

City of Salisbury Special Event



Permit Guide

Permit Guide Overview

HOW IT WORKS

Depending on the type of event your or your organization are hosting, the process may vary. As we begin reviewing and processing your materials, we will be in contact with you to provide updates, recommendations, and/or requests for additional information. This process is a collaboration between several City departments and your organization, and you may be contacted individually by these departments if they have specific questions or concerns about your event.

DATE REQUESTS

Event date and facility location requests will be handled on a first-come, first-served basis. The requested date will be held only after the Special Event Application has been submitted with the appropriate fee.

HOW LONG WILL IT TAKE?

Depending on the request, the process can take anywhere from two weeks to a few months to complete. The earlier a request and be submitted the more time City staff will have to work with you to provide feedback and to meet your needs.

PARKS AND RECREATION EVENTS

If you plan to hold your event at any of our City owned recreation facilities or City owned Parks, please contact the appropriate division or facility manager within the Salisbury Parks and Recreation Department to coordinate the use of the ball fields or shelter rentals. All other events held in the parks should use this application. If you have any questions about the use of the Parks and Recreation facilities please call (704)638-5291.

CANCELLATION POLICY

Should Event Organizer, for any reason, cancel its event it must provide a written notice of cancellation no later than 7 days before the event. All permit fees are non-refundable. Permits will remain valid for 90 days for any event that is postponed and rescheduled. All parties shall be excused from performance and shall not be in default to the extent that the failure to perform such obligation is due to a Natural Force Majeure Event.

APPLICATION SUBMISSION

Special Event Permit Applications can be printed online or picked up and submitted to:

Attention: Special Events Permits
Development and Code Services
132 North Main Street
Salisbury, NC 28144

For more information please contact (704)638-5208. Thank you for contributing to the vitality of our community and best wishes for a successful event.

Timeline and Fee Schedule

Depending on the request, the process can take anywhere from two weeks to a few months to complete. The earlier a request can be submitted the more time City staff will have to work with you to provide feedback and to meet your needs.

EVENT TYPE	DEADLINE	FEE
Parade	60 Days	\$50
Foot/Bike Race Event 5K and under	60 Days	\$50
Foot/Bike Race Event over 5K	60 Days	\$50
Walkathon Fundraiser	60 Days	\$50
Right-of-Way Closure	60 Days	\$50
Neighborhood Event	60 Days	\$50
Special Event	60 Days	\$50
Public Street Festival	60 Days	\$50
City Parks Use	60 Days	\$50
Picketing <i>Exempt from Special Event Ordinance</i>	Please notify the Police Department	No Charge
Demonstration <i>Exempt from Special Event Ordinance</i>	Please notify the Police Department	No Charge
Other	60 Days	\$50

The N.C. Department of Transportation requires organizations who wish to hold a special event requiring a road, lane, and/or shoulder closure to submit an application to the appropriate Division Engineer(s) at least **sixty (60) days prior to the scheduled beginning of the event. If you are unsure if the street you would like to use is State or City maintained, please call our Engineering Department at 704-638-5200, and staff will verify for you.

Table of Contents

Initial those sections applicable	Section	Page
	Applicant and Event Organizer Information	4
	Event Description	5
	Site Plans	5
	Notification of Temporary Street Closures	6
	Catering and Food Vendor Details	7
	Alcoholic Beverages	7
	Staging Details	8
	Parking Details	8
	Restrooms and Sanitation	9
	Barricades and Cones – Waste Removal	9
	Public Safety	10-11
	Acknowledgement of Ordinance and Fees	12
	Hold Harmless Agreement	12-13
	Definitions	14-15
	Addendums	
	Notification for Temporary Street Closure	16
	Public Services Traffic Loaner Program	17
	NCDOT Special Event Application – Temporary Street Closure and Guidelines	18-21

If all of the above sections apply to your event, please sign below.

Signature

Applicant and Event Organizer Information

This application should be used for all Special Events. Please complete, in detail, the information below. The application should be turned in **according to the application deadline schedule** prior to the event.

EVENT ORGANIZER

Company Name: _____

Type of Organization: Corporation LLC Non-Profit/Charitable Event Individual/Other

Contact Name: _____

Address: _____

Website Address: _____

Primary Phone Number: _____ Cell Phone Number: _____

Fax Number: _____ E-Mail Address: _____

On-site Contact Name and Number: _____

SECONDARY EVENT ORGANIZER

Company Name: _____

Contact Name: _____

Address: _____

Primary Phone Number: _____ Cell Phone Number: _____

Fax Number: _____ E-Mail Address: _____

Event Description

EVENT DETAILS

Please provide a description of your event. You may provide this information as an attachment if necessary.

Event Name: _____

Event Description

Is there an admission fee? Yes No if so, how much? Adult \$_____ Child \$_____

What is the anticipated attendance? Overall _____ Daily _____

Previous year's attendance (if applicable) Overall _____ Daily _____

Event Set-Up Date: _____ Actual Event End Date: _____

Event Set-Up Time: _____ Actual Event End Time: _____

Actual Event Start Date: _____ Event Tear-Down Date: _____

Actual Event Start Time: _____ Event Tear-Down Time: _____

Will alcohol be served or available for sale? Yes No

Site Plans

All applicants are required to submit a Site Plan/Map that includes a key showing the use of symbols for people, vehicles, and first aid station(S), cooking station(s), food tables, stage(s), platform(s), barricades, and designated alcohol serving areas, if applicable. The plan should also identify a 14-foot area for emergency vehicle access.

***NOTE:** If you need assistance creating the Site Map/Plan, please contact the Development Services (704) 638-5208 and staff will work with you.

Notification of Temporary Street Closures

APPLICANT RESPONSIBILITY

As a part of the permit process, organizers are responsible for notifying adjacent businesses, residents and other applicable parties prior to the street to notify all affected residents/businesses both on and adjacent to a proposed street closure. Therefore, this document can serve as a notification for the following proposed street closure. Additional attachments may be included as necessary.

Name of Person Responsible for Initiating this Notification: _____

Event Title: _____

A temporary street closure has been requested for the following date(s)/time(s) for the street listed.

Closure Start Date: _____ Closure Start Time: _____

Closure End Date: _____ Closure End Time: _____

Street Name(s) and Block(s):

SEE ADDENDUM A - NOTIFICATION OF INTENT TO TEMPORARILY CLOSE STREET FORM

Catering and Food Vendor Details

Food handlers must comply with applicable health department requirements. Event organizer is responsible for having all health permits in place for the event, including a certification of hold harmless for the City of Salisbury.

If a professional caterer will be hired for this event, please provide the following information and attach copies of the company's Liability Insurance Certificate, Health Certificate and ABC License if applicable.

Company Name: _____

Contact Name: _____

Address: _____

Primary Phone Number: _____ Cell Phone Number: _____

Fax Number: _____ E-Mail Address: _____

Please submit attachments if necessary.

Alcoholic Beverages

When serving alcohol, state laws apply to all dispensing and sale of beverages. Your site plan must clearly identify the boundary of the area where alcoholic beverages are to be served or sold. In accordance with Section 22-151(2) ABC permits must be obtained and a copy provided to the City of Salisbury no less than 15 days prior to the event. For additional information about state ABC requirements contact the Kannapolis/Rowan ABC Board at 704-633-1641 or visit the website at <http://abc.nc.gov/Permit/SpecialPermits>

Please describe your plan to ensure the safe sale or distribution of alcohol at your event.

Staging Details

STAGING DETAILS

The following items will be used at the event (Please mark all that apply)

- Amplified Music
- Live Entertainment
- Loud Speaker
- Stage
- Other _____

Please attach copies of the Insurance Binder or Certificate of Liability Insurance covering the above equipment no later than 15 days prior to the event.

Parking Details

Organizers should ensure that parking does not obstruct emergency vehicles and that no less than 14 feet right of way is provided. Please describe parking arrangements and provide a map if needed.

Please describe VIP, Event Staff and/or Volunteer Parking arrangements. (Please indicate location(s) on a map)

SHUTTLE SERVICE DETAILS

Will a shuttle service be provided from parking areas to the event site? Yes No

If yes, please describe the shuttle plan. (Please indicate pick-up and drop-off location(s) on Site Plan/Map).

If providing a private shuttle service, please provide the following information and attach copies of the company's Liability Insurance Certificate no less than 15 days prior to the event.

Company Name: _____

Contact Name: _____

Address: _____

Primary Phone Number: _____ Cell Phone Number: _____

Fax Number: _____ E-Mail Address: _____

Restrooms and Sanitation

RESTROOM FACILITIES

Some events will require the presence of portable restrooms and/or hand washing stations, and the use of these items may require the Event Organizer to meet ADA regulations. Please contact a rental company to determine the number of stations required based on the standard attendance to restroom ratio

Will Event Organizer provide portable restroom facilities? Yes No

If, so please provide the following information. (Please indicate location(s) on Site/Plan Map)

Company Name: _____

Contact Name: _____

Address: _____

Primary Phone Number: _____ Cell Phone Number: _____

Fax Number: _____ E-Mail Address: _____

Barricades and Cones – Waste Removal

BARRICADES AND CONES

In order to ensure the safety of our citizens and participants of events, it is necessary to use barricades and cones to mark or delineate the event sites. The number of barricades/cones for each event will vary and will be determined by the City staff. Please see **ADDENDUM B** for barricade and cone information.

WASTE REMOVAL

Event Organizers are responsible for contacting Public Services at 704-638-5256, 15 days prior to the event to arrange for waste receptacles. Event Organizers are also responsible for ensuring that all waste related to the event is collected and placed into the City-provided receptacles. This includes, but is not limited to emptying private trash bins and removal of waste from event site or other affected areas. Event Organizers must ensure the site is clean from debris at the end of the event prior to Public Services to picking-up the receptacles. Please see **ADDENDUM B** for waste removal information.

Barricades, Cones and Bins are subject to availability

To schedule an appointment for drop-off and pick-up of equipment please contact Public Services 704-638-5256.

Public Safety

POLICE DEPARTMENT

Events with more than 1,000 in attendance must have a Security and Safety Plan in place to ensure public safety. If the Event Organizer chooses to use sworn off-duty officers the cost is \$30.00 an hour per officer for a minimum of (2) two hours. The applicant must pay for officers 15 days prior to the event. If an Event Organizer chooses to use a private firm to provide security a copy of the contract must be provided to the Salisbury Police Department. If private security is used, all security personnel will report to the Chief of Police. The Police Chief or designee shall have full and complete discretion and authority on the implementation of all security plans taking into account the following guidelines:

GUIDELINES FOR ESTIMATING NUMBER OF OFFICERS:

- Events with up to 500 estimated participants: 1 officer per event
- Events with over 500 estimated participants: 1 additional officer for every 500 estimated participants
- Events with more than 2,500 estimated participants: Police Chief may require licensed supplemental private security.

Events with alcohol sales are required to have a Crowd Manager designated through the North Carolina Department of Insurance. Information is available on the NCDOI website at [http://www.ncdoi.com/OSFM/Fire Safety Programs](http://www.ncdoi.com/OSFM/Fire_Safety_Programs). Certificate(s) designating crowd manager(s) must be provided 15 days prior to the event.

The Salisbury Police Department has the final determination regarding officer staffing needs for event and ensuring public safety.

Number of Officers	
Estimated Hours for event	
At \$30.00 per/hour = Total	

Fee Paid _____

City Staff Signature *Date*

MEDICAL PLAN

Any event with 1,000 in attendance and lasting longer than four (4) hours is required to have a First Aid Station on-site. Please indicate the location on the Site Plan/Map.

- I am requesting the services of the Salisbury Fire Department
 - Event Organizer will provide medical services on site for entire event
 - Event Organizer will provide a medical doctor, registered nurse, and/or EMT staff on site for entire event
- If providing an ambulance company, doctor, RN or EMT, please provide the following information:

Company Name: _____

Contact Name: _____

Address: _____

Primary Phone Number: _____ Cell Phone Number: _____

Fax Number: _____ E-Mail Address: _____

FIRE DEPARTMENT

The City of Salisbury requires that medical staff be in place during certain events to ensure safety of the participants. If the Event Organizer chooses to use the services of dedicated off-duty fire personnel the cost of is \$30.00 an hour per medic for a minimum of (2) two hours. The price includes a firefighter who is also medic, vehicle and medical supplies. The applicant must pay for fire department personnel in full 15 days prior to the event. The Fire Department Chief or designee will determine the number of medical staff for each event.

Run/Walk Events/Parades/Bike Events/Festivals:

Number of Fire Fighters _____

Estimated Hours for event _____

At \$30.00 per/hour = Total _____

Fire Department Staff are responsible for inspecting all events before they open for business. The Fire Department shall inspect all related aspects of the event and will issue correction notices if required and re-inspect the site to insure compliance. The applicant must pay Inspection Fees in full 15 days prior to the event.

The Salisbury Fire Department Inspections shall include, but not be limited to the following:

- | | | |
|---|---|--|
| Fees for inspections
Fire Department access
Access to hydrants, fire department connections, fire control rooms
Event egress
Pyrotechnics and open flame effects
Tents or canopies 400 sq. ft or larger
Inflatable bounce houses 200 sq. ft. or larger must be inspected* | Fees must be paid in full 15 days prior to the event
<input type="checkbox"/> No Charge
<input type="checkbox"/> \$200.00
<input type="checkbox"/> 7-day Permit - \$200.00 | <input type="checkbox"/> No Charge
<input type="checkbox"/> 21- day permit - \$500.00
<input type="checkbox"/> No Charge |
|---|---|--|

**Company providing any bounce houses 200 sq. ft. or larger must have appropriate insurance coverage*

Fee Paid _____
Staff Member Signature
Date

If you have any questions you can visit or call the Salisbury Fire Department.
 Salisbury Fire Department
 514 East Innes Street
 Salisbury NC 28144
 (704) 638-5351

Acknowledgment of Ordinance and Fees

City Ordinance reviewed by applicant: Yes NO

By signing this permit application, I acknowledge that I understand the ordinance and enumerated rules and regulations pertaining to demonstration, organized activities, and public street festival permits that are related to this application. I agree that I must pay all fee and costs to the City of Salisbury in full as applicable. All fees and costs are paid at Development Services, 132 N. Main St. Salisbury, NC 28144.

Fee totals:

Application Fee: _____

Total Fire Department Fees: _____

Police Department Fees: _____

Sum of Fees and costs due the City of Salisbury: _____

Signature of Permit Applicant

Date

Hold Harmless Agreement

STATE OF NORTH CAROLINA

COUNTY OF ROWAN

Host organization and/or Event Organizer agree, in consideration of the granting of this Application and Special Event Permit for:

_____ to be held on _____
Event Name *Event Date(s)*

By _____ of _____
Event Organizer/Primary Applicant *Host Organization*

Host Organization and/or Event Organizer(s) agree to defend, indemnify and hold harmless the City of Salisbury and the City of Salisbury employees, officers, managers, agents, council members, and volunteers harmless from any and all losses, damages, claims for damage, liability, lawsuits, judgment expense and cost(s) arising from any injury or death to any person or damage to any property including all reasonable cost for investigation and defense thereof including, but not limited to attorney fee, costs and expert fees arising out of the issuance of Applicant’s Special Event Permit regardless of where the injury, death or damages may occur.

Host Organization and/or Event Organization will provide a Certificate of Insurance in order to provide satisfactory evidence sufficient coverage for the types, limits, forms and ratings required by the City's Risk Manager or City Attorney or their designee.

Print Name

Title

Signature

Date

Certificate of Insurance naming the City of Salisbury as loss payee must be submitted with application.

Definitions

City of Salisbury code provides the following definitions used in making application for a permit:

ORGANIZED EVENT – an activity involving the use of, or having impact upon, public property, public facilities, parks, sidewalks, or public roadways in a manner that varies from its current use. Organized events include:

Neighborhood Events – small-scale organized activities that close local-service residential right-of-ways. These gatherings are initiated by local residents and are intended only for the neighborhood residents and their guests and may be held on public areas.

Parades, Races, and Walks – organized activities following a set course that involve full or partial temporary right-of way -closure with 10 or more people and/or three or more vehicles in participation.

Public Street Festival – are organized events held by restaurants, food service establishment, business, winery and any other for-profit organizations where alcoholic beverages are sold and are regulated under section 22-151 or section 22-152.

Security and Safety Plan – a planning framework to assist with identifying emergency access, crowd managers, emergency notification methods, and how organizers will deal with emergencies. Details of the plan include number of officers required to ensure event security, first-aid and medical assistance stations, and event organizer responsibilities.

Special Events – refers to activities conducted in public areas which (i) are engaged in by ten (10) or more people and (ii) are not Demonstrations. The term Special Event shall be construed to a private organization celebration or sponsored event that is held in or on public areas that may require temporary right-of-way closure.

Other Events – any other event not otherwise identified above.

OTHER DEFINITIONS

ABC License – any event governed by this procedure that involves or includes serving alcoholic beverages and requires by law or ordinance an ABC permit or license.

Crowd Manager – person designated to review a crowd management plan and measures to implement crowd control with the jurisdiction to plan for the movement and assembly of people in a safe manner.

Fees – cost paid by the organizer or sponsor for application, use of City of Salisbury services, and other city incurred expenses to hold organized activities.

Event Organizer or Sponsor – shall mean the person who organizes, conducts, or intends to conduct a general, neighborhood, special, or parade, race or walk event or demonstration and is responsibly under a permit for ensuring the activity will be conducted in accordance with these regulations.

Parks – publically maintained recreation or park facility

Public Area –streets, sidewalks, alleys, lanes, walkways, highways, right of way, greenways, plazas, or squares owned or maintained by any governmental entity.

Temporary Right-of-Way Closures – Closing or restricting vehicle or foot traffic by blocking customary use of any public street or sidewalk for an organized activity, demonstration, or other reason.

ADDENDUM B

PUBLIC SERVICES TRAFFIC LOANER FORM

The Event Organizer must contact Public Services (704-638-5256) at least **15 days** prior to the event to complete a Traffic Loaner Form. All items are subject to availability. *A copy of the Special Event Permit from Development Services must be provided at the time the Traffic Loaner Form is completed.*

The City of Salisbury Public Services Department assumes responsibility for delivery and pick up of loaned items at the venue address.

Signing under Event Coordinator or Designee Signature indicates your agreement to assume full responsibility of all Public Services items while in your possession. This includes risk of loss, theft, damage, or destruction of loaned items from any cause. Public Services staff will inspect for damage and loss when picking up items.

Please fill out the information below:

Event Venue Address: _____

Beginning Event Date: _____ Beginning Event Time: _____

Ending Event Date: _____ Ending Event Time: _____

Drop Off Date: _____ Drop Off Time: _____

Pick-up Date: _____ Pick-up Time: _____

Items Provided from Public Services (*to be filled out by Public Services employee*) Items determined by staff to be damaged or lost will result in a charge for replacement. *Please see table for replacement costs.*

Items Delivered	# of Items Loaned	Replacement Cost of Damaged/Lost Items*	# of Items Returned	Notes of Damage/Loss
Garbage Cans		\$60.00		
Recycling Cans		\$60.00		
Wooden Barricades		\$20.15		
Class II Barricades		\$35.48		
Cones		\$11.22 /each		

Cones and barricades must be stacked in a safe location for pick up.

Event Coordinator/Designee Signature: _____ Date: _____

Public Services Employee Signature: _____ Date: _____

ADDENDUM C
NCDOT SPECIAL EVENT REQUEST FORM – TEMPORARY STREET CLOSURES

North Carolina Department of Transportation
Special Event Request Form
 Effective 7/31/15, Revised 2/25/16

This request form is required for non-governmental entities for all special events requiring a road, lane, and/or shoulder closure, or repurposing a State Highway System facility for something other than its intended use, except where a county or municipality is regulating the use of the highways in accordance with [General Statute §20-169](#). This form must be submitted with a formal request to the appropriate Division Engineer(s) at least sixty (60) days prior to the scheduled beginning of the event. See a listing of the Highway Divisions and their contact information at the following URL:

<https://apps.dot.state.nc.us/dot/directory/authenticated/UnitPage.aspx?id=630>

Section A: Event Information

Name of Event: _____

Type of Event: _____

County/Counties: _____

City/Cities: _____

Event Date(s): _____

Event Time(s): _____

Primary Sponsoring Organization: _____

Anticipated number of participants (estimate): _____

Anticipated number of spectators (estimate): _____

Approximate distance in miles: _____

Requested Action(s): Road Closure* Lane Closure* Shoulder Closure*
 (Check all that apply) Repurposing a State Highway System facility for something other than its intended use

*For closures, anticipated time road/lane/shoulder will actually close: _____ and re-open: _____

Section B: Contact Information

Director/Organizer Name: _____ Email: _____

Mailing Address: _____

Telephone 1: _____ Telephone 2: _____ Fax: _____

Responsible Local Government: _____

Local Government Contact: _____ Email: _____

Telephone 1: _____ Telephone 2: _____ Fax: _____

Responsible Law Enforcement Agency: _____

Law Enforcement Contact: _____ Email: _____

Telephone 1: _____ Telephone 2: _____ Fax: _____

Section C: Support Material (check list)

The following support documentation must be attached to this request before it will be considered (as applicable following discussions with the local Highway Division(s))...

- 1. Detailed location(s) of event including maps indicating proposed route(s) used by the event. Any changes to the proposed routes shall be submitted as soon as the change is made.
- 2. Detailed description of the event and how it will affect the route(s) used by the event.
- 3. Written acknowledgement and approval by all local governments whose jurisdiction the event is being held in.
- 4. Written acknowledgement and approval by local law enforcement and/or the State Highway Patrol.
- 5. Type, description, and location of any proposed temporary lane closures/interference, road closures/interference, traffic control and signing with appropriate maps, sketches, detour routes, and written acknowledgement from the agency providing the temporary closures/interference, traffic control, and/or signing accepting responsibility for such.
- 6. Description of notification to residents along the route as a safety and informational service.
- 7. Waiver modification or insurance (select one)
 - a. Addition of the State of North Carolina and the North Carolina Department of Transportation into participant release waivers (see Appendix A for example). A copy of a blank waiver shall be provided.
 - OR –
 - b. Certificate of liability insurance as follows:
 - General Liability, Each Occurrence: minimum amount of \$1,000,000
 - Description field: name and type of event (as indicated in Section A, above)
 - Description field: the State of North Carolina and the North Carolina Department of Transportation named as additional insured parties (this is at the discretion of the individual insurance company)
 - Note – Additional liability insurance may be requested at the discretion of the Department

Section D: Terms and Conditions

The following applies to all approved events...

- 1. Requestor shall be responsible for proper closure of the lanes/roads according to the [Manual on Uniform Traffic Control Devices \(MUTCD\)](#).
- 2. Requestor shall be responsible for providing all necessary traffic control using the appropriate law enforcement agency/agencies or individuals trained in traffic control as set forth in [General Statute §20-114.1](#).
- 3. Requestor shall be responsible for notification of all emergency services and other responders of any impending closures and/or interference.
- 4. Event shall be supported by, or endorsed by, the local governing body/bodies.
- 5. If the event is a bicycle race, requestor shall be responsible for following rules and statutes specific to bicycle racing as provided for in [General Statute §20-171.2](#).
- 6. Requestor shall ensure that all debris, litter, decorations, and other items associated with the event are removed following the event.

Section E: Signatures

Requestor Signature: _____ Date: _____

North Carolina Department of Transportation
Special Event Guidelines
July 25, 2014

The following guidelines apply to all special events (including, but not limited to, parades, festivals, bicycle rides or races, marathons, 5K walks/runs, concerts, etc.) being held on highways under the jurisdiction of the North Carolina Department of Transportation that involve a road closure, lane closure, or repurpose the highway (travel lanes or shoulders) for something other than their intended use. However, the following are not eligible for special events under these guidelines:

- State Highway System roads that have full access control
- Bridges that have limited alternative routes
- Segments of State Highway System roads with bridges that have limited alternative routes

I. Special Events held by Counties and/or Municipalities, or Sponsored by Counties and/or Municipalities (“Special Events Request Form” not required)

The North Carolina Department of Transportation is only reviewing for conflicts and concerns, and is neither approving nor denying these events.

- Counties and/or municipalities may approve the use of a highway or highways within their jurisdiction by processions, assemblages, or anything that may be construed as a procession or assemblage, in accordance with [§20-169](#). For bicycle races, see [§20-171.2](#) for additional information.
- Counties and/or municipalities should consult with their local Highway Division or District office to verify that the proposed special event will not (1) interfere with other planned special events and (2) impact, or be impacted by, planned maintenance or other activities. No other action by the North Carolina Department of Transportation shall be necessary.
- Counties and/or municipalities shall pass an ordinance approving or the special event, and place signs giving notice of the special event, in accordance with [§20-169](#). This ordinance is evidence that the county and/or municipality accept full responsibility for, and all liability related to, the special event. A copy of the ordinance should be forwarded to the local Highway Division office for their records. For bicycle races, see [§20-171.2](#) for additional information.
- The North Carolina Department of Transportation considers these events official actions of the county and/or municipality and they will be responsible for safety, traffic flow, traffic control, appropriate signing, and ensuring that all debris, litter, decorations, and other items associated with the event are removed following the event.

II. Special Events held by Non-Government Entities not Sponsored by Counties and/or Municipalities (“Special Events Request Form” required)

- Non-government entities desiring to hold a special event shall submit a formal request to the local Highway Division office where the event is planned.
- Non-government entities shall attach a completed “Special Events Request Form” to their formal request(s). The purpose of the form is to primarily collect information on the event itself and identify the responsible parties.

III. Examples (not all inclusive)

A. Bicycle Ride

- A non-government sponsored road rally is planned to ride bicycles between New Bern and Morehead City.
- The special events form is not required because the ride is not changing the use of the highway and the expectation is that the riders will follow the rules of the road and obey all traffic control devices.
- However, if there is an expectation that the event would re-purpose or close any part of the highway, including shoulders, then the form would be required.
- An example of re-purposing the highway would be to have hydration stations on the shoulder at regular intervals to provide water and sports drinks to the riders.

B. Municipal Christmas Parade

- A Christmas parade is planned by a municipality for a section of US 99 (Main Street).
- The “Special Events Request Form” is not required.
- However, the municipality shall consult with the local Highway Division notifying the Division of the date, times, and locations.
- After receiving notification from the Division that there are no known conflicts, the municipality shall pass an ordinance in accordance with [§20-169](#), place signs, and provide a copy of the ordinance to the Division.

C. Municipal Sponsored Festival

- A municipality is sponsoring a festival for a section of US 99 (Main Street) and several other adjoining secondary roads.
- The “Special Events Request Form” is not required.
- However, the municipality shall consult with the local Highway Division notifying the Division of the date, times, and locations.
- After receiving notification from the Division that there are no known conflicts, the municipality shall pass an ordinance in accordance with [§20-169](#), place signs, and provide a copy of the ordinance to the Division.

D. Local Club Triathlon

- A local club wants to close a portion of Lake Street (SR 9988) to hold a triathlon and have hydration stations on the shoulder at regular intervals to provide water and sports drinks.
- The “Special Events Request Form” is required identifying all State Highway System facilities affected by the event.

E. Bicycle Race

- A local club wants to close a portion of several State Highway System facilities to hold a bicycle race and does not expect racers to obey traffic control devices.
- The “Special Events Request Form” is required identifying all State Highway System facilities affected by the event.
- The local club must also follow all safety, traffic flow, and traffic control requirements in accordance with [§20-171.2](#).