



**Alexander County, North Carolina
Special Events/Activities Application**
Submit Application to Alexander County Emergency Services

SPECIAL EVENT APPLICATION

The purpose of this application is to provide information about your event or activity in order for various Alexander County departments and agencies to determine if the event meets the requirements of the Alexander County Special Events Ordinance. All events held on Alexander County property are required to complete a permit application and are subject to applicable permitting fees. All events held on private property requiring Alexander County resources are required to complete a permit application and are subject to applicable permitting fees.

The applicant is responsible for providing complete and accurate information on the application, including an attached detailed site plan and a Certificate of Insurance naming Alexander County as additionally insured. The applicant is also responsible for notifying the Alexander County Emergency Services of any changes prior to the scheduled event. Incomplete applications will not be accepted.

A complete application must be submitted at least 90 business days prior to the planned event to allow sufficient review time. The Review Committee may require additional information and/or a pre-planning meeting.

Applications and events are prioritized based on a first come-first served basis. Alexander County may approve or disapprove an event's requested date based on availability of resources. Events that occur on an annual basis will receive priority the following year; however, an annual application is required.

CHECKLIST OF REQUIRED ATTACHMENTS

- _____ **Completed and signed Special Event Application**
- _____ **Site Plan for Event**
- _____ **Parking Plan for participants and volunteers (May be included on Site Plan)**
- _____ **Certificate of Insurance naming Alexander County as additionally insured**

**Submit completed application to:
Alexander County Emergency Services
75 First Street SW
Taylorsville, NC 28681
828-632-9336**

APPLICANT INFORMATION

Name of Event: _____

Applicant Name & Title: _____

Organization: _____

Mailing Address: _____

City-State-Zip Code: _____

Telephone: _____ **Mobile:** _____ **Email:** _____

Description of Event: _____

Event Address: _____

Date of Event: _____

Event Start Time: _____ **Event End Time:** _____

Road Closure Begins (if applicable): _____ **Road Closure Ends:** _____

Set-Up Begins: _____ **Clean-Up Ends:** _____

Preferred Date & Time of Inspection (Fire, Building, Health-if applicable) _____

Estimated Attendance: _____

The Event is: _____ **Private (by invitation only)** OR _____ **Open to the Public**

Describe the procedures to be used for selecting participants and vendors for the event: _____

APPLICANT SIGNATURE: _____ **DATE:** _____

A pre-planning meeting may be required and will be scheduled to include the appropriate staff. The event applicant must attend the meeting. The county reserves the right to require others to attend.

EVENT LOGISTICS

Will tent(s)* be used for event? _____ Yes _____ No _____ Number
*A tent is a structure, enclosure, or shelter with or without sidewalls or drops.

Will a membrane structure(s)** be used for the event? _____ Yes _____ No _____ Number
**A membrane structure is an air-inflated or air supported structure.

Will electric generators be used? _____ Yes _____ No _____ Number
If yes, will power distribution boxes be used? _____ Yes _____ No _____ Number
Please provide information for contractor supplying generator power:

NAME: _____ PHONE: _____ EMAIL: _____

Will electric power from an existing public electric outlet be used? _____ Yes _____ No
If yes, specify location of the public outlet to be used? _____
Please provide information for person responsible for set-up of power:

NAME: _____ PHONE: _____ EMAIL: _____

Will you have musical entertainment at your event? _____ Yes _____ No _____ Number of Bands
If yes, specify type of music: _____

Will a portable or temporary stage be used? _____ Yes _____ No
If yes, please provide information for contractor providing the temporary stage:

NAME: _____ PHONE: _____ EMAIL: _____

Will your event use amplified sound? _____ Yes _____ No
Indicate times of amplification: Start Time: _____ Finish Time: _____

Security provided by _____ Number of Security Personnel _____

Will alcoholic beverages be served? _____ Yes _____ No (If yes, NC ABC permit required)
Will alcoholic beverages be sold? _____ Yes _____ No (If yes, NC ABC permit required)
What type of alcohol will be served: _____ Draft Beer _____ Can/Bottle Beer _____ Wine
Who will be serving alcohol? _____
Times alcohol will be served or sold? _____
Location within event site where alcohol will be served: _____
Have you applied for a North Carolina temporary ABC permit? _____ Yes _____ No

Sanitation provided by: _____ Number of Sanitation Personnel: _____
Number of trash receptacles to be used: _____ Number of Dumpsters to be used: _____

Does your event include mechanical rides or similar attractions? _____ Yes _____ No
If yes, please describe: _____

Insurance Provider: _____
Certificate of Insurance is attached _____ Yes _____ No

Will Pyrotechnics or other Hazardous Devices be used? _____ Yes _____ No
If yes, please provide information for contractor providing the pyrotechnics:

NAME: _____ PHONE: _____ EMAIL: _____

RULES REGULATING THE USE OF ALEXANDER COUNTY PROPERTY FOR SPECIAL EVENTS

1. Special events held on real property owned or leased by Alexander County require a permit.
2. Special events held on private commercial property do not require a Special Event permit, yet must comply with all applicable North Carolina Fire Code and Building Code laws and ordinances. Alexander County Emergency Services requests that event organizers for events held on private commercial property submit a Special Event Application to aid with planning and resource allocation purposes.
3. The County Manager's Office reserves the right to reject any application as to the use of any area described above for any special event. If the County Manager's Office learns that the event or vendors participating were misrepresented or that the event in any way fails to comply with the rules regulating the use of county property or fails to comply with any applicable local, state, or federal laws, it reserves the right to rescind any approved application up to and during the course of the event. In the case of a special event being held at a county-owned facility for which a rental fee is usually charged, the normal rental fee shall be charged to the applicant unless the County Manager's Office waives such rental fee.
4. Application must be filed in the Alexander County Emergency Service's Office, 75 First Street SW in Taylorsville, at least ninety (90) business days prior to the time that the applicant desires to first take possession of the area to make preparations for the special event.
5. The applicant shall provide to the Office of Emergency Services at least two (2) weeks prior to the beginning of the public participation in the special event a list of all of the vendors or others having booths or display tables during the special event. No other persons may sell merchandise or operate any booth or display tables during the special event, unless the applicant, in writing, requests to amend such list accordingly and permission is granted.
6. No motor vehicles or other large equipment or manufactured items or livestock will be permitted within the area unless they are clearly identified and described and the proposed location is stated in the application and specific approval is given.
7. The size and type of temporary construction and location of display tables and booths or tents must be described generally in the application; all temporary construction must be safe and self-supporting; no spikes or other holding devices may be driven into the ground of any street, sidewalk, or tied to any tree or monument.
8. When food preparation, painting, pottery-making activities, or similar activities are held, appropriate protective materials must be placed over any paved areas for protection.
9. No tents may be placed in the special event area without approval from the Special Events Review Committee.
10. Public address systems or entertainment amplification may be used only if specifically requested in the application and permission given, including limitations as to use.
11. Sufficient portable toilets shall be provided for the expected number of participants.

12. The applicant shall assume full liability for all accidents or claims of accidents as a result of activities taking place at the special event and during the time the area is being readied for the event and while it is being cleaned up following the event. A copy of the insurance policy must be submitted to the Alexander County Emergency Service's Office prior to the event. The applicant must add the county as additionally insured on the policy. The policy is to be one of comprehensive general liability in the amount of not less than One Million Dollars (\$1,000,000.00) for bodily injury per person and One Million Dollars (\$1,000,000.00) per occurrence and not less than One Hundred Thousand Dollars (\$100,000.00) for property damage per occurrence.
13. If the applicant desires to sell or serve alcoholic beverages, it shall specifically state in the application and shall provide a sketch of the area where the alcoholic beverages will be sold or consumed. The area shall be delineated by barricades, with the entrance clearly marked and so constructed as to allow ready control of patrons, including viewing of identification to avoid underage persons being within the barricaded area. Signs shall be posted and state no one shall leave the barricaded area with alcoholic beverages. Application must be made to proper State authorities for special permit for sale of alcoholic beverages. Liquor Liability Insurance must be provided in addition to required General Liability. Special permit shall be available for inspection by Alexander County officials at any time.
14. The applicant will be responsible for the security or protection of any articles, items, merchandise, display tables, booths or other property owned by the applicant or others participating in the special event.
15. Applicants must comply with all applicable provisions of the North Carolina Fire Code and must at all times ensure that all fire lanes in the special event area remain unobstructed.
16. Applicants must comply with all Health Department regulations pertaining to the scheduled event.
17. Applicants must comply with the requirements of the Alexander County Sign Ordinance. Signs or banners installed by county personnel are subject to an installation fee.
18. Events must comply with any and all local, state, and federal laws.
19. No person shall bring an animal, on a leash or otherwise, into the boundaries of the special event. The boundaries and the interior of a special event shall consist of any approved area of the special event. Exceptions shall include service dogs or other animals relied upon by persons with disabilities, and animals owned and controlled by public law enforcement agencies, or animals used by a vehicle for hire in accordance with applicable county ordinances. The event organizer is responsible for posting signs at event entrances citing "No animals are allowed except certified service animals" stating Alexander County Special Event Ordinance Section 03, (C), (5). The special event organizer and/or sponsor are responsible for immediately cleaning up and removing all animal waste from animals that are part of an authorized event. All animal waste shall be disposed of properly. The event organizer may request a waiver from this policy/ordinance. The sponsor shall submit plans specifying how the public will be protected from the animals. Requests shall be reviewed as part of the special event permitting process and may be approved or denied as part of the process.



ALEXANDER COUNTY FIRE MARSHAL

Doug Gillispie, Public Services Director

Mark Earle, Fire Marshal

621 Liledoun Road, Taylorsville NC 28681

(828) 632-9336 Ph / (828) 632-1707 Fax



SPECIAL EVENT INSPECTION CRITERIA

The Alexander County Fire Marshal's Office is responsible for providing a safe environment for Alexander County. The Fire Marshal's Office is mandated to enforce the North Carolina Fire Prevention Code. This includes all businesses and special events. Throughout the county. In order to provide a safe environment for vendor's and public during special events the following criteria will be met.

TENTS AND MEMBRANE STRUCTURES:

1. **503.2.1** Fire Apparatus road shall be provided and shall have an unobstructed width of not less than twenty (20) feet.
2. **3103.8.2 Location.** Tents or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents or membrane structures, parked vehicles or internal combustible engines. For the purpose of determining required distances, support ropes, and guy wires shall be considered as part of the temporary membrane structure or tent.
3. **3103.8.6 Fire Break.** An unobstructed fire break passage or fire road not less than 12 feet wide and free from guy ropes or other obstructions shall be maintained on all sides of all tents and membrane structures unless otherwise approved by the fire code official.
4. **3103.9 Anchorage required.** Tents or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing. Documentation of structure stability shall be furnished to the fire code official on request.
5. **3104.4 Flame Propagation performance treatment.** All tents and membrane structures shall have a tag or a certificate executed by an approved testing laboratory certifying that the tent or membrane structure and their appurtenance: sidewalls, drops, and taraulines; floor coverings, bunting, combustible decorative material, and effects, including sawdust where used on floors or passageways, are composed of material meeting the flame propagation performance criteria of Test Method 1 or Test Method 2, as appropriate, of NFPA 701 or CPAI-84 or shall be treated with a flame retardant in an approved manner and meet the flame propagation performance criteria of Test Method 1 or Test Method 2 of NFPA 701.
6. **3104.5 Combustible Material.** Combustible materials such as hay, saw dust, and shavings, shall have a minimum clearance of 20 feet from any tent or membrane structure.
7. **3104.6 Smoking.** Smoking shall not be permitted in tents or membrane structure. Approved "No Smoking " signs shall be conspicuously posted.
8. **3104.19 Separation of generators.** Generators and other internal combustion power sources shall be separated from tents or membrane structures by not less than 20 feet and shall be isolated from contact with the public by fencing, enclosures or other approved means.
9. **3104.20 Standby personnel.** Where, in the opinion of the fire code official, it is essential for public safety in a tent or membrane structure used as place of assembly or any other use where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest or activity, the owner, agent, or lessee shall employ one or more qualified persons, as required and approved, to remain on duty during the times such places are open to the public, or when such activity in being conducted.

10. **3104.20.1 Duties.** Before each performance or the start of such activity, standby personnel shall keep diligent watch for fires during the time such place is open to the public or such activity is being conducted and take prompt measures for extinguishment of fires that occur and assist in the evacuation of the public from the structure.
11. **3104.20.2 Crowd managers.** There shall be trained crowd managers or crowd manager/supervisors at a ratio of one crowd manager/supervisor for every 250 occupants, as approved.
12. **3104.21 Combustible vegetation.** Readily ignitable vegetation that could create a fire hazard shall be removed from the area occupied by a tent or membrane structure, and from areas within 30 feet.
13. **3104.22 Combustible waste material.** The floor surface inside tents or membrane structures and the grounds outside and within a 30 foot perimeter shall be kept free of combustible waste and other combustible material that could create a fire hazard. Such waste shall be stored in approved containers and removed from the premises not less than once a day during the period the structure is occupied by the public.

HEATING AND COOKING EQUIPMENT

1. **3104.15.1 Installation.** Heating or cooking equipment tanks, piping, hoses, fittings, valves, tubing, and other related components shall be installed as specified in the International Mechanical Code and the International Fuel Gas Code, and shall be approved by the fire code official.
2. **3104.15.3 Location.** Cooking and heating equipment shall not be located within 10 feet of exits or combustible material.
3. **3104.15.5 Cooking Tents.** Tents with side walls or drops where cooking is performed shall be separated from other tents or membrane structures by not less than 20 feet.
4. **3104.16.2 Location of containers.** LP-Gas containers shall be located outside. Safety release valve shall be pointed away from tents and membrane structures.
5. **3104.16.3 Protection and Security.** Portable LP-Gas containers, piping, valves and fittings that are located outside and are being used to fuel equipment inside a tent or membrane structure shall be adequately protected to prevent tampering, damage by vehicles or other hazards, and shall be located in an approved location. Portable LP-Gas containers shall be securely fastened in place to prevent unauthorized movement.

PORTABLE FIRE EXTINGUISHERS

1. **906 Portable Fire Extinguishers.** Portable fire extinguishers shall be installed in all of the following locations:
 - a. Table 906.1 Tents and membrane structures.
 - b. In areas flammable or combustible liquids are stored, used or dispensed.
2. **906.2 General requirements.** Portable fire extinguishers shall be selected, installed and maintained in accordance NFPA 10. It must be serviced within the last year, with a service tag attached or bought new within the last year with proof of receipt.
3. **906.4 Cooking grease fires.** Fire extinguishers shall be provided for protection of cooking grease fire shall be of an approved type compatible with the automatic fire-extinguishing system agent and in accordance with section 904.12.5.
4. **904.12.5 Portable fire extinguishers for commercial cooking equipment.** Portable fire extinguishers shall be provided within a 30 foot distance. Cooking equipment involving solid fuels or vegetable or animal oils and fats shall be protected by a class K rated portable extinguishers.