



APEX

NORTH CAROLINA

SPECIAL EVENTS POLICY

*Adopted on:
October 10, 2023*

INTRODUCTION

Special events are very important to the quality of life for the residents of Apex. These events bring special excitement and vitality to the community. Special events can produce endless benefits such as personal, social, and economic growth and development, as well as social and environmental awareness.

Much time and planning go into these events. Approval of special events will be determined once a completed application has been received, reviewed, evaluated by the appropriate Town staff, and it has been decided that use of public space and allocation of public resources are appropriate.

The Town must be very careful in which events it chooses to approve. Due to the number of requests and demands placed on Town Departments during these events, it is impossible to accept every event where a request is made. Staff time, availability of equipment, the nature of the event, and several other factors are considered.

The Town of Apex Special Event Coordinator will be the event organizers main point of contact with the Town. It is the Town of Apex Special Event Coordinator's responsibility to process applications, serve as a liaison between the Town and event organizers, conduct the Special Event Logistics Committee meetings, review event requests for compliance to Town Ordinances, and much more!

Please review the following Special Events Policy for the Town of Apex. Questions should be directed to the Town of Apex Special Events Coordinator.

Lisa.Raschke@apexnc.org

919-372-7465

An information workshop about the Special Events Policy will be held biannually:

3rd Wednesday in January at 6pm

3rd Wednesday in August at 6pm

The Halle Cultural Arts Center

These workshops are open to all event organizers who want to learn more about this policy and the process to apply for events.

TABLE OF CONTENTS

This policy is not for internal Town of Apex events.

Application Process	Page 4
How to Apply For a Special Event	Page 5
Tier Explanation	Page 5
Deadlines	Page 6
Process After Application Is Submitted	Page 6
When Are New Applications Required	Page 7
Policy Overview	Page 8
Regulations	Page 9
Requirements	Page 11
Sanitation, Recycling, & Sustainability	Page 11
Insurance & Liability	Page 11
Electricity	Page 12
Toilets	Page 13
Noise	Page 13
Food Sales	Page 13
Alcohol	Page 14
Tents, Stages, Inflatables, Accessories, etc.	Page 14
Safety & Security	Page 15
Communications & Marketing	Page 16
Nondiscrimination.....	Page 16
Town Parks	Page 16
Event Site Plan	Page 17
NCDOT Roadways	Page 17
Town Streets, Alleys, and Parking Lots	Page 17
Town Facilities	Page 17
During & After The Event	Page 18
Definitions	Page 20
Helpful Links	Page 24
Addendum A: Special Event Policy Fee Structure	Page 27



APPLICATION PROCESS

APPLICATION PROCESS

HOW TO APPLY FOR A SPECIAL EVENT

1. Read this Special Events Policy thoroughly.
2. Ask the Special Event Coordinator any questions that you may have.
3. Complete the *online* Town of Apex Special Event Application.
4. Pay the *non-refundable* \$50 Application Review Fee
[For-Profit Organizations only]

The Town of Apex assumes no liability if an event is not approved – Selling tickets, advertising, gaining sponsorship, and other activities done prior to event approval is done at the risk of the event organizer.

Applying for an event does not guarantee approval.

TIER EXPLANATION

The Town of Apex differentiates events by tiers. Each tier differs based on projected attendance, Town services, street closures, and whether alcohol will be served. The event organizer must review the table below to understand which tier their event will be classified as:

Tiers	Details	Examples
TIER 1	<ul style="list-style-type: none">• Fewer than 200 people• No Town services• No closure of public right-of-way• No inflatables, tables, food trucks, tents, alcohol	<ul style="list-style-type: none">○ Fitness class in the courtyard
TIER 2	<ul style="list-style-type: none">• 201-500 people• Minimal Town services• Possible closure of public right-of-way• No alcohol	<ul style="list-style-type: none">○ Pancake Breakfasts○ Farmers' Market○ Memorial Day Ceremony○ Veterans Day Ceremony○ WWCM Food Drive
TIER 3	<ul style="list-style-type: none">• 501-1000 people• Minimal Town services• Possible closure of public right-of-way• No alcohol	<ul style="list-style-type: none">○ Chanukah Festival
TIER 4	<ul style="list-style-type: none">• 1001 people and more, <i>or any number of people with alcohol</i>• Multiple Town services• Closure of Town parking lots, greenways, and/or streets• Alcohol can be present with proper approval & permits	<ul style="list-style-type: none">○ PeakFest○ Pride Festival○ Pig Fest○ Oktoberfest○ Christmas Parade

APPLICATION PROCESS

DEADLINES

All applications for consideration must have their applications completed and submitted online no later than the dates below:

Tier 1	Tier 2	Tier 3
14 days prior to event date	December 1*	December 1*
Tier 4		
December 1*		

**Tiers 2, 3, & 4 may apply under the "multi-year application" while maintaining the deadline of December 1 for the initial application. These applicants are required to submit their initial application by December 1. This application would reflect up to 5 years' worth of dates for the event. Once the multi-year application is approved, the Tier 4 organizations will be required to check in every 6 months prior to their event.*

PROCESS AFTER APPLICATION IS SUBMITTED

1. Upon submitting your application, you will receive a confirmation email within five business days that your application has been received.
2. An application is not considered 'complete' until all required information and documents are submitted. Incomplete applications will not be considered.
3. The application will then be reviewed by the Town of Apex's Special Event Logistics Committee consisting of members from relevant departments.
4. The application, with committee comments, will then be reviewed by Town Administration.
5. If available, the location and date will be tentatively reserved.
6. This application, with all comments, will then be reviewed by Town Council. (This step is only applicable for Tier 2, 3, & 4 events.)
7. Based on the approvers feedback, the application will be:
 - a. Approved
 - b. Approved with conditions
 - c. Denied
8. If approved, a Special Event Contract will be provided and signatures will be required from the event organizer and the Town agreeing to any stipulations put in place.
 - a. For-Profit events will be provided with the associated costs.
9. For approved events, Town staff will determine the funding required from the Town to serve the event. Town staff will process approved Tier 2, Tier 3, and Tier 4 events for a budget appropriation either as part of the annual appropriation ordinance or as an amendment thereto, as appropriate. Budget appropriations require council action.

APPLICATION PROCESS

WHEN ARE NEW APPLICATIONS REQUIRED:

- When a significant change has occurred. Please see the definition of significant change on page 16.
- When an established event skipped a year. See definition for established event on page 14.
- When this is a new event.
- When an established event is being organized by a new organizer.
- When the multi-year application has expired.



POLICY OVERVIEW

POLICY OVERVIEW

GENERAL

For purposes of this policy, "Special Event" is defined as an event, festival, parade, run, walk, or other recreational, cultural, entertainment, community, or social awareness activity. This special event will engage the community, promote tourism, showcase local talent, expose artists and performers to new audiences, invigorate community spirit, provide economic health and wellness, or cultural/social benefits to a community or organization.

For all other definitions relevant to this policy, please see page 14.

Outdoor special events held on private property require a Temporary Use Permit (issued by the Town of Apex Planning Department) and are *not covered* under the Special Event Policy. You can find a link to the Temporary Use Permit on page 17.

REGULATIONS

The regulations in this section shall apply to all accepted special events unless otherwise expressly stated.

- A) **Non-Profit & For-Profit.** *As defined in the definition section.*
 - a. All proposed events are open to the general public.
 - b. Non-Profit and For-Profit organizations are allowed to charge for entry/participation.
 - c. Non-Profit organizations are exempt from the fee structure on page 19.
 - d. For-profit organizations will not be granted any discounts and will be required to pay all fees in full.
- B) **Signs.** All special event signage must meet the requirements of the Town of Apex Sign Ordinance; Please review this ordinance link on page 17.
 - a. This includes but is not limited to flyers, yard signs, posters, banners
 - b. Yard signs are permitted on private property with owner's permission, no sooner than 1 week prior to the commencement of the event and must be removed no later than 2 days after the end of the event. Please contact the Planning Department at planninginfo@apexnc.org or 919-249-3426 at least three weeks prior to the event in order to have adequate time to apply for, and receive approval of, the required sign permit.
 - c. Over-the-street banners and light-post banners are not permitted for community events.
- C) **Conditions of Approval.** Special events shall not violate or deviate from any applicable laws, rules, regulations, Town Ordinances, conditions of approval for the site or conditions noted in the Special Events Contract.
 - a. Please review the Town ordinance section 15.9 for details on
 - i. Unlawful to operate bicycle or other wheeled vehicle
 - ii. Unlawful to throw balls, unless pursuant to an official approved festival activity.
 - iii. Unlawful to use fireworks at the special event
 - iv. Failure to cease activities
 - v. Animals at events
 - vi. Failure to comply

POLICY OVERVIEW

- D) **Obtain all other applicable permits and approvals.** The event organizer must obtain all other required permits and approvals prior to their event. This may include but is not limited to: ABC permits, Wake County Food Permits, use of private property and/or right-of-way.
- E) **Evaluation Criteria.** The Town of Apex utilizes the following criteria when evaluating and scheduling special events:
- a. The nature of the event and how it can serve the Town of Apex and its residents;
 - b. The dates and times during which the proposed event will occur;
 - i. Including set up and breakdown times
 - c. The location(s) of the event and traffic impacts;
 - d. Whether the activities are in compliance with other applicable laws and Town ordinances;
 - e. The general health, safety, and welfare of the participants in/or attending the event and the residents of Apex;
 - f. Environmental impacts;
 - g. Economic benefits;
 - h. The impact and/or cost of the event on Town supported services;
 - i. The frequency of the event or similar events;
 - j. Awarding community grants;
 - k. Priority will be given to Apex based groups, chapters, and organizations;
 - l. The proposed event is community, art, culture, history focused and/or recreational in nature;
 - m. The proposed event has been planned to facilitate a positive impact to the community;
 - n. The proposed event is inclusive to all;
 - o. If alcohol will be served;
 - p. No political events;
 - i. Events may invite political parties as vendors if they wish. Event organizers are required to invite the full representation of political parties in order to comply with this policy

POLICY OVERVIEW

REQUIREMENTS

1. **Sanitation, Recycling, & Sustainability.** The event organizer is responsible for litter and debris cleanup of the special event site both during and after the event. The event organizer is responsible for all costs should the Town be required to clean up following the event. All organizations are responsible for site clean up after their event.
 - a. The Town of Apex requires recycling at all events.
 - b. Trash cans, liners, and dumpsters must be purchased and organized by the event organizer (for-profit organizations only).
 - c. Town of Apex will have oversight over all cleaning.
 - d. All special events must provide an appropriate number of staff or volunteers devoted to litter pick-up for the entire event area during and after the event. Event organizers should apply a "cleaner than we found it" mindset to respect the environment in which the event was held.
 - i. A cleanup plan will be required on the application.
 - e. The Event Organizer is responsible for arranging for the proper disposal of grease and other similar waste with a private service or agency in advance of the event.
 - i. Please see page 18 for Grease-Cycle's Raleigh location information to rent their grease collection containers
 - ii. Food ash collection will need to be arranged with the Special Events Coordinator
 - f. Improper disposal or spills may be classified as a hazardous waste and result in fines in accordance with Chapter 2703.3 of the North Carolina Fire Prevention Code. The entirety of the festival boundaries must be left in the same condition as prior to the event.

2. **Insurance & Liability.** Event organizers shall assume all risks to or in connection with the special event and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the special event or the conduct of the organizer's operation. The event organizer shall indemnify, defend and hold the Town harmless from any penalties for violation of law, ordinance, or regulation affecting its activity and from any and all claims or suits for damages or losses (including, but not limited to, attorney's fees and other litigation expenses) for personal injury and for property damage directly or indirectly arising out of or in connection with the special event or conduct of its operation or resulting from the negligence or intentional acts or omissions of the event organizer or its officers, agents, volunteers and employees.
 - a. In addition:
 - i. If required by the Town's Safety and Risk Manager, the event organizer must furnish a fully paid liability damage insurance policy procured from a company licensed to do business in North Carolina. This policy must protect the Town of Apex, its officers, officials, employees and agents from any and all claims for damages to property and/or bodily injury

POLICY OVERVIEW

which may result from or in connection with any of the operations carried on by the organizer of the special event.

- ii. The Town of Apex must be named as an additional insured.
- iii. The Additionally Insured must read: The Town of Apex (73 Hunter Street, Apex, NC 27502)
 1. *Tier 1* events do not need to provide a proof of insurance.
 2. *Tier 2*: The Town of Apex must receive a copy of insurance policy at time of contract. Insurance requirements are as follows: A minimum of \$1,000,000 for personal injury per person, \$1,000,000 for personal injury for aggregate liability and \$1,000,000 for property damage each occurrence, or certificates of insurance acceptable to the Special Event Logistics Committee is required.
 3. *Tier 3*: The Town of Apex must receive a copy of insurance policy at time of contract. Insurance requirements are as follows: A minimum of \$2,000,000 for personal injury per person, \$2,000,000 for personal injury for aggregate liability and \$2,000,000 for property damage each occurrence, or certificates of insurance acceptable to the Special Event Logistics Committee is required.
 4. *Tier 4*: The Town of Apex must receive a copy of insurance policy at time of contract. Insurance requirements are as follows: A minimum of \$5,000,000 for personal injury per person, \$5,000,000 for personal injury for aggregate liability and \$5,000,000 for property damage each occurrence, or certificates of insurance acceptable to the Special Event Logistics Committee is required.
- b. When collecting proof of insurance, the Town of Apex Special Events Coordinator will require the Additionally Insured Endorsement sheet and the Certificate of Insurance cover sheet with the following included in the "Description of Operations"
 - i. The Town of Apex and the "Event Group Name"
 - ii. Regarding the General Liability coverage, Blanket Additional Insured applies to the entities listed below in the certificate holder section.
 - iii. Regarding the General Liability coverage, Waiver of Subrogation applies to the entities listed below in the certificate holder section.
 - iv. Regarding the General Liability coverage, Primary and Non-Contributory coverage applies to the entities listed below in the certificate holder section.
3. **Electricity.** Specific requirements for the use of electricity must be submitted and approved at the time of the application. Access is not guaranteed. Anything requested beyond what already exists must be reviewed and approved by the Special Event Logistics Committee.
 - a. 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

POLICY OVERVIEW

- grounded and shall not be placed over walking surfaces. If there is anything placed over walking surfaces, "yellow jacket" covers must be provided by the event organizer.
- b. It is the responsibility of the event organizer if the event requires the use of generators; the Town will not provide this.
 - c. Exterior outlets are extremely limited.
 - d. The event organizer must be cognitive of the proper amps required for what is being plugged in. (Example: A stage or sound equipment cannot be plugged into a standard wall plug on the outside of a Town of Apex building. This will trip the breaker.)
 - e. The Town will have an Electric Department employee on-call for all special events.
4. **Toilets.** The event organizer is responsible to provide adequate on-site toilets to facilitate the needs of their event.
- a. The number of toilets is determined by the type and size of event in consultation with the Town of Apex.
 - b. Handicapped accessible toilets are required for all special events.
 - c. All portable toilets must be maintained daily if contracted for a multiple day event.
 - d. The use of Town of Apex restroom facilities is contingent on the normal operating hours of the building.
 - e. The Special Event Logistics Committee must approve of the location and duration of any portable toilets.
5. **Noise.** Permission to include music or amplified sound, including megaphones, as part of a special event may be given, provided that compliance with the Town's noise ordinance is assured. Event organizers must be sensitive to local businesses and residences when preparing sound equipment for special events.
- a. The Town reserves the right to limit the sound amplification equipment so that it will not unreasonably disturb non-participating persons around the event.
 - b. Complaints of loud, disturbing, or unnecessary noise in violation of the noise ordinance may result in the immediate revocation of the Special Event Contract and approval.
 - c. Link to the ordinance is on page 17.
6. **Food Sales.** The event organizer is responsible for arranging for all food permits and approvals from the Wake County Health Department a minimum of (4) four weeks prior to the event.
- a. In addition:
 - i. All rules and regulations regarding any food preparation and service as established by the Wake County Health Department must be followed.
 - ii. A fire inspection is required to make sure all fire safety equipment is in place. Inspectors have the right to close booths operating outside of health regulations.

POLICY OVERVIEW

- iii. All permits must be clearly displayed.
 - iv. All clean-up including grease removal is the responsibility of the event organizer.
 - v. All vendors at the special event must follow the Town of Apex Code of Ordinances for Transient and Mobile Food Vendors to meet National Fire Protection Association (NFPA) Recommendations for Food Truck Safety.
 - 1. Sec. 13-63. - General operating standards.
 - 2. Link to the ordinance is on page 17.
7. **Alcohol.** *Tier 4 are the only events permitted to request alcohol.* Alcoholic beverages are prohibited on Town property and rights-of way unless approved in the Special Events Contract.
- a. Please review Section 14-14 of the Apex Town Code of Ordinances for more important details.
 - b. An ABC permit is required for the sales and serving of any alcoholic beverages during the special event. Applications must be submitted directly to the ABC Commission, but are subject to Apex Police Department review. This review process may take several weeks.
 - i. Please note that the event may be subject to off-duty police charges for both for-profit and non-profit events.
 - ii. Please see the Town of Apex ABC Permit information guide. Link on page 17.
8. **Tents, Stages, Inflatables, Accessories, etc.** Temporary structures, containers or storage tanks required for the event may require a safety inspection by an Apex Fire Marshal. The Town of Apex defines and classifies any structure, enclosure, or shelter constructed of canvas or pliable material supported in any manner as a tent. Temporary structures such as decks, platforms, stages and kiosks will require an inspection. Any approval of these items may be rescinded if the inspected items do not meet the standards.
- a. All tents are required to have flame retardant certification.
 - b. The event organizer must provide the following:
 - i. A copy of flame-retardant certification (This should be attached to the tent, and inspector will check and approve in the field)
 - ii. A site plan showing the location of the tents
 - iii. A description of the activity(s) to be conducted under the tent(s)
 - iv. A method of providing adequate anchorage against collapse from winds or other loads. Anchorage type will be determined at time of review.
 - v. No tents may be staked into asphalt, the Town Campus Courtyard, or any other locations determined by the Special Event Logistics Committee.
 - vi. All tents must be secured or weighted down at all corners.
 - vii. No tent may be erected in front of a building used as a place of public assembly, within fifteen (15) feet of a fire hydrant, or in any way obstructing any building exit or doorway.

POLICY OVERVIEW

- viii. Tents may not block streets such that Special Event Logistics Committee deems the layout / location dangerous or in appropriate for public safety.
 - ix. All tents may be inspected and approved before occupancy or use by the public
 - x. At least one UL rate 2A: 10BC extinguisher shall be provided for all tents where there is cooking. Additional extinguishers may be required after the inspection.
- c. LP Gas use shall be restricted to cylinders no larger than one, 100lb tank (24 gallons of propane). Cylinders shall not be expired and must 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 signpost or permanent electric pole.

9. Safety & Security.

- a. **Safety barricades** ensure the safety of patrons, volunteers, staff, and others during special events. Any event that involves the closure of a public street may require barricades, variable message boards, and/or Police presence.
- b. The Town can provide event organizers with a limited number of barricades or other special event related equipment.
 - i. There is a fee associated with this for For-Profit organizations. This can be requested on the application. Quality and type of barricade must be approved by the Special Event Logistics Committee.
- c. The Special Event Logistics Committee will determine type, quantity, and location of the barricades.
- d. **Weather Conditions.** It is the responsibility of the event organizer to track weather conditions and make the final call for cancelation. The Town of Apex reserves the right to cancel an event if there is a crisis or threat to public health and safety.
- e. The Special Event Logistics Committee may require the organizer to hire Wake County **EMS** or similar services.
- f. The Special Event Logistics Committee will develop an **Emergency Action Plan** for all Tier 3 and Tier 4 events.
 - i. The Emergency Action Plan in turn may dictate site plan alterations. This will be communicated to the event organizer prior to the event.
- g. **Security.** The Special Event Logistics Committee will review each application and provide requirements on the number of officers or other security needed for the event. To hire off-duty officers, the event organizer will need to contact the Apex Police Department through their Extra Duty Solutions application; this pertains to for-profit and non-profit events. The link for such can be found on page 17.
- h. **No Parking Signage.** The Apex Police Department will post "no parking" signs at least 24 hours before any parking lot closure.

POLICY OVERVIEW

10. **Communications & Marketing.**

- a. Community Events that fall within tiers 2-4 will be promoted by the Town of Apex.
- b. The Town will provide a standard Town of Apex graphic with limited text language on the event and refer the community to the organizer's website.
- c. The Town of Apex will create a unified plan for promotion between the Town of Apex and the community event organizers, ensuring both parties understand what group is responsible for each promotional piece.
- d. The event organizer will be responsible for providing a point of contact for the public and a URL/website for the public to access information provided for the Community Event. Without this information included in the application, the event organizer will not be able to submit their application.
- e. All events approved by the Town of Apex are required to add "*This event is not organized by the Town of Apex*" to their publications, regardless of web, social, or print.
- f. The event organizer must provide public notification to all adjacent businesses and residents of the date and time of the event with a description of the roads to be closed a minimum of thirty (30) days before the event.

11. **Nondiscrimination.** The Town of Apex strives to be a welcoming and diverse community with a sense of belonging for anyone that chooses to live, work, or visit and enjoy the "Peak of Good Living". Special events are examples of how we embrace this goal. To achieve this goal, the Town's special events shall be inclusive to all.

- a. Inclusivity in events means creating an experience that's supportive of everyone in attendance, no matter their age, race, religion, religious belief or non-belief, ethnicity, color, national origin, creed, sex, sexual orientation, gender identity, marital status, natural hair style, genetic information, pregnancy, familial status, disability, veteran or military status, or disabled veteran status. An event cannot be considered a success until every attendee is empowered to participate without barriers. Additionally, the Town will uphold its nondiscrimination ordinance and policy in relation to special events.
- b. The Town will ensure that no special event excludes any person on the basis of Protected Class status, as defined in Town of Apex Code of Ordinances Section 3-3(k).
- c. For more information on the Town's nondiscrimination policy and commitment to inclusivity, please refer to Chapter 3 of the Town of Apex Code of Ordinances.

12. **Town Parks.** Due to heavy use and demand the Town does not rent or close entire parks for special events. In rare cases, approved by the Director of Parks, Recreation, and Cultural Resources, the Town may close a portion or specific area within a park provided it does not disrupt the day-to-day operation or use by Apex residents. A rental fee may be charged to cover costs associated with the use of Town facilities.

POLICY OVERVIEW

13. **Event Site Plan.** Sidewalks, Greenways and Multi-Use Paths 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, greenway or multi-use path is to be closed.
 - a. Submit a high quality 8.5" x 11" map of the proposed festival boundaries including:
 - i. Street closures
 - ii. Barricades
 1. Entrances and exits if barricades create enclosures
 - iii. Vendor locations
 - iv. Vendor driving directions
 - v. Tent locations
 1. Entrances and exits if tent is enclosed
 - vi. Restrooms
 - vii. Trash Can locations
 - viii. Dumpster locations

14. **NCDOT Roadways.** Any North Carolina Department of Transportation State Highway or road must receive permission of NCDOT to be closed. Please see the link on page 19 for NCDOT contact info.
 - a. To differentiate between NCDOT roads and Town of Apex roads, please see the link on page 17 and page 18.

15. **Town Streets, Alleys, and Parking Lots.** Following council approval for the budget associated with a Tier 2, Tier 3, or Tier 4 Community Event, the Town Manager or their designee may temporarily close a public rights-of-way, including streets, alleys, and parking lots as necessary for the approved event. Pursuant to Town Code Sec. 20-17. Temporary parking restrictions may be implemented by police officers as necessary for the event.

16. **Town Facilities.** The use of inside Town Hall will not be approved. Other Town facilities will be approved based on availability and overall impact. The use of rentable Town property is subject to their individual rules, regulations, availability, and completion of rental contracts.
 - a. Please see links on page 17 for more info.



**DURING +
AFTER EVENT**

DURING + AFTER EVENT

- The event organizer must be present during the entire duration of the event (this includes set up and clean up). The event organizer may enlist a committee of people to assist with this timeline. This responsibility is on the event organization.
- **Site Visit.** The Town of Apex performs routine site visits during special events. During this visit, the Town of Apex Special Events Coordinator will continue to serve as a liaison for event organizers to address last minute event needs as they arise. The Town of Apex Special Events Coordinator and other Town staff will also ensure compliance with the regulations outlined in this Special Events Policy, Special Event Contract, and with the regulations enforced by other Town departments or partner agencies as applicable.
 - Failure to meet these conditions may result in the immediate shutting down of the event.
- **Following the Event.** The After-Action Evaluation will be emailed to the event organizer 30 days or less after the event.
 - **After-Action Evaluation.** The Special Event Logistics Committee will complete an internal evaluation form for each event to measure the success of special events and event organizers in conforming to policies and permitted activities. Events with an unsatisfactory evaluation may have additional requirements imposed for future years or may be denied for future events.
 - **Completing Payment.** Payment, as a result of the payment formula, must be paid within 120 days post event (for-profit organization only).



DEFINITIONS

DEFINITIONS

COMMUNITY EVENT

This is an event that is created, facilitated, planned, and funded by a non-profit or for-profit group outside of the Town of Apex organization.

EMERGENCY ACTION PLAN

An emergency action plan is defined as comprehensive documentation of procedures based on the required emergency standard.

ESTABLISHED EVENT

This is an event that has occurred for 2 consecutive years (or more) in a row in the same location as prior years.

EVENT ORGANIZER

The event organizer is the person whose name is on the Special Event Application. This person will be the point-of-contact with the Town of Apex Special Events Coordinator.

- The event organizer must share the event planning meeting schedule with the Town of Apex Special Events Coordinator.
 - The Town of Apex Special Events Coordinator may attend any/all planning meetings.
- The event organizer shall attend the proposed event for the full duration of set up, event time, and clean up.
- Any requested changes to the event from anyone other than the event organizer will be invalid.
- If the event organizer steps down, a new event organizer must be designated in writing. Notice of this change may be sent to Town of Apex Special Events Coordinator by email.

FESTIVAL BOUNDARIES

The festival boundaries are defined as the approved geographical location of the festival. The Festival Boundaries may not exceed the barricades as shown on the site map.

FOR-PROFIT ORGANIZATION

For this application, this is defined as an organization that is outside of the definition of non-profit organization.

(See "Non-Profit Organization" definition for what is considered a non-profit.)

DEFINITIONS

HISTORIC DOWNTOWN

The historic downtown is defined as the section of Salem Street between Hunter Street and Highway 55/Williams Street.

MINIMAL TOWN SERVICES

Minimal Town services is designated as no more than 2 departments needed the day of the event.

MULTIPLE TOWN SERVICES

Multiple Town services is designated as 3 or more departments needed the day of the event.

NON-PROFIT ORGANIZATION

For this application, this is defined as an organization under the Internal Revenue Service (IRS) status of 501(c)(3), 501(c)(6), 501(c)(19) or if they are an Apex Public School. (See "For-Profit Organization" definition for what is considered for-profit.)

PARADES, RACES, AND WALKS

Parades, races, and walks are defined as an organized activity following a set course that involve full or partial closure of any Town streets, Town property, sidewalks, and/or greenways.

- A Special Event application is required for any run or walk.
- Any Special Event with a Parade component will be required to fill out a Special Event Application in addition to the parade permit required by Article X, Chapter 20 of the Apex Town Code of Ordinances.
 - Example: Apex Christmas Parade
- Parades unrelated to a special event must follow the permit process in Article X, Chapter 20 of the Apex Town Code of Ordinances.
- The event organizer is responsible for the cost of all Town services incurred in connection with the parade, race, or walk.
- The Special Event Logistics Committee may require the organizer to provide one or more off-duty personnel as deemed necessary. The Apex Police Department will determine final safety plans for Tier 3 & 4 events.

Parades also require a permit from the Apex Police Department *after* applying as a Special Event.

See page 17 for a link.

PROTECTED CLASS

Protected Class means an individual's age, race, religion, religious belief or non-belief, ethnicity, color, national origin, creed, sex, sexual orientation, gender identity, marital status, natural hair style, genetic information, pregnancy, familial status, disability, veteran or military status, or disabled veteran status.

DEFINITIONS

SIGNIFICANT CHANGE

This is any large change made to an event like a change in the outer festival boundary, alcohol, personnel, or more.

SPECIAL EVENT

A special event is defined as an organized activity that has a stationary footprint requiring the closure of streets, public spaces, or plazas. These events often contain amplified noise, food, beverage, merchandise, and other entertainment. Examples would include: festivals, markets, memorials, demonstrations, marches, and ceremonies. Special Event Contract is required for any event which is held on Town Property or any event to be held on Public Rights-of-Way.

THE TOWN

This notes the Town of Apex

TOWN EVENT

Sometimes referred to as a "Town Owned Event". This is an event that the Town of Apex Organization created, facilitated, planned, and funded.

YELLOW JACKETS

Yellow Jackets are defined as the equipment that covers cords and cables that go over walking paths with a smooth transition. These can be purchased online.



HELPFUL LINKS

HELPFUL LINKS

**Town of Apex
Temporary Use
Permit** <http://www.apexnc.org/DocumentCenter/View/459/Temporary-Use-Permit-EVENT-Private-Property-Only-PDF>

**Town of Apex
Code of
Ordinances** <https://www.apexnc.org/149/Code-of-Ordinances>

**Town of Apex
ABC Permit
Information
Guide** <https://www.apexnc.org/787/ABC-Permits>

**Wake County
Health
Department** <http://www.wakegov.com/food/festivals/Pages/tfe.aspx>

**Town of Apex
Shelter and
Facility Rental
Details** <http://www.apexnc.org/514/Facilities-and-Rentals>

**Photos of the
Town of Apex
Shelters** <http://www.apexnc.org/DocumentCenter/View/31866/Park-Shelter-Photos>

**Apex Police
Department
Off-Duty
Request
Application** <https://extradutysolutions.com/app/apex-extra-duty-detail-application/>
Phone: 919-589-1205
Email: ApexNC@ExtraDutySolutions.com

**Group
Demonstration,
Picket, or
Parade Permit
Application** <https://www.apexnc.org/696/Forms-Permits>

HELPFUL LINKS

**John M. Brown
Community
Center Rental
Form** <http://www.apexnc.org/DocumentCenter/View/9522/John-M-Brown-Community-Center-Facility-Reservation-Form>
Phone: (919) 249-3402

**The Halle
Cultural Arts
Center Rental
Form** <http://thehalle.org/DocumentCenter/View/38273/The-Halles-Rental-Request-Form>
Phone: (919) 249-1120

**Apex Senior
Center Rental
Form** <http://www.apexnc.org/DocumentCenter/View/40069/Apex-Senior-Center-Facility-Reservation-Form>
Phone: (919) 249-3354

**Apex Shelter
Rental Form** <http://www.apexnc.org/514/Facilities-and-Rentals>
Phone: (919) 249-3402

**NCDOT
Website** <https://www.ncdot.gov/Pages/default.aspx>

**What is an
NCDOT road
and what is a
Town of Apex
road?** <https://apexnc.maps.arcgis.com/apps/webappviewer/index.html?id=506270ba8fa546bcb790203def056a13>

**Town of Apex
Unified
Development
Ordinance
(UDO)** <http://www.apexnc.org/DocumentCenter/View/24/Unified-Development-Ordinance-UDO-PDF>

Grease-Cycle <https://grease-cycle.com/contact-us>
Phone: 919-817-6792



**ADDENDUM A:
SPECIAL EVENT POLICY
FEE STRUCTURE**

ADDENUM A: FEE SCHEDULE

TOWN OF APEX FEES

The Special Event Contract will contain an estimate for projected fees based on the event organizer's application.

<i>Item</i>	<i>Description</i>	<i>Fee</i>
Application Fee	To be submitted with every For-Profit application	\$50 per event
Water Barricades	Includes water. Used for streets.	\$50 per barricade
A-Frame Barricade	For light blockades. Not for traffic	\$10 per barricade
Power	Temporary and permanent electric boards	\$100 per unit / per day
External Building Power	If you plug into a Town building	\$100 per building / per day
Water	Temporary hose connection, food vendor water, dunk tank	\$50 per unit / per day
Trash Cans	Landfill trash and recycling trash	\$10 per can / per day
Utility Sinks	Includes connection	\$50 per sink / per day
Large Blockade Vehicle or Police Vehicle		\$200 per vehicle / per day
Police Off-Duty	Required for an event with alcohol	\$40.43 per hour / per officer
Police Personnel		\$70 per hour / per officer
Public Works Personnel		\$40 per hour / per person
Parks Operations Personnel		\$45 per hour / per person
Saunders Street Lot	Lot in front of the Police Station	\$100 per day
Templeton Street Lot	Lot near The Halle	\$100 per day
Town Hall Lot	Lot directly in front of Town Hall	\$100 per day
Community Center Gazebo Lot	Lot in front of the Community Center with the gazebo	\$100 per day

Community Center ATM Lot	Lot to the right of the Community Center with the ATM	\$100 per day
Senior Center Lot	Lot next to the Senior Center	\$50 per day
Town Arc Lot	Arc shaped lot between Town Hall and the Community Center	\$50 per day
Park Parking Lots	Any Town of Apex park parking lot	To be determined per event
The Depot Lot and Plaza	Depot parking lot and outdoor plaza	\$100 per day
Town Campus Courtyard	Does not include any parking lots	\$200 per day

NON-PROFIT PAYMENT FORMULA.

Events after July 1, 2024: All event organizers are exempt from this fee structure.
*The event may be subject to Off-Duty Police costs.
 Fee schedule is reviewed annually.*

FOR-PROFIT PAYMENT FORMULA.

Events after July 1, 2024: All event organizers are required to pay 100% of their Town Fee cost.
*Fees are to be collected within 120 days post event.
 The event may be subject to Off-Duty Police costs.
 Fee schedule is reviewed annually.*