



## **SPECIAL EVENT POLICY**

for Downtown Road Closures  
Community Development  
336-667-7129 ext. 3021  
downtown@northwilkesboronc.gov

### **Introduction**

The Town of North Wilkesboro is a vibrant and historic community that is home to a variety of businesses, restaurants, and cultural attractions, as well as municipal resources that lend themselves to use for special events. North Wilkesboro hosts a number of special events throughout the year, which help to attract visitors and boost the local economy.

These guidelines have been created to ensure that all special events requiring road closures held downtown are safe, orderly, and enjoyable for everyone involved. The requirements outlined have been established to serve as a framework and standard practice for event organizers to follow for a successful event. This policy also serves to protect the interests of businesses, residents, and property owners in the downtown district.

The town is committed to working with event organizers to ensure that their events are successful. However, the town reserves the right to deny or cancel any event that does not meet the requirements of this policy or that poses a threat to public safety.

### **Purpose**

The purpose of this special events policy is to:

- Protect the public health and safety of all participants and spectators
- Promote the orderly conduct of special events
- Ensure that special events are compatible with the character of downtown North Wilkesboro and promote community involvement, economic development, vibrancy, and tourism in North Wilkesboro
- Provide a fair and equitable process for reviewing and approving special events

## Definitions

For the purposes of this policy, the following terms shall have the following meanings:

- **Special event:** Any pre-planned event, whether publicly and/or privately sponsored, which is proposed to be held on public property in downtown North Wilkesboro and requires temporary road closure(s). Special events and festivals mean any program or period of outdoor activities, cultural events, or entertainment marked by ceremonies or a gathering of the public to celebrate an event, holiday, or special activity, including, but not limited to: concerts, festivals, street fairs, and community gatherings.
- **Event organizer:** The person, business, or organization responsible for planning and organizing a special event.
- **Town:** The Town of North Wilkesboro
- **Town-Endorsed Event:** Any special event, as defined above, requesting Town resources related to safety, traffic flow, and temporary traffic control for proper closure of lanes and roads, such as cones, barricades, and signage.
- **Town-Sponsored Event:** Any special event that requests Town resources related to safety, traffic flow, and temporary traffic control for proper lane closure, as well as additional Town resources, such as staff on-site, additional trash receptacles, street sweeping, stage set-up and breakdown. If these events take place on NCDOT-owned roadways, the Town must pass an ordinance approving the special event.

## Requirements

In order to hold a special event in downtown North Wilkesboro, the event organizer must meet the following requirements:

- Submit an application (attachment 1) and all supporting materials (attachments 2, 3, 4\*) to the Town at least
  - *90 days prior to the event for NCDOT-owned roadways (CBD Loop, D Street, Main Street, 6th Street, 10th Street) (attachment 4 – see p.5)*
  - *45 days prior to the event for town-owned roadways ONLY*
- Obtain Certificate(s) of Insurance (attachment 2) naming the appropriate entities as additionally insured
- Obtain approval from the Town Board of Commissioners
- Complete an “event notice” (attachment 3) for Community Development to distribute electronically to those within the impacted area upon event approval. If any recipients in the impacted area do not indicate that they received the electronic copy thirty (30) days before the event, the event organizers will be

required to distribute the event notice to them at least twenty (20) days before the event, either by hand or mail delivery.

## **Emergencies**

In the event of an emergency during a special event:

- The event organizer is responsible for notifying the Town of any emergency that occurs during their event.
- The Town will work with the event organizer to ensure that the emergency is handled in a safe and orderly manner.
- The Town may take any necessary steps to protect public health and safety, including evacuating the area or canceling the event.

## **Certificate of Insurance**

**Certificate of Liability Insurance** must accompany the application before approval can be given. The Certificate of Insurance shall be issued by an insurance company licensed to do business in North Carolina, protecting the Insured and the Town, its officers, officials, employees, and agents from any and all claims for damages to property and/or bodily injury, which may arise from or in connection with any of the operations carried out under the event.

*Please note that non-government entities requesting NCDOT-maintained roadway closure(s) for their event will be required to obtain an additional certificate of liability insurance or release waiver upon Town approval of said event.*

Event organizer(s) agrees to ensure all safety-sensitive contractors providing goods or services for the event and also maintain appropriate insurance coverage and limits. Examples of such contractors include but are not limited to inflatable companies, providers of amusements, rides, and mobile attractions, operators of unique participatory experiences, equipment contractors, and vendors of all food and beverage items.

The certificate of insurance for events occurring on public property must contain the following information:

- Name and mailing address of insured
- Insurance Letter
- Type of Insurance & Limits
  - Commercial General Liability
    - Per occurrence, \$1,000,000
    - Personal & Advertising Injury \$1,000,000
    - Products/Completed Ops. \$1,000,000
    - General Aggregate \$2,000,000

- In addition to these minimum requirements, certain events may require additional coverage based on the type of event.
  - Liquor Liability (when applicable)
    - Minimum limits shall be \$1,000,000
  - Automobile Liability (when applicable)
    - A combined single limit of \$1,000,000 per accident. To include liability coverage for owned, non-owned, and hired automobiles.
  - Worker's Compensation and Employers Liability (when applicable)
    - Required when the Town of North Wilkesboro Police Department will provide Police Officers (secondary or off-duty employment) to work during a special event. The event organizer agrees to maintain Worker's Compensation Insurance in accordance with North Carolina General Statute Chapter 97 statutory limits. The organizer(s) shall provide Employers Liability coverage with minimum limits:
      - Bodily Injury by Accident \$500,000 for each accident
      - Bodily Injury by Disease \$500,000 for each employee
      - Bodily injury
- Additional Insured
- Policy Number
- Policy Effective and Expiration Dates
- Description of Operations/Locations/Vehicles:
  - Event Name and Description
  - Event location and date(s)
  - Town of North Wilkesboro named as additional insured
- Certificate Holder should read as follows:
  - Town of North Wilkesboro PO Box 218, North Wilkesboro, NC 28659

### **Obtain Police Support**

The event organizer and the Town of North Wilkesboro Police Department (NYPD) may determine that off-duty Police Officers will be needed to maintain traffic and crowd control for the special event. The established rate of pay and appropriate insurance coverage will be the responsibility of the event organizers. The number of officers required will depend upon event details such as the size and scope, location, the estimated number of attendees, traffic and crowd control measures, potential for public safety hazards, and availability of police resources.

- Police Contact: Captain Jason Griffith, [jgriffith@northwilkesboropd.com](mailto:jgriffith@northwilkesboropd.com) 336-838-3158 Ext. 3107

### **NCDOT Special Event Request Form requirements**

If a N.C. Department of Transportation (NCDOT) Special Event Request Form (attachment 4) is required, submit the completed form along with your application to Community Development. Upon event approval and road closure(s) by Town Board, the form and required supporting

materials will be sent to NCDOT by Community Development staff on behalf of the event organizers.

- [NCDOT Special Event Request Form](#) (attachment 4)

## **Alcohol**

[Downtown North Wilkesboro's Social District](#) allows pedestrians to purchase and carry alcoholic beverages in special Social District cups within the boundaries of the district.

- Suspension of Social District: At the request of event organizers, all or part of the Social District may be suspended during special events hosted in the Downtown area at the discretion of the Chief of Police or his/her designee.
- Continuation of Social District: Obtain approval for alcohol sales within the social district by obtaining the required permits and following all social district permit holder requirements.
  - ABC permit and social district permit

Community Festivals and Events that hold precedence over any other applicants:

- Marketplace Meltdown (July 4th)
- Mexican Independence Day Celebration
- Apple Fest (First Saturday in October)
- Spooktacular
- Light Up Downtown (Friday before Thanksgiving)
- Christmas Parade (First Saturday in December)