



Crowd Gathering Event Permit

GENERAL INFORMATION AND STIPULATIONS

PLEASE READ CAREFULLY AS CHANGES HAVE BEEN MADE

Applications must be submitted at least 3 weeks and not earlier than 3 months prior to the scheduled event. The application may be rejected if not submitted electronically AND all documents are not included when submitted.

Fees: All fees shall be submitted prior to receiving approval for the event:

- Permit fee = \$100
- Electrical/Generator Inspection fee = \$50
- Tent Inspection fee = \$50

Traffic/Crowd Control and other Public Safety Requirements - Organizers of events are responsible for providing traffic and/or crowd control which shall be handled by the Nags Head Police Dept. Organizers are responsible for providing adequate safety resources to assure safety of the participants. Depending on the nature of the event, the Town reserves the right to mandate or require additional services. Additional fees for these services may be incurred.

Off-Duty Police Officer Security - Depending on the event, off duty police officers may be required for security, crowd control, traffic control, etc. There is a fee for off duty officers and a separate agreement is required. Event organizer may provide designated event staff or private security staff but these positions would only supplement any required off duty officers and not take the place of these officers.

Tents, Stages, Scaffold, etc. - Any tent, stage, scaffold, fence, etc. located on public property is limited to 2000 sq. ft. of total usage space.

Prior to installation, on-site approval by the Town for location of these structures is required. Vehicles are not allowed on the beach without permission from the Town. Set-up may not be more than 12 hours prior to the event, and removed within 12 hours afterwards. A fire inspection permit shall be issued for tents, membrane structures, and temporary stage canopies based on the requirements of the 2018 NC Fire Prevention code and shall be determined by the Fire Chief or designee. Multiple tents must be placed at least 12 feet apart. Inspection fee applies.

- * On-site cooking appliances may need Fire Dept. inspection.
- * All fire protection, mechanical, electrical, and plumbing systems required by the NC Building Code shall be present and in service for the proposed occupancy type and use.
- * Event organizer shall obtain fire prevention permit prior to assembly of participants.
- * A written Fire Safety & Evacuation plan may be required for an event, applicability to be determined by the fire official.

Parking - One parking space for every three persons attending the event shall be required. If off-site parking is used to accommodate the event, the organizer shall secure a letter from the property owner verifying that excess parking spaces will be available for the event and submitted with application. Utilizing "NO EVENT PARKING" signs may be required for neighboring businesses to insure parking for their patrons.

Temporary Signage - The amount, type, and location of temporary signage is subject to:

- ✓ Not to exceed 2000 sq. ft.
- ✓ All shall be located within the boundaries of the area and directed internally to the event itself
- ✓ Shall not be located within the public right-of-way
- ✓ Shall be displayed only during the actual time period of the event and removed at the close of event

Jennette's Pier - Written consent from Mike Remige, Director, mike.remige@ncaquariums.com **MUST** be submitted with the application. The estimated number of parking spaces to be used is to be listed on the application and may be limited. *All events held in Jennette's Pier area must be concluded by 5:00 p.m.*

The following fee is due and payable to Jennette's Pier with application:

- \$50 for 1-day event
- \$75 for 2 or more day events

The management of Jennette's Pier reserves the right to charge and collect a restroom cleaning fee. If using the Jennette's Pier beach area as an event location, organizer shall notify adjoining property owners and/or property management companies north and south of their upcoming event. Name and address information can be obtained from the Town.

Surfing Events – If an event is planned in the area of Jennette's Pier, a site plan is required with submission of the application. All surfing events utilizing numerous, and/or large tents, scaffolds, etc. must be held on the south side of the pier. *All events must be concluded by 5:00 p.m. in Jennette's Pier area.* This doesn't mean surfing is not allowed on the north side, it's the set-up of the tents, scaffold, and etc. Town Code states *surfing is prohibited 300' of any fishing pier.*

Concessions - The list of vendor names must be provided with application – a Vendor Permit is required. Applicant may purchase a Vendor Permit @ \$200 for all or \$25 for each. Food vendors must obtain a permit from the Health Dept. according to agency requirements. Concessions are not allowed on the public beach.

Merchandise sales - Nags Head Town Code Sec. 12-104.

(a) It shall be unlawful for any person to expose for sale, offer to sell, barter or exchange, or sell any foods, wares or articles of merchandise on the ocean beaches of the town.

[b] Licensed and permitted itinerant merchants must adhere to the location, signage and any other conditional requirements of the crowd gathering, special events, or outdoor stand permit under which they operate.

- Submitting a signed application acknowledges and understands the above ordinance.

Litter and Recyclables - Event organizer will be responsible for litter and recyclable pick-up of areas used. Refuse and recycle cans are the responsibility of the organizer.

Portable Toilets – The number of toilets to be provided shall take into consideration the number of attendees and average time they are present at the event. Handicap accessible toilets may be required.

Alcoholic Beverages – Alcohol sales require a NC ABC permit and a Town privilege permit; separate fees apply.

Pit Fire Permit - A permit is required from the Nags Head Fire & Rescue Dept. Permits are issued based on current wind speed and prevailing fire danger conditions of the day between 5 pm and 9 pm at Station 16 or Station 21. \$10 permit fee applies.

Unmanned Aircraft - [Nags Head Town Code Section 26-14 Unmanned aircraft systems](#) sets forth regulations for the use of small unmanned aircraft, such as drones, in the town.

Unmanned aircraft and unmanned aircraft systems operated within the town shall be operated and registered in accordance with all statutes, rules and regulations of the Federal Aviation Administration (FAA) and the State of North Carolina.