors have the right to close booths operating outside of health regulations
- All permits must be clearly displayed
- No products may be sold in glass containers
- Event organizer is responsible for all clean-up including grease and grey water removal

Merchandise Sales & Vending

The event organizer is responsible for procuring vendors for the event and communicating City guidelines and policies to the vendors. Vendors approved by the event organizer for the special event shall not be required to secure an Outdoor Dining Permit or an Outdoor Merchandise Permit from the City for the time period of the event. All permitted outdoor special event activities supersede local performance and push-cart vending licensees at the discretion of the event, during the period of activity from set-up through tear down.

All vendor activity including installation of vending tents, structural additions, water access and electricity needs must be arranged and permitted as applicable by the event organizer within the overall special event application process.

Alcoholic Beverage Sale & Consumption

Both the City of Asheville by Ordinance and North Carolina by State Law regulate the possession, sale and consumption of alcoholic beverages. Special permits and licensing are unconditionally required for the sale and consumption of alcoholic beverages at an outdoor special event held in the City of Asheville.

The five-part approval process includes:

Step 1 – Approval by the North Carolina Alcoholic Beverage Control Commission (Special One-Time Permit)
Step 2 – Approval by Asheville City Council
Step 3 – Confirmation of Liquor Liability Coverage (see Insurance & Liability)
Step 4 – Employment of Asheville Police Department
Step 5 – Completion of Responsible Alcohol Seller Program

The event organizer is responsible for filing for and obtaining all required permits and special licenses.
A copy of the Special One-Time Permit from the North Carolina Alcoholic Beverage Control Commission must be received by the Event Permit Specialist before a staff report to allow the sale and/or consumption of alcoholic beverages at a special event will be prepared and presented to City Council. Any event that includes the possession of alcohol is required to have a minimum of two (2) APD officers at coordinators expense in attendance. If the event includes the use of alcohol on City property, Liquor Liability Coverage must be included on the certificate of insurance.

The Education and Training Division of the North Carolina Alcoholic Beverage Control Commission conducts free responsible server/seller training for both on-premise and off-premise business owners, managers and employees. The training program lasts 2 hours and incorporates hands on training using "fatal vision" goggles, video, and open discussion. In conjunction with the ABC Commission, the City of Asheville requires all volunteers and staff involved in the sale of alcoholic beverages to complete a Responsible Alcohol Seller Program. More information on this program and class schedules are available online at http://www.ncabc.com/education/RASP/default.aspx. Individual online courses and certificates are also offered at http://www.ncabc.com/news/announcement.aspx?aid=233

Portable Restrooms

It is the responsibility of the event organizer to provide adequate on-site restrooms to meet the specific needs of their event. Installation of portable restrooms may be required to supplement existing facilities based upon the maximum number of attendees at the event during peak periods. Adequate restroom facilities are calculated at one (1) toilet for every 250 people, or portion thereof who attends the event. Ten percent (10%) of these facilities must be ADA accessible. The location and delivery schedule for portable restrooms must be permitted through Building Safety and Fire Prevention permits. Advance delivery is considered part of event set-up and may increase total park usage fees. All portable restrooms must be maintained daily.

Sanitation

The event organizer is responsible to properly dispose of recycling and garbage throughout the term of the event and immediately upon conclusion of the event the area must be returned to a clean condition. If you, as an event organizer, set a standard of leaving the venue better than you found it, you can have a highly beneficial impact on the Asheville community. If animals are allowed to be present during the event, the event organizer will be fully responsible for the collection and proper disposal of all waste generated from the animals.

Sanitation reserves the right to require a clean-up deposit in the amount of *$250.00 for any special event on City or public property. Should you fail to perform adequate cleanup or damage occurs to city property and facilities due to the event, you will be billed at full cost recovery rates plus overhead for cleanup and repair. In addition, such failure may result in denial of future approval for an Outdoor Special Event Permit or the requirement of an increased cash deposit or surety bond for future events. The City does not provide street sweeping services for special events, so please plan accordingly.

It is recommended that the event organizer bring extra trash receptacle liners to replace full bags in permanent city receptacles. If Sanitation services are supported through in-kind support by the City of Asheville, all trash should be bagged, secured and placed in a central location for pickup. If additional trash/recycling barrels are provided within this agreement, all barrels should be emptied and stacked in the area they were delivered.

Regarding responsibility for proper disposal of grey water, cooking oil and grease:
The event organizer is responsible for arranging for the proper disposal of gray water, cooking oil, grease, tar paper, food service matting and other similar waste, with a specialized private service agency.
A *$250.00 clean-up deposit may be required when grease or other similar waste will be utilized in the event area. Improper disposal or spills may be classified as a hazardous waste and result in fines in accordance with Chapter 22 of the Asheville Fire Prevention Code.

Insurance and Liability **(REQUIRED ATTACHMENT)**

The event organizer must furnish a fully paid liability damage insurance policy procured from a company licensed to conduct business in North Carolina listing the City of Asheville as the Certificate Holder as follows:

City of Asheville
P.O. Box 7148
Asheville, NC 28802

All events who receive in-kind support services from the City of Asheville are required to provide documentation of General Liability, Workers Compensation, Automobile Liability and if the event includes alcohol, Liquor Liability Coverage. General Liability and Liquor Liability Certificates must list the City of Asheville as the Certificate Holder, as well as Additional Insured. All food vendors participating in a co-sponsored event by the City of Asheville must also adhere to these insurance requirements and will not be permitted to participate without satisfying the City of Asheville Risk Manager to this regard.

These policies must protect the City of Asheville, its officers, officials, employees and agents from any and all claims for damages to property and/or bodily injury which may result from or in connection with any of the operations carried on by the permit tee of the festival or special event. The City of Asheville Risk Manager must receive a copy of all policies before the Outdoor Special Event Permit will be issued.

Insurance requirements are as follows:

Commercial General Liability:

Per Occurrence	$1,000,000
Personal & Advertising Injury	$1,000,000
Products/Completed Ops.	$1,000,000
General Aggregate	

Limits Vary Depending on Size, Location and Type of Event
Minimum Limits for This Coverage Will Be $1,000,000

In addition to these minimum requirements, co-sponsored events by the City of Asheville require additional coverages, based upon the type of event, up to the following limits:

Automobile Liability – Including Owned, Hired and Non-Owned Vehicles

Combined Single Limit per Accident	$1,000,000
(Bodily Injury and Property Damage)	

Workers' Compensation – Statutory

Employer' Liability	
Each Accident	$100,000
Disease - Policy Limit	$500,000
Disease – Each Employee	$100,000

Liquor Liability *(when applicable)*

Limits Vary Depending on Size, Location and Type of Event
Minimum Limits for This Coverage Will Be $2,000,000

$1,000,000 bodily injury to two (2) persons; $500,000 bodily injury to one (1) person; $100,000 property damage.

The City of Asheville at its discretion may waive or reduce specific insurance requirements for small events.

Marketing & Public Relations

Please ensure that you have conditional approval of the event before you begin to promote, market or advertise the event. Conditional approval may be made after the Outdoor Special Event Permit Application has been submitted to the City of Asheville and initially screened by the Outdoor Special Events Task Team. Acceptance of the Outdoor Special Event Permit Application by the City is not a guarantee of the date and location, or an automatic approval of the event. The event organizer must complete the application requirements entirely before the City of Asheville will issue an Outdoor Special Event Permit. Due to the many changing components of an event, in most cases, outdoor special event permits are issued only a few days in advance of the event date.

If you anticipate distribution or posting of promotional materials and signage within or outside of the event area, it is important that you consider a limit to the placement and/or distribution of flyers, stickers and signage. Items of particular concern are those that may damage public and private property, violate city sign code of ordinances, or which may be difficult to clean or remove from the area.

As a general rule, within the interior areas of a permitted festival and/or special event site, banners may be hung in accordance with the following:

Allowed

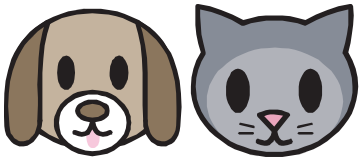
- Banners on freestanding polls
- Banners on the side walls of buildings (w/permission of the owner)
- Banners on tents

Not Allowed

- Banners across or over streets or overpasses
- Banners on light poles or utility poles
- Banners on barricades
- Banners on awnings or decks

For specific questions or to apply for a temporary sign permit, please contact the Sign Administrator at 828-259-5822 or visit www.ashevillenc.gov/planning

Animal Exhibits & Pets



Many festival-goers are surprised to know that that the City of Asheville restricts pets from being present at outdoor special events. Due to public safety and health guidelines, events must restrict attendees from bringing pets and animals into an event site by way of posting signs and educating event staff on the proper means of communicating and enforcing this ordinance during the activity. Except as provided under special resolution by Asheville City Council, it is unlawful for any person owning or having possession, charge, custody or control of a domesticated animal, wild animal or livestock to take the animal into picnic areas, pond areas, children's play areas of any City park or into any areas designated or permitted by the City as part of a community festival or event area. This restriction shall not apply to animals assisting persons impaired in sight, hearing or mobility. Farm animals and undomesticated animals are expressly restricted in proximity to residences and businesses.

Fireworks & Open Flames

There are limited locations within the City limits of Asheville that can be used to launch fireworks. A Fireworks Permit (*$100.00/event or *$500.00/after 5th permit issued in a fiscal year) and Buncombe County Commission approval is required to display fireworks in the State of North Carolina. Application must be made in writing to the Asheville Fire Department not less than sixty (60) days prior to the date of the proposed display of fireworks. Once a complete application is received along with payment for the permit, a code enforcement officer will process the application and will conduct a pre-show set up and a walk through inspection before the approval and issuance of the permit is made.

Permission for the use of open flames as part of an outdoor special event may be allowed under special conditions and with special permitting and inspection. Fire performances and candlelight vigils are two common activities that require special permitting. Contact the Development Services Center at 828-259-5846 for more information.

*** † Standard Permitting & Processing Fees** *(This is not a complete list of City fees and charges. For updated information please contact the appropriate department or visit the City of Asheville's website. * Fees and charges are subject to change. † Posted fee subject to a 4% technology surcharge.)*

Item	Fee	Payable to
Outdoor Special Event Permit Application	$25 (Non-Refundable)	City of Asheville *(Development Services Center)*
Street/Lane/Sidewalk Closure Permit	$50	City of Asheville *(Development Services Center)*
Meter Closure	$15 per single parking space, per day	City of Asheville *(Development Services Center)*
† Banners (Temporary Sign Permit)	$10 per banner	City of Asheville *(Development Services Center)*
Standard Park Use Fee Pack Square Park's Reuter Terrace-Roger McGuire Green	$100.00 for first three hours; $25 for each additional hour $500.00 for first three hours; $100.00 for each additional hour	City of Asheville *(Development Services Center)*
† Open Flame Permit	$50.00	City of Asheville *(Development Services Center)*
† Building Safety & Fire Prevention Permits	$75.00-$115.00 per trade (dependent on number and location)	City of Asheville *(Development Services Center)*
† Fireworks Permit	$100.00	City of Asheville *(Development Services Center)*
† Electrical Permit	$75.00	City of Asheville *(Development Services Center)*

Frequently Asked Questions

When is an Outdoor Special Event Permit required?

The most common types of events requiring an Outdoor Special Event Permit are:

- Festivals, Carnivals, Concerts & Block Parties;
- Parades, Organized Walks/Runs/Races;
- Professional Filming/Photography;

As well as an event containing one or more of the following:

- Estimated attendance exceeds 25;
- Specific area(s) need to be reserved;
- Use of park electricity and/or water access;
- Includes street and/or sidewalk closures;
- Includes addition of temporary structures;
- Requires APD assistance for traffic control;
- Includes alcoholic beverages;
- Includes fireworks

Where is the best location for my outdoor special event?

Many issues come into play when considering a new event location. The existing infrastructure at a City park versus the cost of developing an event on a City street may prove to be the deciding factor. Because street closures are rarely approved for recreational purposes on weekdays, the day and time of event as well as set-up requirements may prohibit the event from occurring on a City street. City streets do not commonly contain electricity or water access. While most parks and greenways in Asheville are open year-round, most outdoor restroom facilities and power to various exterior outlets and lights are closed during winter months due freezing temperatures.

There are several preferred areas within the downtown business district that are best suited for outdoor special events; each site has specific requirements for use and is governed by an overall event calendar that is adhered to so as not to over tax any particular space.

Pritchard Park: This site has specific size and noise level constraints.

Pack Square Park – Streets of North & South Pack Square (includes Monument Median): Special agreement is needed with area businesses. Consideration for closure is given during weekend hours only. Meter closure fees apply on Fridays and Saturdays.
Pack Square Park – Raised Lawn: This site has specific size constraints.
Pack Square Park – Reuter Terrace & Roger McGuire Green (must be reserved as a single unit): Includes use City-County parking lot as backstage area available on weekends only. Meter closure fees apply on Fridays and Saturdays.

Carrier Park: The most common event areas are designated within the interior of the track, and the green space surrounding the Carrier Park corporate shelter.

Battery Park Avenue: Enhanced staffing is required due to traffic congestion around the Grove Arcade. Consideration for closure is given during weekend hours only. Meter closure fees apply on Fridays and Saturdays.

S. Market & Eagle Streets ('the block'): Enhanced staffing is required due to Fire & Police Department activity surrounding the Municipal Building. Consideration is given for closure during weekend hours only. Meter closure fees apply on Fridays and Saturdays.

Lexington Avenue: Special agreement is needed with the private parking lot owner. Consideration for closure is given during weekend hours only. Meter closure fees apply on Fridays and Saturdays.

Are there any requirements for events on private property?

If the special event is being held on private property, please contact the City of Asheville's Development Services Center (828-259-5747 or amclaughlin@ashevillenc.gov) for a Temporary Use Permit Application. Pursuant to City Code Ordinance sec. 7-5-3, applicants are encouraged to call or visit the City of Asheville's Development Services Center to determine what information and fees are required for the application.

A Temporary Use Permit Application may be filed by the owner of the property or by an agent specifically authorized by the owner to file such application. Where an agent files the application, the agent shall provide the planning and development director with documentation that the owner of the property has authorized the filing of the application.

Is a permit necessary for a protest or a rally?

The City of Asheville encourages free expression of ideas. As part of a citizen's right to protest, an Outdoor Special Event Permit is not required for independent, non-commercial speech activity. Some spaces are limited in size, are used for more than one purpose, or present special public safety concerns. Non-permitted events that interfere with other uses at these facilities, or that compromise the safety of the participants or public may be directed to alternate locations. Advance notice to the City of Asheville's Event Permit Specialist is recommended to help assure proper planning.

An organized rally, versus an independent protest, will typically include elements that **do** require special permitting. A larger, organized gathering versus an independent, non-commercial speech activity may place the organization in a position of liability for public safety and accommodation including the development of an emergency plan. Regulated components such as structural additions, street, sidewalk and parking closures as well as specific space reservations require approval through the outdoor special event permitting process.

What are the most common application forms needed for outdoor special events?

Submitting an application to hold a special event within outdoor public spaces requires a combination of forms and attachments based on the size, type, location and other variables of the event. The term "form" refers to specific templates/forms that are provided by the City, to be completed by the event organizer. The term "attachments" refers to unique items that must be composed or provided by the applicant to support the application as a whole. The Outdoor Special Event Permit Application contains a submittal checklist outlining the most common forms and attachments that are typically required.

Where do I send the application paperwork once completed?

An Event Permitting Specialist at the Development Services Center oversees the permitting process relating to use of outdoor public space for special events. The Event Permitting Specialist acts as a liaison to the various City departments involved with each request. The Event Permitting Specialist will work with the event organizer in obtaining all necessary approvals, arrange for any appointments with department representatives, and will issue the final Outdoor Special Event Permit once all supporting permits and approvals are granted.

All application forms, supporting documents and the application fee (or flat-rate block party fee) should be sent to the Event Permitting Specialist at the Development Services Center.

City of Asheville – Development Services Center
Attn: Outdoor Special Events
P.O. Box 7148 (Physical Address: Public Works Building, 161 S. Charlotte St., 28801)
Asheville, NC 28802
828-259-5800 (phone)
828-259-5606 (fax)
jfillman@ashevillenc.gov (email)

When will I receive the final permits for my event?

The Outdoor Special Event Permit is the final 'seal of approval' for all outdoor special events and is issued once all underlying permits are fully processed and approved by individual departments as applicable. Due to the inherent nature of special event production, it is common for permits to be issued only days prior to the event. For advance advertising and planning purposes, preliminary (conditional) approval may be granted within several days of receipt of completed event application paperwork. Preliminary approval is obtained through the Event Permitting Specialist and based on an initial review of the plans disclosed within the application paperwork.

How do I obtain a lease, deed or rental agreement for the North Carolina Alcoholic Beverage Control Commission's Special One-Time Permit Application (for sale/consumption of alcoholic beverages?)

Once preliminary approval is granted by the Event Permit Specialist, the event organizer may request a temporary space lease for the purpose of securing advance permissions and approvals. This is not a permit for the event but rather a document that serves as proof of a preliminary hold on the space and date of request.

The Event Permit Specialist will provide the organizer with a contact name and number for Police signature upon request and after the temporary space lease is issued.

How do I reach a City department directly?

While the Event Permit Specialist oversees the permitting process relating to use of outdoor public space for special events, it is often helpful to know how to reach the individual departments who are responsible for approving each component of an event application.

Asheville Parks, Recreation & Cultural Arts/APRCA	
General Administration	828-259-5800
City-Produced Festivals	828-259-5841
Athletic Programs/Facilities	828-251-4024
Park Maintenance Services	828-251-4049
Development Services Center/DSC	828-259-5846
Building Safety	
Electrical	
Fire Prevention	
Fireworks & Open Flames	
Planning & Development	
Outdoor Special Events (Direct Line)	828-259-5738
Asheville Police Department/APD	828-252-1110
Asheville Fire Department	828-259-5640
Transportation Department (Street/Sidewalk Closures)	828-259-5943
Parking Services (Parking Meters)	828-259-5792
Asheville Transit Department	828-253-5691
Sanitation Department	828-259-5857
Streets Department (Barricades/Cones)	828-259-5852
Water Department (Hydrant Meters)	828-251-1122