



# SPECIAL EVENT POLICY

**Draft #21 edits start on July 31, 2023.**

Policy reviewed and approved by Administration on \_\_\_\_\_.  
Fee Structure reviewed and approved by Apex Town Council on \_\_\_\_\_.

## **INTRODUCTION**

Special events are very important to the quality of life for the residents of Apex. These events bring special excitement and vitality to the community. Special events can produce endless benefits such as personal, social, and economic growth and development, as well as social and environmental awareness.

Much time and planning go into these events. Approval of special events will be determined once a completed application has been received, reviewed, evaluated by the appropriate Town staff, and it has been decided that use of public space and allocation of public resources are appropriate.

The Town must be very careful in which events it chooses to approve. Due to the number of requests and demands placed on Town Departments during these events, it is impossible to accept every event where a request is made. Staff time, availability of equipment, the nature of the event, and several other factors are considered.

**The Town of Apex Special Event Coordinator will be the event organizers main point of contact with the Town. It is the Town of Apex Special Event Coordinator's responsibility to process applications, serve as a liaison between the Town and event organizers, conduct the Special Event Logistics Committee meetings, review event requests for compliance to Town Ordinances, and much more!**

Please review the following Special Events Policy for the Town of Apex.  
Questions should be directed to the Town of Apex Special Events Coordinator, Lisa Raschke.  
[Lisa.Raschke@apexnc.org](mailto:Lisa.Raschke@apexnc.org) 919-372-7465

An information workshop about the Special Events Policy will be held biannually:

3<sup>rd</sup> Wednesday in January at 6pm  
3<sup>rd</sup> Wednesday in August at 6pm  
The Halle Cultural Arts Center

These workshops are open to all event organizers who want to learn more about this policy and the process to apply for events.

*This policy is not for internal Town of Apex events.*

## **TABLE OF CONTENTS**

Application Process .....	Page 4
How to Apply For a Special Event .....	Page 4
Tier Explanation .....	Page 4
Deadlines .....	Page 5
Process After Application Is Submitted .....	Page 5
When Are New Applications Required .....	Page 5
Policy Overview .....	Page 6
Regulations .....	Page 6
Requirements .....	Page 7
Sanitation, Recycling, & Sustainability .....	Page 7
Insurance & Liability .....	Page 8
Electricity .....	Page 9
Toilets .....	Page 9
Noise .....	Page 10
Food Sales .....	Page 10
Alcohol .....	Page 10
Tents, Stages, Inflatables, Accessories, etc. ....	Page 11
Safety & Security .....	Page 11
Communications & Marketing .....	Page 12
Nondiscrimination.....	Page 12
Town Parks .....	Page 13
Event Site Plan .....	Page 13
NCDOT Roadways .....	Page 13
Town Facilities .....	Page 13
During & After The Event .....	Page 14
Definitions .....	Page 14
Helpful Links .....	Page 17

**APPLICATION PROCESS**

**HOW TO APPLY FOR A SPECIAL EVENT**

1. Read this Special Events Policy thoroughly.
2. Ask the Special Event Coordinator any questions that you may have.
3. Complete the *online* Town of Apex Special Event Application.
4. Pay the *non-refundable* \$50 Application Review Fee.

*The Town of Apex assumes no liability if an event is not approved – Selling tickets, advertising, gaining sponsorship, and other activities done prior to event approval is done at the risk of the event organizer.*

***Applying for an event does not guarantee approval.***

**TIER EXPLANATION**

The Town of Apex differentiates events by tiers. Each tier differs based on projected attendance, Town services, street closures, and whether alcohol will be served. The event organizer must review the table below to understand which tier their event will be classified as:

Tiers	Details	Examples
<b>TIER 1</b>	<ul style="list-style-type: none"> <li>• Fewer than 200 people</li> <li>• No Town services</li> <li>• Closure of public right-of-way (no police presence)</li> <li>• No inflatables, tables, food trucks, tents, alcohol</li> </ul>	<ul style="list-style-type: none"> <li>○ Neighborhood party</li> <li>○ Annual Food Drive for WWCM</li> </ul>
<b>TIER 2</b>	<ul style="list-style-type: none"> <li>• 201-500 people</li> <li>• Minimal Town services</li> <li>• Closure of public right-of-way</li> <li>• No alcohol</li> </ul>	<ul style="list-style-type: none"> <li>○ Pancake Breakfasts</li> <li>○ Farmers’ Market</li> <li>○ Memorial Day Ceremony</li> <li>○ Veterans Day Ceremony</li> </ul>
<b>TIER 3</b>	<ul style="list-style-type: none"> <li>• 501-1000 people</li> <li>• Minimal Town services</li> <li>• To include possible street closures</li> <li>• No alcohol</li> </ul>	<ul style="list-style-type: none"> <li>○ Chanukah Festival</li> </ul>
<b>TIER 4</b>	<ul style="list-style-type: none"> <li>• 1001 people and more, <i>or any number of people with alcohol</i></li> <li>• Multiple Town services</li> <li>• Closure of Town parking lots, greenways, and/or streets</li> <li>• Alcohol can be present with proper approval &amp; permits</li> </ul>	<ul style="list-style-type: none"> <li>○ PeakFest</li> <li>○ Pride Festival</li> <li>○ Pig Fest</li> <li>○ Oktoberfest</li> <li>○ Christmas Parade</li> </ul>

## **DEADLINES**

All applications for consideration must have their applications completed and submitted online no later than the dates below:

<b>Tier 1</b>	<b>Tier 2</b>	<b>Tier 3</b>
14 days prior to event date	60 days prior to event date*	180 days prior to event date*
<b>Tier 4</b>		
Tier 4 events can apply using the “Multi-Year Application”. These applicants are required to submit their initial application 1 year prior to the first date on their application. This application would reflect up to 5 years’ worth of dates for the event. Once the multi-year application is approved, the Tier 4 organizations will be required to check in every 6 months prior to their event.		

\*Tiers 2 & 3 may apply under the multi-year application with the same rules as above.

## **PROCESS AFTER APPLICATION IS SUBMITTED**

1. Upon submitting your application, you will receive a confirmation email within five business days that your application has been received.
2. An application is not considered ‘complete’ until all required information, documents, and application fee are submitted. Incomplete applications will not be considered.
3. The application will then be reviewed by the Town of Apex’s Special Event Logistics Committee consisting of members from relevant departments.
4. The application, with committee comments, will then be reviewed by Town Administration.
5. If available, the location and date will be tentatively reserved.
6. Based on the feedback from Town Administration and the Special Event Logistics Committee, the application will be
  - a. Approved
  - b. Approved with conditions
  - c. Denied
7. If approved, a Special Event Contract will be provided with the associated costs. Signatures will be required from the event organizer and the Town agreeing to any stipulations put in place.

## **WHEN ARE NEW APPLICATIONS REQUIRED:**

- When a significant change has occurred. Please see the definition of significant change on page 16.
- When an established event skipped a year. See definition for established event on page 14.
- When this is a new event.
- When an established event is being organized by a new organizer.
- When the multi-year application has expired.

## **POLICY OVERVIEW**

### *GENERAL*

For purposes of this policy, “Special Event” is defined as an event, festival, parade, run, walk, or other recreational, cultural, entertainment, community, or social awareness activity. This special event will engage the community, promote tourism, showcase local talent, expose artists and performers to new audiences, invigorate community spirit, provide economic health and wellness, or cultural/social benefits to a community or organization.

For all other definitions relevant to this policy, please see page 14.

Outdoor special events held on private property require a Temporary Use Permit (issued by the Town of Apex Planning Department) and are *not covered* under the Special Event Policy. You can find a link to the Temporary Use Permit on page 17.

## **REGULATIONS**

The regulations in this section shall apply to all accepted special events unless otherwise expressly stated.

- A) **Non-Profit & For-Profit.** All proposed events are open to the general public.
  - a. Non-Profit organizations are allowed to charge for entry/participation to cover the cost of the event.
  - b. Non-Profit organizations will be granted a discount from the payment formula.
  - c. For-profit organizations are not permitted to charge for entry/participation.
  - d. For-profit organizations will not be granted any discounts and will be required to pay all fees in full.
- B) **Signs.** All special event signage must meet the requirements of the Town of Apex Sign Ordinance; Please review this ordinance link on page 17.
  - a. This includes but is not limited to flyers, yard signs, posters, banners
  - b. Yard signs are permitted on private property with owner’s permission, no sooner than 1 week prior to the commencement of the event and must be removed no later than 2 days after the end of the event. Please contact the Planning Department at [planninginfo@apexnc.org](mailto:planninginfo@apexnc.org) or 919-249-3426 at least three weeks prior to the event in order to have adequate time to apply for, and receive approval of, the required sign permit.
  - c. Over-the-street banners and light-post banners are not permitted for community events.
- C) **Conditions of Approval.** Special events shall not violate or deviate from any applicable laws, rules, regulations, Town Ordinances, conditions of approval for the site or conditions noted in the Special Events Contract.
  - a. Please review the Town ordinance section 15.9 for details on
    - i. Unlawful to operate bicycle or other wheeled vehicle
    - ii. Unlawful to throw balls, unless pursuant to an official approved festival activity.
    - iii. Unlawful to use fireworks at the special event
    - iv. Failure to cease activities
    - v. Animals at events
    - vi. Failure to comply
- D) **Obtain all other applicable permits and approvals.** The event organizer must obtain all other required permits and approvals prior to their event. This may include but is not

limited to: ABC permits, Wake County Food Permits, use of private property and/or right-of-way.

- E) **Evaluation Criteria.** The Town of Apex utilizes the following criteria when evaluating and scheduling special events:
- a. The nature of the event and how it can serve the Town of Apex and its residents;
  - b. The dates and times during which the proposed event will occur;
    - i. Including set up and breakdown times
  - c. The location(s) of the event and traffic impacts;
  - d. Whether the activities are in compliance with other applicable laws and Town ordinances;
  - e. The general health, safety, and welfare of the participants in/or attending the event and the residents of Apex;
  - f. Environmental impacts;
  - g. Economic benefits;
  - h. The impact and/or cost of the event on Town supported services;
  - i. The frequency of the event or similar events;
  - j. Awarding community grants;
  - k. Priority will be given to Apex based groups, chapters, and organizations;
  - l. The proposed event is community, art, culture, history focused and/or recreational in nature;
  - m. The proposed event has been planned to facilitate a positive impact to the community;
  - n. The proposed event is inclusive to all;
  - o. If alcohol will be served;
  - p. No political events;
    - i. Events may invite political parties as vendors if they wish. Event organizers are required to invite the full representation of political parties in order to comply with this policy

## **REQUIREMENTS**

1. **Sanitation, Recycling, & Sustainability.** The event organizer is responsible for litter and debris cleanup of the special event site both during and after the event. The event organizer is responsible for all costs should the Town be required to clean up following the event.
  - a. The Town of Apex requires recycling at all events.
  - b. Trash cans can be requested from the Town, but not guaranteed. Liners will not be provided.
  - c. The Special Event Logistics Committee may require the event organizer to rent dumpsters.
  - d. All special events must provide an appropriate number of staff or volunteers devoted to litter pick-up for the entire event area during and after the event. Event organizers should apply a “cleaner than we found it” mindset to respect the environment in which the event was held.
  - e. The Event Organizer is responsible for arranging for the proper disposal of grease and other similar waste with a private service or agency in advance of the event.





minimum of \$5,000,000 for personal injury per person, \$5,000,000 for personal injury for aggregate liability and \$5,000,000 for property damage each occurrence, or certificates of insurance acceptable to the Special Event Logistics Committee is required.

- b. When collecting proof of insurance, the Town of Apex Special Events Coordinator will require the Additionally Insured Endorsement sheet and the Certificate of Insurance cover sheet with the following included in the “Description of Operations”
    - i. The Town of Apex and the “Event Group Name”
    - ii. Regarding the General Liability coverage, Blanket Additional Insured applies to the entities listed below in the certificate holder section.
    - iii. Regarding the General Liability coverage, Waiver of Subrogation applies to the entities listed below in the certificate holder section.
    - iv. Regarding the General Liability coverage, Primary and Non-Contributory coverage applies to the entities listed below in the certificate holder section.
3. **Electricity.** Specific requirements for the use of electricity must be submitted and approved at the time of the application. Access is not guaranteed. Anything requested beyond what already exists must be reviewed and approved by the Special Event Logistics Committee.
- a. Power provided by extension cords from a building shall not pass through doorways or windows but shall be supplied by an exterior outlet, which is protected by a Ground Fault Circuit Interrupter (GFCI). Extension cords shall be grounded and shall not be placed over walking surfaces. If there is anything placed over walking surfaces, “yellow jacket” covers must be provided by the event organizer.
  - b. It is the responsibility of the event organizer if the event requires the use of generators; the Town will not provide this.
  - c. Exterior outlets are extremely limited.
  - d. The event organizer must be cognitive of the proper amps required for what is being plugged in. (Example: A stage or sound equipment cannot be plugged into a standard wall plug on the outside of a Town of Apex building. This will trip the breaker.)
  - e. The Town will have an Electric Department employee on-call for all special events.
4. **Toilets.** The event organizer is responsible to provide adequate on-site toilets to facilitate the needs of their event.
- a. The number of toilets is determined by the type and size of event in consultation with the Town of Apex.
  - b. Handicapped accessible toilets are required for all special events.
  - c. All portable toilets must be maintained daily if contracted for a multiple day event.
  - d. The use of Town of Apex restroom facilities is contingent on the normal operating hours of the building.

- e. The Special Event Logistics Committee must approve of the location and duration of any portable toilets.
5. **Noise.** Permission to include music or amplified sound, including megaphones, as part of a special event may be given, provided that compliance with the Town’s noise ordinance is assured. Event organizers must be sensitive to local businesses and residences when preparing sound equipment for special events.
- a. The Town reserves the right to limit the sound amplification equipment so that it will not unreasonably disturb non-participating persons around the event.
  - b. Complaints of loud, disturbing, or unnecessary noise in violation of the noise ordinance may result in the immediate revocation of the Special Event Contract and approval.
  - c. Link to the ordinance is on page 17.
6. **Food Sales.** The event organizer is responsible for arranging for all food permits and approvals from the Wake County Health Department a minimum of (4) four weeks prior to the event.
- a. In addition:
    - i. All rules and regulations regarding any food preparation and service as established by the Wake County Health Department must be followed.
    - ii. A fire inspection is required to make sure all fire safety equipment is in place. Inspectors have the right to close booths operating outside of health regulations.
    - iii. All permits must be clearly displayed.
    - iv. All clean-up including grease removal is the responsibility of the event organizer.
    - v. All vendors at the special event must follow the Town of Apex Code of Ordinances for Transient and Mobile Food Vendors to meet National Fire Protection Association (NFPA) Recommendations for Food Truck Safety.
      - 1. Sec. 13-63. - General operating standards.
      - 2. Link to the ordinance is on page 17.
7. **Alcohol.** *Tier 4 are the only events permitted to request alcohol.* Alcoholic beverages are prohibited on Town property and rights-of way unless approved in the Special Events Contract.
- a. Please review Section 14-14 of the Apex Town Code of Ordinances for more important details.
  - b. An ABC permit is required for the sales and serving of any alcoholic beverages during the special event. Applications must be submitted directly to the ABC Commission, but are subject to Apex Police Department review. This review process may take several weeks.
    - i. Please note that the event may be subject to off-duty police charges.
    - ii. Please see the Town of Apex ABC Permit information guide. Link on page 17.

8. **Tents, Stages, Inflatables, Accessories, etc.** Temporary structures, containers or storage tanks required for the event may require a safety inspection by an Apex Fire Marshal. The Town of Apex defines and classifies any structure, enclosure, or shelter constructed of canvas or pliable material supported in any manner as a tent. Temporary structures such as decks, platforms, stages and kiosks will require an inspection. Any approval of these items may be rescinded if the inspected items do not meet the standards.
- a. All tents are required to have flame retardant certification.
  - b. The event organizer must provide the following:
    - i. A copy of flame-retardant certification (This should be attached to the tent, and inspector will check and approve in the field)
    - ii. A site plan showing the location of the tents
    - iii. A description of the activity(s) to be conducted under the tent(s)
    - iv. A method of providing adequate anchorage against collapse from winds or other loads. Anchorage type will be determined at time of review.
    - v. No tents may be staked into asphalt, the Town Campus Courtyard, or any other locations determined by the Special Event Logistics Committee.
    - vi. All tents must be secured or weighted down at all corners.
    - vii. No tent may be erected in front of a building used as a place of public assembly, within fifteen (15) feet of a fire hydrant, or in any way obstructing any building exit or doorway.
    - viii. Tents may not block streets such that Special Event Logistics Committee deems the layout / location dangerous or in appropriate for public safety.
    - ix. All tents may be inspected and approved before occupancy or use by the public
    - x. At least one UL rate 2A: 10BC extinguisher shall be provided for all tents where there is cooking. Additional extinguishers may be required after the inspection.
  - c. LP Gas use shall be restricted to cylinders no larger than one, 100lb tank (24 gallons of propane). Cylinders shall not be expired and must be adequately secured to prevent over turning. Cylinders may not be secured to items such as fire hydrants, temporary electric poles or barricades. Cylinders may be secured to the grill, a tent post, a signpost or permanent electric pole.

9. **Safety & Security.**

- a. **Safety barricades** ensure the safety of patrons, volunteers, staff, and others during special events. Any event that involves the closure of a public street may require barricades, variable message boards, and/or Police presence.
- b. The Town can provide event organizers with a limited number of barricades or other special event related equipment for a fee. This can be requested on the application.
- c. The Special Event Logistics Committee will determine where the barricades will be located.
- d. Event organizers are responsible for providing barricades for their event.
  - i. Quality and type of barricade must be approved by the Special Event Logistics Committee.

- e. **Weather Conditions.** It is the responsibility of the event organizer to track weather conditions and make the final call for cancelation. The Town of Apex reserves the right to cancel an event if there is a crisis or threat to public health and safety.
- f. The Special Event Logistics Committee may require the organizer to hire Wake County **EMS** or similar services.
- g. The Special Event Logistics Committee will develop an **Emergency Action Plan** for all Tier 3 and Tier 4 events.
  - i. The Emergency Action Plan in turn may dictate site plan alterations. This will be communicated to the event organizer prior to the event.
- h. **Security.** The Special Event Logistics Committee will review each application and provide requirements on the number of officers or other security needed for the event. To hire off-duty officers, the event organizer will need to contact the Apex Police Department through their Extra Duty Solutions application. The link for such can be found on page 17.
- i. **No Parking Signage.** The Apex Police Department will post “no parking” signs at least 24 hours before any parking lot closure.

**10. Communications & Marketing.**

- a. Community Events that fall within tiers 2-4 will be promoted by the Town of Apex.
- b. The Town will provide a standard Town of Apex graphic with limited text language on the event and refer the community to the organizer’s website.
- c. The Town of Apex will create a unified plan for promotion between the Town of Apex and the community event organizers, ensuring both parties understand what group is responsible for each promotional piece.
- d. The event organizer will be responsible for providing a point of contact for the public and a URL/website for the public to access information provided for the Community Event. Without this information included in the application, the event organizer will not be able to submit their application.
- e. All events approved by the Town of Apex are required to add “*This event is not organized by the Town of Apex*” to their publications, regardless of web, social, or print.
- f. The event organizer must provide public notification to all adjacent businesses and residents of the date and time of the event with a description of the roads to be closed a minimum of thirty (30) days before the event.

**11. Nondiscrimination.** The Town of Apex strives to be a welcoming and diverse community with a sense of belonging for anyone that chooses to live, work, or visit and enjoy the “Peak of Good Living”. Special events are examples of how we embrace this goal. To achieve this goal, the Town’s special events shall be inclusive to all.

- a. Inclusivity in events means creating an experience that’s supportive of everyone in attendance, no matter a age, race, religion, religious belief or non-belief, ethnicity, color, national origin, creed, sex, sexual orientation, gender identity, marital status, natural hair style, genetic information, pregnancy, familial status, disability, veteran or military status, or disabled veteran status. An event cannot

be considered a success until every attendee is empowered to participate without barriers. Additionally, the Town will uphold its nondiscrimination ordinance and policy in relation to special events.

- b. The Town will ensure that no special event excludes any person on the basis of Protected Class status, as defined in Town of Apex Code of Ordinances Section 3-3(k).
  - c. For more information on the Town’s nondiscrimination policy and commitment to inclusivity, please refer to Chapter 3 of the Town of Apex Code of Ordinances.
12. **Town Parks.** Due to heavy use and demand the Town does not rent or close entire parks for special events. In rare cases, approved by the Director of Parks, Recreation, and Cultural Resources, the Town may close a portion or specific area within a park provided it does not disrupt the day-to-day operation or use by Apex residents. A rental fee may be charged to cover costs associated with the use of Town facilities.
13. **Event Site Plan.** Sidewalks, Greenways and Multi-Use Paths are to be used for public refuge and pedestrian traffic only and must remain clear and unobstructed in case of emergency; unless the closure permit specifically states that the sidewalk, greenway or multi-use path is to be closed.
- a. Submit a high quality 8.5” x 11” map of the proposed festival boundaries including:
    - i. Street closures
    - ii. Barricades
      1. Entrances and exits if barricades create enclosures
    - iii. Vendor locations
    - iv. Vendor driving directions
    - v. Tent locations
      1. Entrances and exits if tent is enclosed
    - vi. Restrooms
    - vii. Trash Can locations
    - viii. Dumpster locations
14. **NCDOT Roadways.** Any North Carolina Department of Transportation State Highway or road must receive permission of NCDOT to be closed. Please see the link on page 19 for NCDOT contact info.
- a. To differentiate between NCDOT roads and Town of Apex roads, please see the link on page 17 and page 18.
15. **Town Facilities.** The use of inside Town Hall will not be approved. Other Town facilities will be approved based on availability and overall impact. The use of rentable Town property is subject to their individual rules, regulations, availability, and completion of rental contracts.
- a. Please see links on page 17 for more info.

## **DURING & AFTER THE EVENT**

- The event organizer must be present during the entire duration of the event (this includes set up and clean up). The event organizer may enlist a committee of people to assist with this timeline. This responsibility is on the event organization.
- **Site Visit.** The Town of Apex performs routine site visits during special events. During this visit, the Town of Apex Special Events Coordinator will continue to serve as a liaison for event organizers to address last minute event needs as they arise. The Town of Apex Special Events Coordinator and other Town staff will also ensure compliance with the regulations outlined in this Special Events Policy, Special Event Contract, and with the regulations enforced by other Town departments or partner agencies as applicable.
  - Failure to meet these conditions may result in the immediate shutting down of the event.
- **Following the Event.** The After-Action Evaluation will be emailed to the event organizer 30 days or less after the event.
  - **After-Action Evaluation.** The Special Event Logistics Committee will complete an internal evaluation form for each event to measure the success of special events and event organizers in conforming to policies and permitted activities. Events with an unsatisfactory evaluation may have additional requirements imposed for future years or may be denied for future events.
  - **Completing Payment.** Payment, as a result of the payment formula, must be paid within 120 days post event.

## **DEFINITIONS:**

### *COMMUNITY EVENT*

This is an event that is created, facilitated, planned, and funded by a non-profit or for-profit group outside of the Town of Apex organization.

### *ELIGIBLE DONATION*

This is a charitable sum of money given to a non-profit organization that serves Apex. (Non-profit organization as defined on page 15)

- Donation documentation will be required to be submitted to the Special Event Coordinator within 90 days post event. This documentation will be reviewed by Town Administration for consideration for reduction of fees.
  - An extension to this documentation can be requested beyond the 90 day period and will be considered by the Town in circumstances where non-profit awards grants beyond this timeframe.

### *EMERGENCY ACTION PLAN*

An emergency action plan is defined as comprehensive documentation of procedures based on the required emergency standard.

### *ESTABLISHED EVENT*

This is an event that has occurred for 2 consecutive years (or more) in a row in the same location as prior years.



### *EVENT ORGANIZER*

The event organizer is the person whose name is on the Special Event Application. This person will be the point-of-contact with the Town of Apex Special Events Coordinator.

- The event organizer must share the event planning meeting schedule with the Town of Apex Special Events Coordinator.
  - The Town of Apex Special Events Coordinator may attend any/all planning meetings.
- The event organizer shall attend the proposed event for the full duration of set up, event time, and clean up.
- Any requested changes to the event from anyone other than the event organizer will be invalid.
- If the event organizer steps down, a new event organizer must be designated in writing. Notice of this change may be sent to Town of Apex Special Events Coordinator by email.

### *FESTIVAL BOUNDARIES*

The festival boundaries are defined as the approved geographical location of the festival. The Festival Boundaries may not exceed the barricades as shown on the site map.

### *FOR-PROFIT ORGANIZATION*

For this application, this is defined as an organization that is outside of the definition of non-profit below.

### *HISTORIC DOWNTOWN*

The historic downtown is defined as the section of Salem Street between Hunter Street and Highway 55/Williams Street.

### *INCLUSIVE TO ALL*

Inclusive to all in events means creating an experience that's supportive of everyone in attendance, no matter a person's age, race, gender, ethnicity, sexual orientation, or abilities. An event cannot be considered a success until every attendee is empowered to participate without barriers.

### *MINIMAL TOWN SERVICES*

Minimal Town services is designated as no more than 2 departments needed the day of the event.

### *MULTIPLE TOWN SERVICES*

Multiple Town services is designated as 3 or more departments needed the day of the event.

### *NON-PROFIT ORGANIZATION*

For this application, this is defined as an organization under the Internal Revenue Service (IRS) status of 501(c)(3), 501(c)(6), 501(c)(19) or if they are an Apex Public School.

### *PARADES, RACES, AND WALKS*

Parades, races, and walks are defined as an organized activity following a set course that involve full or partial closure of any Town streets, Town property, sidewalks, and/or greenways.

- A Special Event application is required for any run or walk.
- Any Special Event with a Parade component will be required to fill out a Special Event Application in addition to the parade permit required by Article X, Chapter 20 of the Apex Town Code of Ordinances.
  - Example: Apex Christmas Parade
- Parades unrelated to a special event must follow the permit process in Article X, Chapter 20 of the Apex Town Code of Ordinances.
- The event organizer is responsible for the cost of all Town services incurred in connection with the parade, race, or walk.
- The Special Event Logistics Committee may require the organizer to provide one or more off-duty personnel as deemed necessary. The Apex Police Department will determine final safety plans for Tier 3 & 4 events.

Parades also require a permit from the Apex Police Department *after* applying as a Special Event.

See page 17 for a link.

### *PROTECTED CLASS*

Protected Class means an individual's age, race, religion, religious belief or non-belief, ethnicity, color, national origin, creed, sex, sexual orientation, gender identity, marital status, natural hair style, genetic information, pregnancy, familial status, disability, veteran or military status, or disabled veteran status.

### *SIGNIFICANT CHANGE*

This is any large change made to an event like a change in the outer festival boundary, alcohol, personnel, or more.

### *SPECIAL EVENT*

A special event is defined as an organized activity that has a stationary footprint requiring the closure of streets, public spaces, or plazas. These events often contain amplified noise, food, beverage, merchandise, and other entertainment. Examples would include: festivals, markets, memorials, demonstrations, marches, and ceremonies. Special Event Contract is required for any event which is held on Town Property or any event to be held on Public Rights-of-Way.

### *THE TOWN*

This notes the Town of Apex

### *TOWN EVENT*

Sometimes referred to as a "Town Owned Event". This is an event that the Town of Apex Organization created, facilitated, planned, and funded.

### *YELLOW JACKETS*

Yellow Jackets are defined as the equipment that covers cords and cables that go over walking paths with a smooth transition. These can be purchased online.



## HELPFUL LINKS

Town of Apex Temporary Use Permit	<a href="http://www.apexnc.org/DocumentCenter/View/459/Temporary-Use-Permit-EVENT-Private-Property-Only-PDF?bidId=">http://www.apexnc.org/DocumentCenter/View/459/Temporary-Use-Permit-EVENT-Private-Property-Only-PDF?bidId=</a>
Town of Apex Code of Ordinances	<a href="https://www.apexnc.org/149/Code-of-Ordinances">https://www.apexnc.org/149/Code-of-Ordinances</a>
Town of Apex ABC Permit Information Guide	<a href="https://www.apexnc.org/787/ABC-Permits">https://www.apexnc.org/787/ABC-Permits</a>
Wake County Health Department	<a href="http://www.wakegov.com/food/festivals/Pages/tfe.aspx">http://www.wakegov.com/food/festivals/Pages/tfe.aspx</a>
Town of Apex Shelter and Facility Rental Details	<a href="http://www.apexnc.org/514/Facilities-and-Rentals">http://www.apexnc.org/514/Facilities-and-Rentals</a>
Photos of the Town of Apex Shelters	<a href="http://www.apexnc.org/DocumentCenter/View/31866/Park-Shelter-Photos?bidId=">http://www.apexnc.org/DocumentCenter/View/31866/Park-Shelter-Photos?bidId=</a>
Apex Police Department Off-Duty Request Application	<a href="https://extradutysolutions.com/app/apex-extra-duty-detail-application/">https://extradutysolutions.com/app/apex-extra-duty-detail-application/</a> Phone: 919-589-1205 Email: ApexNC@ExtraDutySolutions.com
Group Demonstration, Picket, or Parade Permit Application	<a href="https://www.apexnc.org/696/Forms-Permits">https://www.apexnc.org/696/Forms-Permits</a>
John M. Brown Community Center Rental Form	<a href="http://www.apexnc.org/DocumentCenter/View/9522/John-M-Brown-Community-Center-Facility-Reservation-Form?bidId=">http://www.apexnc.org/DocumentCenter/View/9522/John-M-Brown-Community-Center-Facility-Reservation-Form?bidId=</a> Phone: (919) 249-3402
The Halle Cultural Arts Center Rental Form	<a href="http://thehalle.org/DocumentCenter/View/38273/The-Halles-Rental-Request-Form">http://thehalle.org/DocumentCenter/View/38273/The-Halles-Rental-Request-Form</a> Phone: (919) 249-1120
Apex Senior Center Rental Form	<a href="http://www.apexnc.org/DocumentCenter/View/40069/Apex-Senior-Center-Facility-Reservation-Form?bidId=">http://www.apexnc.org/DocumentCenter/View/40069/Apex-Senior-Center-Facility-Reservation-Form?bidId=</a> Phone: (919) 249-3354
Apex Shelter Rental Form	<a href="http://www.apexnc.org/514/Facilities-and-Rentals">http://www.apexnc.org/514/Facilities-and-Rentals</a> Phone: (919) 249-3402
NCDOT Website	<a href="https://www.ncdot.gov/Pages/default.aspx">https://www.ncdot.gov/Pages/default.aspx</a>

What is an NCDOT road and what is a Town of Apex road?	<a href="https://apexnc.maps.arcgis.com/apps/webappviewer/index.html?id=506270ba8fa546bcb790203def056a13">https://apexnc.maps.arcgis.com/apps/webappviewer/index.html?id=506270ba8fa546bcb790203def056a13</a>
Town of Apex Unified Development Ordinance (UDO)	<a href="http://www.apexnc.org/DocumentCenter/View/24/Unified-Development-Ordinance-UDO-PDF?bidId=">http://www.apexnc.org/DocumentCenter/View/24/Unified-Development-Ordinance-UDO-PDF?bidId=</a>
Grease-Cycle	<a href="https://grease-cycle.com/contact-us">https://grease-cycle.com/contact-us</a> Phone: 919-817-6792

DRAFT