

CITY OF DURHAM SPECIAL EVENT GUIDELINES

Coordinators of most events that take place on public property owned or controlled by the City of Durham must obtain a special event permit. These guidelines provide useful information for applicants who wish to conduct events in these locations.

Please note: Events planned to take place exclusively on private property do not need a special event permit, but they may require a temporary use permit from the City-County Planning Department. See “Temporary Use Permits” at <http://durhamnc.gov/DocumentCenter/View/1065> for more information.

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WHAT PERMIT IS REQUIRED FOR MY EVENT?

If your outdoor event will require temporarily closing any portion of a City street or sidewalk, you must obtain a **special event permit**. The City offers two options for obtaining a special event permit:

- If your event meets any of the criteria in the table below, you must submit a **Standard Special Event Permit Application**. (Available at this link: <http://durhamnc.gov/699/Events-Permit>)
- If your event does not meet any of these criteria, you can instead submit a **Simplified Special Event Permit Application**. Please note that you will still be responsible for submitting a notification plan for affected residents and businesses (see page 13). (Available at this link: <http://durhamnc.gov/699/Events-Permit>)

If your event will be located in a facility managed by Durham Parks and Recreation (DPR)—for example, in a City park, trail, plaza, or rental facility—you must obtain a **DPR use permit** directly from DPR. (See “Parks & Recreation Facilities” on page 8 for more information.) If your event meets the criteria listed in the table below, **you will also need to obtain a separate special event permit**.

IS A SPECIAL EVENT PERMIT REQUIRED? (YES/NO) *		
Event involves:	Event is located in DPR facility or park **	Event is located on City streets or sidewalks
More than 500 attendees or more than 100 pre-registered participants expected (road races, bike rallies, etc.)	Yes	Yes
Use of City services (ex: police security, trash disposal, tent inspections, etc.)	Yes	Yes
Sale or serving of alcohol	Yes	Yes
Sale of food from one or two food trucks registered with the City of Durham	Yes	Yes, but can use Simplified Special Event Permit Application
Other sale of food (including three or more food trucks, regardless of registration)	Yes	Yes
Street closures in downtown Durham	Yes	Yes
Inflatables	No	Yes
Professional sound equipment used for amplification (ex: a hired DJ or anything larger than a home stereo)	No	Yes
None of the above	No	Yes, but can use Simplified Special Event Permit Application

* Unless otherwise noted, a Standard Special Event Permit Application is required.

** DPR use permit is also required. See “Parks & Recreation Facilities” on page 7.

SPECIAL EVENT REVIEW TEAM (SERT)

Large-scale or complex events may require additional review by the City’s Special Event Review Team (SERT). Events typically subject to SERT approval include:

- Events with more than 100 pre-registered participants expected (such as road races, bike rallies, etc.)

- Events new to Durham with more than 500 expected attendees
- Any event with 2,000 or more expected attendees
- Events involving street closings in downtown Durham or on major arterial streets
- Multi-day events
- Events requiring tickets or admission fees
- New events planned by non-County of Durham residents or businesses

If your event will require SERT approval, the Special Event Permit Coordinator will notify you and place your application for review on the next available SERT meeting agenda. (The SERT typically meets monthly.) You may be invited to present information to the SERT and to answer questions posed by the SERT during the review of your application.

SPECIAL EVENT PERMIT APPLICATION REQUIREMENTS

- All Standard Special Event Permit Applications are due **60 days prior** to the event date. **A completed application DOES NOT serve as a permit.** All other paperwork and supporting documents are due a minimum of 30 days prior to the event date.
- All Simplified Special Event Permit Applications are due **15 days prior** to the event date. **A completed application DOES NOT serve as a permit.** All other paperwork and supporting documents must be submitted with the permit application.
- The Event Coordinator must submit a **Special Event Street Closure Notification Form**, along with signature sheets, at least 30 days prior to the event for Standard applications and 15 days prior for Simplified applications. (See “Event Notification” section for details.) You should discuss your plan for notification with the Special Event Permit Coordinator when you submit your permit application. **For events with over 500 attendees or more than 100 pre-registered participants expected (and for any event in downtown Durham), a written notification plan must be submitted at least 50 days before the event.**
- **If all required forms have not been submitted 10 days prior to the event, the City of Durham will withdraw your pending application.**
- You may submit changes to the Standard Special Event Permit Application up to 30 days prior to your event. At 30 days prior to your event, the information on the application cannot be changed. The information submitted on a Simplified Special Event Permit Application is considered final.
- **Public advertising may not begin until a permit has been approved and permit number assigned or until other written authorization is provided by the City of Durham.** To allow for advance publicity, Event Coordinators are encouraged to apply for permits as early as possible.
- If all required paperwork has been submitted, the City will approve or deny your permit no later than 21 days prior to your event for Standard Special Event Permit Applications and no later than 10 days prior for Simplified Special Event Permit Applications.
- If your permit application is denied, you may appeal the denial in writing to the City Manager’s Office. Your application and the staff determination will be reviewed by the Deputy City Manager for Operations.
- The City has the right to deny any special event permit application if the activity proposed is illegal or poses a significant threat of harm or damage to the facilities, event staff, volunteers or attendees, or if the Event Coordinator fails to establish responsible supervision and planning for the event.

EVENT COORDINATOR REQUIREMENTS & RESPONSIBILITIES

- The Event Coordinator must be at least 21 years of age.

- **The Event Coordinator must provide a day-of-event contact.** Having reliable access to this contact is critical for delivery of City services. The Event Coordinator is responsible for notifying the Special Event Permit Coordinator of any changes in address, phone number and other contact information.
- The Event Coordinator must have a copy of the final approved Special Event Permit on site at all times during the event.
- The Event Coordinator is responsible for providing for the safety of event staff, volunteers and attendees.
- The Event Coordinator must accurately state the times of the event. **All set-up, event activities and dismantling must occur during the times stated on the permit.**

CANCELLATION & OTHER NOTICES

- Cancellation of an event must be submitted in writing to the Special Event Permit Coordinator. This notification must be received **a minimum of 21 days prior to the scheduled event date.** It is the responsibility of the Event Coordinator to cancel any services and equipment procured for the event. Failure to do so may result in automatic denial of future special event applications and/or the full assessment of service fees.
- The City of Durham is not responsible for damaged, lost, left or stolen items.
- Personnel of the City of Durham may at their discretion shut down an event if the activity is illegal or poses a significant threat of harm or damage to the facilities, event staff, volunteers or attendees, or if the Event Coordinator fails to establish responsible supervision and planning for the event. Infractions of applicable rules, laws, ordinances, or terms of the special event permit while using the facilities or public space will be grounds for cancellation of the remainder of the event and denial of future special event permit applications and may result in criminal charges. **No rescheduling will be provided for events that are shut down by the City.**

DEADLINES SUMMARY – STANDARD SPECIAL EVENT PERMIT APPLICATION

<p>60 Days Before Event</p> <p>Standard Special Event Permit Application submitted</p> <p>50 Days Before</p> <p>Written notification plan submitted</p>	<p>30 Days Before</p> <p>Application is final</p> <p>Notification of affected residents & businesses complete</p> <p>Requests for City services submitted</p> <p>All other forms submitted</p>	<p>21 Days Before</p> <p>Event cancellation deadline</p> <p>10 Days Before</p> <p>Permit application withdrawn if all paperwork has not been received</p>	<p>3 Days Before</p> <p>Last day to cancel Police security without fees</p>	<p>Day(s) of Event</p> <p>Event set up and tear down occur within approved timeframe</p>
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DEADLINES SUMMARY – SIMPLIFIED SPECIAL EVENT PERMIT APPLICATION

<p>15 Days Before Event</p> <p>Simplified Special Event Permit Application and all other forms submitted (application is final)</p> <p>Notification of affected residents & businesses complete</p> <p>Requests for City services submitted</p>	<p>10 Days Before</p> <p>Permit application withdrawn if all paperwork has not been received</p> <p>3 Days Before</p> <p>Last day to cancel Police security without fees</p>	<p>Day of Event</p> <p>Event set up and tear down occur within approved timeframe</p>
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ADDITIONAL EVENT REQUIREMENTS & INFORMATION

The City of Durham and other agencies, government or private, may require other permits, security services or equipment for the activity. Acquisition of these extra services and equipment is the Event Coordinator’s responsibility. **The below list incorporates many of the most common requirements. Please review these carefully and confirm the requirements with other agencies.**

CITY/COUNTY SERVICES FEE SCHEDULE	
Fire Department	Tent Inspection Fees: 400-750 square feet = \$75 Over 750 square feet = \$150
Parks & Recreation	\$15 rental application fee Damage deposit and rental fees vary by facility
PARKDURHAM	On-street Parking Space Reservation Fee: \$1.50 per space per hour (8 a.m.-7 p.m., Monday-Friday)
Police/Security	\$25-\$35/per officer assigned/per hour (see Security section for detailed information)
Risk Management	Insurance requirements (costs vary)
Solid Waste	See chart in “Trash & Recycling” section below
Water Meter	Temporary hydrant meter – application required Deposit = \$300 Rental fee = \$20/day or \$100/week
Durham County Public Health	\$75.00 fee for each Temporary Food Establishment (TFE) at event

ALCOHOL

Events on public property in which any type of alcohol will be served are required to hire off-duty law enforcement officers for the event (see Police Services below). Alcohol is not allowed on some public property.

Events in which alcohol is served require insurance coverage. Details can be found on Page 7 under the Insurance & Liability section.

Events in which fortified wine or liquor will be served or any alcohol will be sold are also required to obtain a permit from the North Carolina Alcoholic Beverage Control Commission. See the ABC Commission website at <http://abc.nc.gov/Documents/Index/1> for more information.

CROWD CONTROL

The North Carolina Fire Code requires that trained crowd managers be provided for facilities or events where more than 1,000 persons congregate. The minimum number of crowd managers is established at a ratio of one crowd manager to every 250 persons.

The Office of the State Fire Marshal has created a self-paced program for individuals who wish to become certified as crowd managers. The program outlines the basic requirements of the fire code and the duties of the crowd manager. Upon successful completion of the training, the crowd manager will be able to print a certificate demonstrating that they have completed the course. You may access the information and quiz at the link below. **A copy of all crowd manager certificates must be available on site upon request by Fire Department personnel.** See the OSFM website at

<http://tinyurl.com/CrowdManager> for details. Please contact the City of Durham Fire Marshal at (919) 560-4242, ext. 19246 for more details and questions.

EMERGENCY ACTION PLAN

The City of Durham Risk Management Division may determine the need for an Emergency Action Plan to be created for your event based on the nature or size of the event. This determination will be made on a case-by-case basis. **If required, the written plan must be submitted a minimum of 30 days prior to the event.** These plans will be reviewed and approved by the Risk Management Division.

EMERGENCY MEDICAL SERVICES

Emergency Medical Technician (EMT) personnel will be required for all events with more than 1,000 participants and may be required for some smaller events, depending on the nature of the event. All event planners should submit the **Request for Special Event Coverage** form to Durham County EMS to determine if EMTs or standby ambulances are required for their events. The form is available on the Durham County EMS website at <http://www.dconc.gov/home/showdocument?id=24741>.

2017 – 2018 Durham County EMS Special Event / Standby Fee Schedule					
Ambulance Standby	QRV Standby	Bicycle Response Team	Foot Patrol (Medics walking at event)	Medical Operations/ Command	On-Scene Treatment During Standby (No Transport)
\$250.00 per hour	\$150.00 per hour	\$150.00 per hour	\$75.00 per hour	\$150.00 per hour	\$250.00
Or, any fraction thereof, with a 3-hour minimum.					This is charged to the patient when ALS treatment is provided, but the patient refuses transport.

EQUIPMENT, BARRICADES, TENTS & CANOPIES

You will need to provide all equipment for your event. This includes, but is not limited to tables, chairs, audio equipment, barricades, and tents. **If you wish to barricade any street, you must have it listed on your special event permit application and approved by the City of Durham Police Department.** Once you have approval for temporary street closures, please contact a local barricade company for pricing and instructions for barricade rentals. Barricades must be 8 feet in length. You will be responsible for all set-up and break-down of your barricades and ensuring that they are only located as approved in your permit.

Please note that equipment, barricades, tents, canopies, etc. must not block curb cuts, accessible parking spaces, accessible paths of travel, etc. An accessible path of travel must be a minimum of 36"-48" wide for one-way traffic and 60" wide for two-way traffic. The path should be free from obstruction; covers for cords in the path should not exceed a half inch in height.

Tents with sides in excess of 700 square feet and tents without sides in excess of 1800 square feet must be inspected and permitted. A tent permit can be obtained from the Durham Fire Department by completing the Tent Permit Application, found online at: <http://durhamnc.gov/636/Tent-Permit>. Please contact the Fire Marshal's Office at (919) 560-4242, ext. 19246 or ext. 19240 for more information. Fees apply (see Fee Schedule section on page 4).

EVENT NOTIFICATION TO RESIDENTS AND BUSINESSES

Events that require temporarily closing streets or sidewalks require event notification to nearby residents and businesses. **You are responsible for notifying the neighbors and businesses in the surrounding area of your event** at least 30 days prior to the event for Standard permit applications and 15 days prior for Simplified applications. Please show respect to our local neighbors and businesses by giving them notice about any impact the event may have on them. Common factors to consider are traffic, noise and any temporary street closures.

At a minimum, you should plan to notify:

- Residents and businesses on and adjacent to a proposed temporary street closure
- Residents and businesses who may be seriously impacted by the temporary street closure (especially those whose primary access to their property is affected by the closure)

The City’s **Special Event Street Closure Notification Guide and Form** (pages 13-16) helps you plan and document the notice you provide to surrounding neighbors and businesses. You should discuss your plan for notification with the Special Event Permit Coordinator when you submit your permit application. For events with over 500 attendees or more than 100 pre-registered participants expected (and for any event in downtown Durham), a written notification plan must be submitted at least 50 days before the event. **A completed notification form and signature sheets must be submitted by the paperwork deadline (30 days or 15 days prior to event) for your special event permit application.**

FIREWORKS

If fireworks are planned for your event, **please contact the Fire Marshal’s Office** at (919) 560-4242, ext. 19246 or ext. 19240 to discuss required safety measures.

FOOD & DRINK SALES

It is the responsibility of the Event Coordinator to comply with the current Durham County Department of Public Health guidelines for food preparation and sales. All Temporary Food Establishments (TFE: cooking under a tent) require an onsite inspection on the day of your event. **This inspection must be scheduled with the Durham County Department of Public Health.** Fees apply (see Fee Schedule section on page 4). Please contact the Durham County Department of Public Health at 919-560-7800 or visit their website at <http://www.dconc.gov/government/departments-f-z/public-health/services/environmental-health/applications-fees-and-forms>.

All food vendors must have a proper fire extinguisher on site if using cooking equipment. The Fire Marshal may determine the need for Fire Watch personnel based on the food preparation plans for your event. All costs for these services will be invoiced to the Event Coordinator.

Event Coordinators are responsible for ensuring that all food and drink vendors associated with the event clean up their sites and properly dispose of trash after the event.

INSURANCE & LIABILITY

The City of Durham Risk Management Division has developed insurance guidelines to identify activities and events requiring General Liability insurance. Activities and events not specifically listed in the guidelines will not be required to provide General Liability insurance. Any questions related to interpreting the insurance guidelines should be directed to the City of Durham Risk Manager at (919) 354-2740, ext. 18348 or risk@durhamnc.gov.

Insurance Guidelines

All of the following activities and event will require **General Liability** insurance coverage:

Attendance >2,500	Pyrotechnics	Aircraft/Balloon
Alcohol served	Fairs/Carnivals (mechanical rides)	Fairs/Carnivals (non-domesticated animals)

Motorized non-standard vehicles (Motorcycles, Model Cars, Boats, Tractors, and Tractor Trailers)	Motorized power supported tools/equipment (Chainsaws, Hydraulic Lifts, Bucket Lifts)	Non-Standard household pets (Petting Zoos, Pony Rides)
Inflatables	Bounce House	Climbing Wall

Events where any alcohol is served, provided, or sold require **Commercial General Liability** coverage with a **Host Liquor Liability** endorsement. Additionally, events where liquor is served, provided, or sold require **Liquor Liability** insurance.

If a caterer/vendor is serving the liquor, they can provide a Certificate of Insurance with the aforementioned coverage listing the City of Durham as an additional insured. Event applicant(s) will still be required to include host liquor liability in their commercial general liability coverage for the event. Large scale events with multiple vendors selling/distributing alcohol require the event applicants(s) to provide liquor liability insurance coverage.

For events where inflatables/bounce houses are operated by a third party vendor, the vendor’s Commercial General Liability coverage and certificate of insurance will be accepted in lieu of applicant obtaining separate liability coverage.

Insurance Requirements

Commercial General Liability – Combined single limit of no less than \$1,000,000 each occurrence and \$2,000,000 aggregate. Coverage shall not contain any endorsement(s) excluding or limiting Product/Completed Operations, Contractual Liability or Cross Liability. Host Liquor Liability should be included in the Commercial General Liability limits when alcohol is served, provided, or sold.

Liquor Liability – Combined single limit of no less than \$1,000,000 each occurrence and \$2,000,000 aggregate.

Additional Insured

Certificates of Insurance must list the City of Durham as an additional insured. The certificate holder information should read as follows:

City of Durham
101 City Hall Plaza
Durham, NC 27701

Applicants who require assistance in securing insurance coverage should contact the City’s Risk Management Division at (919) 354-2740, ext. 18348 or risk@durhamnc.gov.

NOISE

The City of Durham has a noise ordinance regulating excessive noise that disrupts citizens (see Sec. 26-23 and Sec. 26-24 of the City’s Code of Ordinances). Among other restrictions, the ordinance states:

No nighttime noise from 11:00 p.m. to 8:00 a.m. shall exceed 50 dB(A).

No daytime or evening noise from 8 a.m. to 11:00 p.m. shall exceed 60 dB(A).

A special event permit does NOT give an Event Coordinator permission to violate the City noise ordinance unless the permit explicitly states otherwise.

PARKING

Ensure that your event plan includes adequate arrangements for parking. The Transportation Department realizes the need to close on-street metered spaces for special events at various locations throughout downtown. As a result, the Division of Parking Management has developed a program designed to make legal parking more convenient by having the event organizer pre-pay the meter fee in return for a special event parking permit. For closures between 8:00 a.m. and 7:00 p.m., Monday through Friday, events must pre-pay the parking meter fees (\$1.50 per hour per space) for the period of closure. Events outside these hours may obtain a permit at no cost.

Special Event Parking Permits are issued on a first-come, first serve basis.

For downtown events, contact information for parking garages and/or on-street parking meters is listed below:

- **PARKDURHAM** Republic Parking System (On-Street Parking Meters, Centre Garage, Chapel Hill Street Deck, Church Street Deck, Corcoran Street Deck, and Durham County Justice Center Deck)
919-680-2481
- McLaurin Parking and Transportation (American Tobacco North Deck, South Deck, and East Deck)
919-833-7522

A special event permit does NOT give an Event Coordinator permission to tow vehicles from reserved or closed areas. Note that to accommodate accessibility needs, 1 accessible parking space per 25 spaces is suggested.

PARKS & RECREATION FACILITIES

Durham Parks and Recreation (DPR) facilities are available for events. Availability is subject to the schedules of pre-existing programs, events, classes and other activities. **Those interested in hosting a special event in a DPR facility must apply for a DPR use permit for the facility through DPR directly** (see <http://durhamnc.gov/2867/Rentals>). The application fee and damage deposit must be paid in full (see Fee Schedule on page 4). For more information, contact reservations@durhamnc.gov or (919) 560-4355, ext. 27202. **Please note that for some events in DPR facilities, a special event permit is also required** (see page 2).

The purpose of the DPR use permit is solely to give permission to use the designated facility. Please keep in mind that DPR facilities are public facilities and must be open to the general public; therefore, the use permit does not guarantee exclusive use of the public space.

POLICE SERVICES

The need for security and other police services **will be determined and enforced by the City of Durham Police Department** for all events. (Depending on the size and nature of the event, police services may include security, traffic control, parking direction, route layout, etc.)

For events on public property at which any type of alcohol will be served, Event Coordinators are required to hire off-duty law enforcement officers (e.g., Durham Police Department officers, Durham County Sheriff's deputies, etc.) **as event security.**

If you choose to hire Durham Police Department officers for your event, you are responsible for contacting the City of Durham Police Department Secondary Employment Coordinator at (919) 560-4322, ext. 29183 to schedule the officers for your event. Fees are due by cash or check within 15 days of the event. More information is available on the City's website at <http://durhamnc.gov/190/Secondary-Employment-Information>.

In the event of cancellation, it is the Event Coordinator's responsibility to cancel event security 72 hours prior to the event. Failure to do so will result in the Event Coordinator being responsible for full payment to the security officers at the Police Department's established minimum rate.

RESTROOM FACILITIES

The City of Durham does not provide portable toilet facilities. **The Event Coordinator must provide adequate toilet facilities for their planned event.** Please see the chart below for the recommended number of toilets based on the number of attendees and length of the event. Please contact a local rental company to provide these services.

Whenever possible, Event Coordinators should avoid placing portable toilets in front of street-level businesses.

To accommodate for accessibility needs, at least 1 out of every 6 portable toilets being an accessible portable toilet is preferred. If only 1 portable toilet will be provided, it is recommended that the portable toilet be accessible. Accessible portable toilets should be placed on a firm, level, stable, and slip-resistant surface (i.e., no hills, rocks, ditch, etc.) with the front of the portable toilet flush to the ground, with a rise of no more than a half inch.

PORTABLE TOILET RECOMMENDATIONS	
	LENGTH OF EVENT

ATTENDANCE	1 HRS	2 HRS	3 HRS	4 HRS	5 HRS	6 HRS	7 HRS	8 HRS
0-50	1	1	1	2	2	2	2	2
50-100	2	2	2	2	3	3	3	3
100-250	3	3	3	3	4	4	4	4
250-500	4	4	4	6	6	6	8	8
500-750	5	5	6	6	6	8	8	8
750-1000	6	6	6	8	8	8	12	12
1000-2500	7	7	8	8	8	12	12	12
2500+	8	8	10	10	10	12	16	16

TRASH & RECYCLING

The Event Coordinator is responsible for making arrangements to ensure proper trash and recycling receptacles are provided at the event. The Event Coordinator is also responsible for ensuring the **entire event area is clean and free of trash, recycling, animal waste, and other debris** during and at the conclusion of the event. Whenever possible, Event Coordinators should avoid placing trash and recycling receptacles in front of street-level businesses.

In general, one 96-gallon trash cart will serve up to 17 attendees, and one 96-gallon recycling cart will serve up to 25.

If the Event Coordinator wishes to use receptacles provided by the City, a Cart Request Form must be submitted 3 weeks prior to the event. Event Coordinators should contact the Solid Waste Department at (919) 560-4186 or visit the City's special event page at <https://durhamnc.gov/699/Events-Permit> for the required form to submit. Please see the chart below for the recommended number of carts based on the number of attendees and related fees.

TRASH & RECYCLING CART RECOMMENDATIONS & RENTAL PRICING				
Attendance	Trash Carts	Recycling Carts	Cost for City Service	Deposit Required
1-50	3	2	\$190.00	\$500.00
51-100	6	4	\$230.00	\$500.00
101-150	9	6	\$280.00	\$500.00
151-200	12	8	\$330.00	\$500.00
201-300	18	12	\$460.00	\$600.00
301-400	20	14	\$720.00	\$1,000.00
401+	Stationary Container + 30 carts	20	\$1,200.00	\$1,500.00

Please note that additional fees will be assessed for any bagged materials that do not fit in carts and for any yard waste or hazardous waste placed into the City's containers. The deposit covers cart replacement/repair and any cleaning services after the event. Rental fees are non-refundable for unused carts, as pricing is based on cart delivery, not use.

*Please utilize and submit the vendor payment form in Appendix A directly to Solid Waste Management upon submitting your application to quickly and easily facilitate payment and remittance of deposit.

UTILITIES (ELECTRICITY AND WATER)

The City of Durham does not provide electricity or electrical service, sources, or outlets for events (except for events in CCB Plaza). The Event Coordinator is responsible for conducting a site assessment to determine their electrical needs

and, if required, may rent generators from local companies. The Event Coordinator is responsible for providing safety protection from hazards associated with any utilities.

An assessment of water needs for your event should also be completed. City water services can be provided via fire hydrants, if applicable. **An Event Coordinator who wants to have a temporary hydrant meter must complete a Bulk Water Fire Hydrant Meter Rental Form.** This form is available on the City's website under Customer Billing Services in the Department of Water Management (<http://durhamnc.gov/DocumentCenter/Home/View/3458>). For more information, visit Customer Billing Services in the lobby of City Hall or call Durham OneCall at (919) 560-1200. Fees apply (see Fee Schedule on page 5).

SPECIAL EVENT CONTACT LIST

Service	Employee Name	Title	Department or Agency	Phone #	Email Address/Link
Business Notification			Greater Durham Chamber of Commerce	919-328-8700	mrogers@durhamchamber.org http://durhamchamber.org/join/contact-us
Bus Routes			GoDurham/GoTriangle	919-560-1551	http://gotriangle.org/maps_and_schedules
Food/Drink Sales	Jan Jackson	TFE Coordinator	Durham County Public Health Department	919-560-7818	jjackson@dconc.gov
Park/Shelter Rentals		Reservationist	Parks & Recreation	919-560-4355	Reservations@durhamnc.gov
Tent Inspections, Crowd Control, Fireworks, Emergency Medical Services	Jody Morton	Acting Fire Marshal	Fire Department	919-560-4233 x19240	Jody.Morton@durhamnc.gov
Process Special Event Permits	Rosemary Kearney	Special Event Permit Coordinator	Police	919-560-4974, x29277	SpecialEvents@durhamnc.gov
Permit Approval	Tammy Restrepo	Lieutenant	Police	919-560-4935 x29367	SpecialEvents@durhamnc.gov
Secondary Employment Coordinator			Police	919-560-4528	DPDSecondaryEmployment@durhamnc.gov
Insurance/Emergency Action Plans	Glenn LeGrande	Risk Manager	Risk Management	919-354-2740	Glenn.LeGrande@durhamnc.gov
Trash/Recycling	Carlos O'Briant	Customer Service	Solid Waste	919-560-4186 x32225	Carlos.O'Briant@durhamnc.gov
Coordination with Transit Services	Leslie Tracey	Transportation Engineer	Transportation	919-560-4366 x36437	Leslie.Tracey@durhamnc.gov
Temporary Water Meter	Troy Miller	Bulk Water Technician	Water Management	919-560-4344 x35341	Troy.Miller@durhamnc.gov

Employee Name	Service	Department / Organization	Phone #	Email Address/Link
Jamichael McGoy	Parking in Centre Garage, Chapel Hill Street Deck, Church Street Deck, Corcoran Street Deck, and Durham County Justice Center Deck	PARKDURHAM Republic Parking System	919-680-2481	jmcgoy@republicparking.com
	Parking in American Tobacco Decks	McLaurin Parking	919-833-7522	
Thomas Clark	Event Notice/Advertisement	The Herald-Sun	919-419-6626	tclark@heraldsun.com http://www.heraldsun.com/
	Event Notice/Advertisement	WTVD-TV (ABC 11)	919-560-2000	Events Calendar: http://abc11.com/community/calendar/
	Event Notice/Advertisement	Independent Weekly	919-286-1972	Events can be submitted via email at calendar@indyweek.com or via their online form .
	Event Notice/Advertisement	Carolina Parent		Calendar Submissions: calendar@carolinaparent.com

Partners Against Crime Districts Monthly Meetings & YahooGroups listservs	Police District Phone Number
PAC 1 3 rd Saturday, 9:30am-11:30am at Holton Career and Resource Center's Child Care Center, Second Floor, 401 N. Driver St. https://groups.yahoo.com/neo/groups/pac1/info	District 1 Substation: 919-560-4281
PAC 2 2 nd Monday, 6pm-8pm at Durham Public Schools Resource Center, 2107 Hillandale Road https://groups.yahoo.com/neo/groups/pac2/info	District 2 Substation: 919-560-4582
PAC 3 2 nd Saturday, 10am-12pm at Lyon Park Community Family Life and Recreation Center, 1309 Halley St. https://groups.yahoo.com/neo/groups/pac3/info	District 3 Substation: 919-560-4583
PAC 4 2 nd Saturday, 10am-12pm at Campus Hill Recreation Center, 2000 S. Alston Ave. https://groups.yahoo.com/neo/groups/pac4/info	District 4 Substation: 919-560-4415
PAC 5 2 nd Thursday, 5:30pm-7:30pm at City Hall Committee Room, Second Floor, 101 City Hall Plaza https://groups.yahoo.com/neo/groups/pac5/info	Central District Substation: 919-560-4935

SPECIAL EVENT STREET CLOSURE NOTIFICATION GUIDE

As an event planner, you are responsible for notifying the neighbors and businesses in the surrounding area of your event. The City recommends notifying as many businesses and residents around the event site as possible as early as possible. You should discuss your plan for notification with the Special Event Permit Coordinator at the time you submit your permit application.

For events with over 500 attendees or more than 100 pre-registered participants expected (and for any event in downtown Durham), a written notification plan must be submitted at least 50 days before the event. See the Create a Notification Plan section below for more information.

Use the **Street Closure Notification Form** (page 15) and **Signature Sheets** (page 16) to document how you carry out your plan. These forms must be submitted to the Special Event Permit Coordinator at least 30 days prior to your event for Standard Special Event Permit Applications and at least 15 days prior for Simplified Special Event Permit Applications.

CREATE A NOTIFICATION PLAN

The Special Event Permit Coordinator can help you determine if a written notification plan is required for your event. Your notification plan does not have to be elaborate, but **it should clearly answer the following questions:**

1. What is your plan for providing direct notification to affected residents and businesses?
2. What mailings, fliers, signs, or other materials will you use to provide notice?
3. How will you use listservs, PAC meetings, or other community resources to publicize your event?
4. What is your timeline for notification? (Remember: notification must occur at least 30 days prior to the event.)

WHAT TO INCLUDE IN NOTIFICATIONS TO AFFECTED RESIDENTS & BUSINESSES

- Name of event
- Name of sponsoring organization(s), if applicable
- Date and timeframe of event
- Description of associated street closures
- Description of event and timeline for noise impacts of event, such as music or fireworks
- Name and contact information of event organizer (including a phone number and email address)
- Website associated with event, if applicable

WHO TO NOTIFY

AFFECTED RESIDENTS & BUSINESSES

At a minimum, you should provide direct notification (typically door-to-door visits) to:

- Residents and businesses on and adjacent to a proposed temporary street closure
- Residents and businesses who may be seriously impacted by the temporary street closure (especially those whose primary access to their property is affected by the closure)

Please ask residents and businesses to sign signature sheets (page 16) to confirm you have provided notice.

When notifying downtown businesses of your proposed event, please plan to notify both the property owner and the tenant business. If a contact (owner/lessee) for a property cannot be found, a letter of notice should be sent to the property.

For a large apartment or business complex with one main lobby, it is acceptable to work with the building's owner/manager to determine the most appropriate method of event information distribution. Methods could include hanging a flyer in the main lobby entrance, sending email notices, or posting to a common web forum.

If the event will affect access to multiple businesses, you must notify the Chamber of Commerce and (if downtown) ask the Special Event Permit Coordinator to notify Downtown Durham, Inc. (See page 11 for contact information.)

LOCAL NEIGHBORHOOD ASSOCIATIONS

Many neighborhoods and business districts are represented by community groups. There is no comprehensive list of the many neighborhoods in Durham, but here are two sources to locate contact information:

Durham Hoods

Neighborhood Maps & Mailing List Hub: <http://durhamhoods.com/>

Durham City-County Planning Department's Organization Directory

The Durham City-County Planning Department maintains a list of all organizations that choose to register themselves for notification. It is available on the Planning Department website at: <http://durhamnc.gov/411/Organization-Directory>

THE INTERNEIGHBORHOOD COUNCIL

The Durham InterNeighborhood Council is a group of neighborhoods across the City who meet and work together. Visit their website at <http://www.durham-inc.org/> for more information. To post a message to all the list members, send an email to inc-list@lists.deltaforce.net.

YOUR POLICE DISTRICT / PAC (PARTNERS AGAINST CRIME)

The City of Durham is divided into five police districts. In each district, the PAC is a community group that meets monthly and communicates regularly via a Yahoo Groups listserv. PAC contact information is listed on page 12. For a map of the PACs, visit the Police Department website: <http://nc-durham.civicplus.com/201/Partners-Against-Crime>

Here are three ways to promote your event through each PAC:

- Talk to the police captain for the local district substation
- Attend the monthly PAC meeting (see schedule on page 12)
- Send information through the PAC YahooGroups listservs

SPECIAL EVENT STREET CLOSURE NOTIFICATION FORM

Name of Proposed Event: _____

Event Coordinator or Organization: _____

How did you provide direct notification to affected business and residents?

Attach signature sheet(s) to confirm.

Did you discuss this event on a neighborhood or PAC listserv? Yes No

If so, which one(s)? _____

Did you present information about this event at a neighborhood or PAC meeting? Yes No

If so, which one(s)? _____

Did you provide mailings, flyers or other materials for affected residents and businesses?

Yes No

If so, please describe (you may attach samples or photos, if desired): _____

Please describe other notification you provided: _____

For Office Use Only

Date Form is due to Special Event Permit Coordinator: _____

Date Form received by Special Event Permit Coordinator: _____

RELEVANT CITY OF DURHAM ORDINANCES

The City Code of Ordinances may be viewed online at:

https://www.municode.com/library/nc/durham/codes/code_of_ordinances

- Sec. 26-23. Generally (Unreasonably loud and disturbing noises prohibited).
- Sec. 38-14. Outdoor musical concerts and performances generally – permit required.
- Sec. 38-15. Same – Concerts in city parks; permit required.
- Sec. 38-21. Alcoholic beverages—Possession and consumption in public buildings and parks.
- Sec. 54-114. Sales on closed or blocked streets in conjunction with special-event permits.
- Sec. 54-115. Sales at permitted events in city parks, plazas, and properties.
- Sec. 54-139. Permits to which division applies
- Sec. 54-140. Display of permit
- Sec. 54-141. Termination and revocation of permit; review of decisions.
- Sec. 54-188. Penalties for violations.
- Sec. 54-191. Reservation of rights in city; other ordinances and N.C. DOT not limited.
- Sec. 66-429. Definitions.
- Sec. 66-430. Purposes for which orders and permits authorized.
- Sec. 66-431. Permit application; conditions of issuance; appeals.
- Sec. 66-432. Interference.

All pertinent ordinances will apply, even if not listed.



FINANCE VENDOR INFORMATION

Please complete and return to vendors@durhamnc.gov or fax to 919-560-4325

PLEASE CHECK FORMS ATTACHED:

W9 EPAYABLES
EFT

PLEASE CHECK APPROPRIATE BOX:

NEW EMPLOYEE SETUP/UPDATE EMPLOYEE NO: _____
NEW VENDOR SETUP/UPDATE VENDOR NO: _____
REFUND/REIMBURSEMENT
OTHER

GENERAL VENDOR INFORMATION

VENDOR NAME: _____

DBA: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SSN: _____ (OR) FEDERAL ID #: _____

EMAIL: _____

**** MUST PROVIDE A VALID EMAIL ADDRESS FOR DELIVERY OF PURCHASE ORDER AND A/P EFT ADVICES****

VENDOR CONTACT INFORMATION

NAME: _____

TELEPHONE: _____

FAX: _____

ADDITIONAL REMITTANCE ADDRESSES: _____

CERTIFICATION

Is your business currently certified by the N.C. Department of Administration HUB office (<http://ncadmin.nc.gov/businesses/hub>) as a minority or woman owned business? Yes _____ No _____