



Rules of Use for Special Events within Duck Town Park Duck, NC

Special events not associated with Town activities are generally prohibited. However, permission to hold a special event may be requested in writing on forms provided by the Town from the Town Manager provided that the event is to be held during the period between November 1 and May 31 of each year and provided that the event is opened to the general public free of charge, is deemed to be for the good of the community, is sponsored by or to benefit a not-for-profit organization, and/or is in partnership with the Town.

The Town of Duck, North Carolina welcomes persons, organizations or groups to use Duck Town Park facilities for various purposes provided that the proposed use enhances the vibrancy of the Duck Commercial Village and generates increased patronage of Duck businesses and venues.

The following rules have been developed to ensure the care and protection of the Park Facilities and to ensure a safe and orderly environment for the events. The nature and scheduling of all activities must be approved by the Town of Duck Staff.

A "Town Park Special Events Permit Application" must be completed and signed by the applicant. Enforcement of the rules of use will not be influenced or affected by age, race, national origin, disability, religion or partisan politics.

See Chapter 93 of the Town of Duck Code of Ordinances for the full ordinance pertaining to Special Events. By signing this form, the applicant hereby certifies that all information provided herein is true and correct and that all provisions of laws and ordinances governing these activities will be complied with whether specified herein or not.

Application Process:

1. Applications and supporting documents may be submitted to the Administrative Office of the Duck Town Hall between 9:00 a.m. to 5:00 p.m., Monday – Friday at 1200 Duck Road, or mailed to Attn: Special Events, Town of Duck, PO Box 8369, Duck, NC 27949. Once submitted all applications will be reviewed by the Town of Duck Staff. All applicants will be notified as to the status of their application within fourteen (14) days of the date of application. In addition to the application form, applicants shall submit the following either at the time of application or according to the schedule provided:

- i. A sketch plan map depicting use of the requested space must be provided at the time of application submission.
- ii. A security plan for the event will be required at the time of application. The size of event, total expected attendance, parking requirements, need for medical personnel, time of day and location of the event are all items that should be considered and addressed within a written security plan. With minimal training, volunteer event staff are often able to meet the security needs of smaller community events and private activities. For certain larger events, especially those that include amplified sound, The Town of Duck may require the user to retain off-duty police officers from the Duck Police Department to assist with event security.

iii. Users must present the Town of Duck with a certificate of liability insurance within thirty (30) days of the event. This insurance should show general liability insurance for at least \$1,000,000.00, also naming the Town of Duck as an additional insured.

iv. Non-profit organizations must submit a copy of their 501(c)3 certification along with the application and other required forms.

2. General application fees must be paid at the time of submission of the application and may be paid electronically with a credit/debit card or with cash or check. Please note that depending upon the nature and scale of the event, the Town of Duck may require the user to utilize additional resources such as off-duty Duck Police Officers and/or event assistance from the Town of Duck special events staff. A fee schedule for these services is provided in Section 2 (ii) below and notification of the need for these additional resources will be made at the time of the conditional application approval. All additional fees must be paid within thirty (30) days of the event. Fees for applications that are not approved will be returned minus the \$25.00 application fee.

i. Fee Schedule

- Application Fee \$25 (non-refundable)
- Deposit* \$200 (refundable)

ii. Event Fee Schedule

- Event where Town is major sponsor None
- Duck based not-for-profit \$150
- Outer Banks not-for-profit \$300
- Non Outer Banks based not-for-profit \$1,000

iii. Additional Fee Schedule

- Off Duty Duck Police Officer.....\$46/Hr. with four (4) hour minimum
- Special Events Staff...Staffing and fees assessed during application process if applicable.

* In addition to any other required application fee such as those for the use of required off-duty police officers, a \$200 refundable deposit will be required. This deposit will be refunded following the event once the Town is assured that the Duck Town Park area utilized by the event has been cleaned up and that all requirements of the permit have been complied with. If damage exceeds the amount of the deposit, the event sponsors are responsible for the cost of any additional repairs.

3. Applications for an event may be submitted as early as ten (10) months prior to the event, but no later than 90 days prior to the event date. An event shall be defined as a single activity of the same type sponsored and/or promoted by the same business or organization with a duration not to exceed eight (8) hours. Applications are considered on a first come, first served basis and according to the event priority guidelines. All applicants will be notified of their application status within fourteen (14) days of application filing. Cancellations made at least sixty (60) days prior to the event are eligible for a full refund minus the \$25.00 application fee. Cancellations for events that are subject to the facility use fee made within sixty (60) days of the event may have that portion of the fee refunded.

General Rules of Use:

1. Applications for use of Duck Town Park must comply with all Town Codes (and Town operating procedures) as well as applicable State and Federal laws.
2. Fireworks and open flames are prohibited.
3. Temporary permits for food sales at public events are required through the Dare County Health Department per North Carolina law. Event coordinators (no application fee) plus each food vendor (check with Health Department for current application fee, unless the vending is for a tax exempt entity) must submit completed applications and fees at least 10 days prior to the event to the Dare County Health Department.
4. Alcoholic Beverages may not be sold or distributed on Duck Town Park facilities.
5. Restrooms and Sanitation - It is the responsibility of the event organizer to provide adequate on-site restrooms to meet the specific needs of their event. Installation of portable restrooms may be required to supplement existing facilities based upon the maximum number of attendees at the event during peak periods. The Town Hall has ten (10) permanent toilet facilities available which will accommodate an event up to 500 people. Beyond 500, event organizers are required to provide an additional two (2) toilets per 250 people, with one (1) of those toilet facilities being ADA accessible. The location and delivery schedule for portable restrooms must be approved through Town of Duck special events staff. Depending upon the type and duration of a proposed event, the applicant may be required to provide portable restrooms in excess of the minimum requirements.
6. Sound Amplification - Amplification of music and sound, including megaphones, as part of an outdoor special event is regulated in compliance with the Town's noise ordinance.
7. Each entity using Duck Town Park facilities will be responsible for immediately removing all litter, signs, and other materials brought to the Park at the end of the activity. While litter and recycling receptacles are provided at Duck Town Park, applicants should request additional receptacles should there be a need beyond what is provided. Please note that failure to properly clean up following an event will result in forfeiture of the \$200 event deposit.

Additional Information:

For additional information regarding the use of Town of Duck Park Facilities for an event, please contact the Town of Duck's Special Event Coordinator.

1200 Duck Road

Duck, NC 27949

Tel. 252.255.1234

info@townofduck.com

Web: www.townofduck.com



TOWN PARK SPECIAL EVENTS PERMIT APPLICATION
NOTE: Submission of a Town Park Special Event Permit Application is NOT automatic approval.

Date Received _____ Approved Date: _____ Permit #: _____ Denied: _____

Name of Organization _____

Primary Event Coordinator Contact Name _____ Phone 1: _____ H W C

Phone 2: _____ H W C Contact Email: _____

Organization Group Type (i.e. non-profit, charitable, etc.) _____

Organization Address _____ City _____ State _____ Zip _____

Alternate Email Address _____ Fax _____

Event Website Address/Social Media Handles _____

Special Event Logistics:

Proposed Location(s) Town Green Amphitheater Picnic Shelter Meeting Hall Conference Room

Day(s) & Date(s) of Actual Event _____

Estimated Attendance - Total Event(s) _____ & at Peak Period(s) _____

Event Operating Hours - Opening _____ AM/PM - through - Closing _____ AM/PM

Set-up Date(s) _____ Set-up Time(s) _____ AM/PM

Set-up Date(s) _____ Set-up Time(s) _____ AM/PM

Primary On-Site Contact _____ Phone 1: _____ H W C

This should be someone readily accessible with this cell phone on his or her person during the event in case the town needs to make contact.

Phone 2: _____ H W C Admission Fee _____

Town Park Special Event Details: add additional sheet if needed

Mission/Purpose of Event _____

Describe Event _____

Excluding furnishings, list types of structures and estimated quantities of each to be added to the event site: (tents, inflatables, staging, port-a-johns, fencing, generators, etc.)

Set-Up/Break-Down & Load-In/Out:

Will any vehicles/trailers need access to non-parking areas? Yes_____ No_____ If yes, how many: _____

Will any vehicles/trailers be within the site during festival hours? Yes_____ No_____ If yes, how many: _____

Food Sales; Merchandise Sales & Vending:

Will there be any merchandise vendors/sales? Yes_____ No_____

Describe: _____

Will there be any food or beverage vendors/sales? Yes_____ No_____

Describe: _____

Alcoholic Beverage Sale & Consumption: SALE OF ALCOHOL IS NOT ALLOWED

Animal Exhibits & Pets:

Will any livestock, domesticated or non-domesticated animals be on-site? Yes_____ No_____

Describe: _____

Tents, Canopies & Structures:

Will tents or canopies be used at the event? Yes_____ No_____

Are any portions of this event held on private property? Yes_____ No_____

Electricity:

Does your event require electricity? Yes_____ No_____

Source: (generator or existing exterior outlet): _____

Sound Amplification:

Will sound amplification be used? Yes_____ No_____

Sanitation:

Will there be any cooking with grease? Yes_____ No_____

Will supplemental waste receptacles be used? Yes_____ No_____

Portable Restrooms:

Will portable restrooms be used? Yes_____ No_____

Quantity: _____ Installation Date: _____ Removal Date: _____

Location(s): _____

Note: There are 10 facilities in Town Hall accommodating events of up to 500 people. Two port-o-johns per the addition of 250 people required.

Marketing & Public Relations:

Is this event planned to reoccur on an annual basis? Yes_____ No_____

Will the event be publicized – open to the general public? Yes_____ No_____

Will banners or signs be used outside the event site? Yes_____ No_____

Fireworks & Open Flames are NOT allowed.

Application Package Submittal Checklist:

ATTACHMENTS

_____ Site Plans/Route Maps (Include: event location, concession areas, vendor locations, major congregation points, parking locations/details, tent locations, pedestrian/vehicle egress areas, restroom locations, other related activities)

_____ Crowd Control Procedures

_____ Traffic and parking control

_____ Temporary Food Service Vendor Permit

_____ Insurance Certificates

_____ Fire Control and Prevention Plan

_____ Provisions for solid waste/sanitation control

_____ Provision for EMS and first aid

_____ Post-event clean up

_____ Event Impacts (as they relate to parking, streets and expected burden on public safety to assist with traffic and/or crowd and security)

**Application must be submitted three to six months prior to your event date.
Submit Application Package to the Town of Duck, PO Box 8369, Duck, NC 27949
Physical Address: 1200 Duck Road, Duck, NC 27949 Phone: 252.255.1234**

A \$25.00 non-refundable application fee (*payable to the Town of Duck*) must accompany the Town Park Event Application package submittal. **The application package must be received 90 days, or more, prior to your event date.** The balance of applicable fees and charges will be invoiced once preliminary approval is granted. Note additional public safety equipment may be required upon review of your application.

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If the date and/or location requested is not available, or if the requested location is not an appropriate site to conduct your proposed event, the department will contact. Your confirmation will be in the form of a permit, issued to the organization and / or person responsible for planning the event. **Do not publicize your event until preliminary approval has been confirmed. The submission of a Town Park Special Event Permit Application is NOT automatic approval to hold an event on public property.**

Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand, and agree to abide by the policies, rules and regulations listed within the Town of Duck's Special Events Ordinances as applicable to all plans and requested usage. The permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the Town of Duck.

Name of Applicant _____

Signature _____

Date _____

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FOR OFFICE USE ONLY

DATE _____ APPROVED BY _____ TOTAL FEES _____

APPLICATION FEE: AMOUNT RECEIVED _____ DATE APPLICATION FEE RECEIVED _____

DEPOSIT FEE: AMOUNT RECEIVED _____ DATE DEPOSIT RECEIVED _____

EVENT FEE: AMOUNT RECEIVED _____ DATE EVENT FEE RECEIVED _____

ADDITIONAL FEE: AMOUNT RECEIVED _____ DATE ADDITIONAL FEE RECEIVED _____

DATE DEPOSIT REQUESTED _____ DATE OF DEPOSIT RETURN _____

NOTES _____

