



Alamance Parks Special Event Policy

Effective Date: 9/1/2019

Approved By Alamance County Board of Commissioners on 8/19/2019

I. Policy Statement

Alamance Parks provides public spaces that can be used to host special events. Alamance Parks has established a multi-step process for applicants desiring to host events on county property managed by the department. It is the policy of Alamance Parks that public areas, as defined below, are set aside primarily for use by the public at large and should not ordinarily be reserved for private events. However, on a limited basis, private events that accomplish public good by celebrating the history, heritage and diversity of Alamance County may be allowed within a public area subject to the provisions of this policy.

II. Event Application Process

- a. The event organizer must submit their application and all supporting documentation and fees according to the following table, at least 90 days in advance of their proposed event date. Events co-sponsored by Alamance Parks must be submitted 9 months before the event date.
- b. Applications can be obtained in person from the administrative office or from the department's website.
- c. Alamance Parks will approve or deny all applicants according to the policies found herein within 30 days of receipt of all documentation.

III. Definition of Terms

- a. Public Area
 - i. This policy is limited to only public areas under the management of the Alamance Parks.
- b. Special event
 - i. An event which is expected to attract/assemble fifty (50) or more persons or which may restrict or interfere with the normal operations of a park facility will be deemed a special event.

IV. Evaluation Criteria

Alamance Parks utilizes the following criteria when evaluating and scheduling special events, however final decisions are made at the sole discretion of Alamance Parks:

- a. The nature of the event and how it can serve Alamance County and its residents.
- b. The dates and times during which the proposed event will occur including setup and breakdown time.



Alamance Parks Special Event Policy

- c. The location(s) of the Special event and whether the location(s) inhibit the safe flow of vehicular and pedestrian traffic in the parks and surrounding areas.
 - d. Whether the activities are in compliance with other applicable laws and County ordinances.
 - e. The general health, safety and welfare of the participants in/or attending the event and the citizens of Alamance County.
 - f. The impact and /or cost of the event on Alamance Parks support services.
 - g. The frequency of the event or similar event(s).
- V. Priority of Use
- a. The allocation of Park space for special events is based on the following priorities:
 - i. 1st Priority: Alamance Parks activities
 - ii. 2nd Priority: Alamance Parks Co-sponsored events
 - iii. 3rd Priority: Non-Profit Organization whose event is aligned with the primary goals of the Recreation and Parks Department
 - iv. 4th Priority: Non-Profit organization whose event is outside the focus area of Alamance Parks
 - v. 5th Priority: Activities for Profit
 - b. Historical Precedence
 - i. 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.
- VI. Regulations
- The Permit issued for a special event under this Article shall be subject to the regulations, conditions and reservations of rights as set forth in this section.
- a. All additional permits required for the special event shall be obtained, including permits issued by NCDOT, Alamance County Health Department and Fire Marshall's Office and other similar licenses or permits. The special event will be operated in strict compliance with the terms and conditions set forth in those licenses and permits.
 - i. Tent Policy - If a tent has sidewalls on it no permit is required if it is below 800 square feet in size. 800 square feet and over in size requires a permit and inspection if the tent has sidewalls. Tents open on all sides do not require a permit unless the tent is 1800 square feet and larger. If this is the case a permit must be obtained. Please contact the Inspections Department at 336-570-4059, to request a tent permit.
 - ii. Temporary Food Vendor – If you are planning an event involving food please call the Alamance County Environmental Health Department to discover permits required for your unique event. 336-570-6367.



Alamance Parks Special Event Policy

- b. For any event with an expected attendance of 500 or more should provide designated crowd and traffic control services.
- c. Any event with an expected attendance of 100 or more in attendance, the applicant must submit a cleanup plan to collect and remove waste from the park as detailed in the application. The applicant agrees to leave the event area in a clean, sanitary condition ready for public use. An event in which this cleanup does not happen is subject to covering the full cost of Alamance Parks having to contract that work out to a 3rd party.
- d. Each park is limited to one special event per calendar month.
- e. Noise. Permission to include music or amplified sound, including megaphones, as part of a special event may be given, provided that it is in compliance with the expectations of Alamance Parks. Event organizers should be sensitive to local businesses and residences when preparing sound equipment for special events. (see Appendix A)
 - i. Alamance Parks reserves the right to limit the sound amplification equipment so that it will not unreasonably disturb non-participating persons around the event.
 - ii. Complaints of loud, disturbing, or unnecessary noise in violation of the Noise Ordinance can result in the immediate revocation of the permit by Alamance Parks.

VII. Conditions

- a. Indemnity. In consideration of the granting of the permit under this Article, the applicant and any entity represented by such person shall indemnify and hold harmless Alamance Parks, its officers, agents and employees against all loss, expense or liability of any kind, including attorney's fees, caused by or in any way resulting from the acts of any person attending the Special event or in any way resulting from the activities carried on during the Special event.
- b. Insurance. The applicant and sponsor of the Special event shall secure and at all times maintain in full force and effect a comprehensive general liability insurance policy providing bodily injury and property damage liability protection in the amount of \$1,000,000. Alamance Parks, its officers, agents and employees are included as additional insured with respect to the general liability insurance policy. The insurance shall be issued by a company licensed to do business in the State of North Carolina and shall be endorsed to the effect that the policy shall not be terminated or cancelled prior to its expiration date except upon thirty (30) days advance written notice to Alamance Parks. The insurance shall cover the Special event and the types of activities carried on at the Special event. The applicant and sponsor shall provide proof of the required insurance coverage in the form of an original current certificate of insurance presented by the insured's agency. Evidence of such insurance shall be provided to Alamance Park's Event Coordinator at least five (5) days before the date of the Special event.
- c. Strict Liability. The applicant and sponsor of the Special event shall assume and be liable for all damage or injury caused to public property as well as the buildings, residences



Alamance Parks Special Event Policy

and structures adjacent to the public area during and throughout the period of time that the public area remains closed for public use.

VIII. Reservation of Right

Alamance Parks reserves the right to suspend all or any part of a special event and to require all persons to immediately vacate the public area during any period of national or local emergency, natural disaster, lawlessness, and other acts or events which threaten the public safety.

IX. Schedule of Fees

- a. Depending on the specifics and nature of the planned event the following schedule of fees will apply. Alamance Parks reserves the right to classify any event not conforming to the following list. Any special event is subject to the creation of a custom contract based upon the complexity and scope of the event.
- b. Non-profit rates apply to registered non-profit agencies.
- c. Alamance Parks can charge correct fees at the event if attendance is wrongly estimated.
- d. All payments must be received 10 days in advance of the event date.
- e. Fees collected from special events governed by this policy shall be retained by Alamance Parks and reserved for capital improvements that will improve our Alamance Parks' ability to host future events.
- f. Based upon the specific nature of the proposed event, the following Fee Schedule table will apply:

Event Classification	Resident/Non-profit Rate	Non-Resident/Corporate Rate
Application Fee	\$25.00	\$25.00
Small Events <150 in attendance Events that will not disturb the normal operation of a park or limit use by the general public.	\$5.00 per participant Plus any rental rates for facilities used.	\$7.50 per participant Plus any rental rates for facilities used.
Medium Events 150-500 in attendance Events which will significantly limit the use of the park by the general public.	\$1000 First Day Plus any rental rates for facilities used. Additional charges for multiple days.	\$1500 First Day Plus any rental rates for facilities used. Additional charges for multiple days.
Large Events >501 in attendance Events this size effectively close the park to the general public.	\$2000 First Day Plus any rental rates for facilities used. Additional charges for multiple days.	\$3000 First Day Plus any rental rates for facilities used. Additional charges for multiple days.