



## City of King Special Events Permit Application

This form must be submitted to the City of King prior to planning any event in one of the City's Parks or Downtown King. **ALL PERMIT APPLICATIONS MUST BE RECEIVED BY THE CITY 60 DAYS IN ADVANCE OF THE DATE OF THE EVENT.** After your application is submitted and received, it will be reviewed within 15 days, and you will then be notified of approval or denial. You will also be contacted by the Fire and/or Police Department if the event necessitates fire inspections, medical standby, or police presence, and the appropriate fees will be added.

Proof of liability insurance indemnifying the city and the applicant against any perils, suits, claims, and losses which may arise in connection with the proposed activities is required to be submitted prior to final permit approval. Bounce houses/inflatables require a signed release and separate insurance certificate from the vendor.

Downtown events also require signed acknowledgements from impacted downtown businesses. A list will be provided. Permittees are responsible for cleaning and restoring the downtown or park site following the event. The permittee is also responsible for submitting a Temporary Vending Application, with applicable fees, for each vendor. If this process is not complete, vendors will not be allowed to participate in the event. Additionally, the permittee is responsible for ensuring that all vendors are aware of and will abide by the applicable regulations and ordinances.

Please refer to the City's fee schedule for all applicable fees. Central Park hours are 5:00 am – 10:00 pm. Recreation Acres hours are 5:00 am-12:00 am. Fees must be paid when the application is approved. Hosting organization is responsible for compliance with all aspects of the permit and applicable ordinances.

Name of Hosting Organization: \_\_\_\_\_

Event Description: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Event Name: \_\_\_\_\_ Date: \_\_\_\_\_

Event Start Time (including setup): \_\_\_\_\_ Event End Time (including cleanup): \_\_\_\_\_

Rain Date (optional): \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

## Fees

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_____ Event Permit Application Fee	_____
_____ Event Fee (for profit, full park)	_____
_____ Event Fee (for profit, amphitheater side only)	_____
_____ Event Fee (non-profit, full park)	_____
_____ Event Fee (non-profit, amphitheater side only)	_____
_____ Deposit	_____
_____ Number of Temporary Vending Permits _____ Cost per Vendor	_____
_____ Police Security	_____
_____ Police Traffic Control	_____
_____ Fire Medical Standby	_____
<b>Total Fees (due when application is approved)</b>	_____

## Parks

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\_\_\_\_\_ Central Park                      \_\_\_\_\_ Recreation Acres                      \_\_\_\_\_ Downtown

\_\_\_\_\_ Insurance Certificate Attached                      \_\_\_\_\_ Inflatables insurance certificate attached (if applicable)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Police Department

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Traffic Control \_\_\_\_\_

Security \_\_\_\_\_

Alcohol Permit (Central Park and Downtown only) and City of King Ordinance Chapter   \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Fire Department

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Will cooking be conducted, and/or food trucks/trailers be used during the event?    \_\_\_\_\_ Yes    \_\_\_\_\_ No  
If yes, please explain below. **Add hyperlink for these regulations**

Will generators be used?    \_\_\_\_\_ Yes    \_\_\_\_\_ No

Will tents and/or canopies be used during the event?    \_\_\_\_\_ Yes    \_\_\_\_\_ No  
If yes, please list the number and sizes of each tent/canopy that will be used:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Applicant

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The signature of the applicant below is verifying that the applicant is agreeing to the following:

- Hosting organization and vendors have read and agree to abide by the Guidelines from the Office of the Fire Marshal and City of King Ordinance Chapter 13. [https://library.municode.com/nc/king/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH13FIPRPR](https://library.municode.com/nc/king/codes/code_of_ordinances?nodeId=PTIICOOR_CH13FIPRPR)
- Information on page 1 is accurate, and all dates are met
- All fees are paid by the approval of the application
- All vendors are at the responsibility of the applicant and must follow guidelines and ordinances set forth by the City of King.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Use Only

_____ Application Approved	_____ Application Denied	_____ Date
_____ Signature		_____ Printed Name

# Office of the Fire Marshal

## Guidelines for Carnivals, Fairs, Festivals, and Related Events

The purpose of this document is to establish a set of guidelines that operators/organizers of carnivals, fairs, festivals, and other types of related events shall follow in order to provide a reasonable level of safety for the public. Any proposed alternative measures to the guidelines below shall provide an equal level of safety and shall require prior approval of the official fire code. Please refer to the reference page to the associated footnotes in this document.

### **General Requirements:**

1. All street festivals and related events within the City of King's planning/zoning jurisdiction shall be inspected by a City of King Fire Department code enforcement official(s) due to street closures, tent setups, or other factors related to such events.
2. Portable generators shall be kept at a minimum of 20 feet from building openings, and exhaust shall be turned away from openings.<sup>1</sup>
3. The fire code official shall determine if fire department personnel shall be required for fire/medical standby for the event. Please see the City of King Fire Department Fees/Fines page on the City of King website for additional information regarding hourly rates per employee.<sup>2</sup>
4. A minimum of three (3) feet of clearance shall be provided around fire hydrants and fire protection equipment. Areas on the street(s)/parking lot(s) where fire hydrants/fire protection equipment are located, no tent, vehicle, trailer, etc., shall be in the immediate area of the hydrant.<sup>3</sup>
5. All tents shall be anchored according to a minimum 35 mph wind with 100lbs of anchorage for a 10x10 tent. A 10x20 tent requires a minimum of 200lbs for a minimum 35 mph wind. All commercial permit-required tents are required to follow manufacturers' recommendations for anchoring.
  - a. Enclosed tents greater than 800 square feet, canopy tents greater than 1,800 square feet open on all sides, and tents placed together or in a row that have an aggregate area of not more than 800 square feet, reference "Permit Required Tent" section below.

### **Cooking Trailers and Food Trucks:<sup>4</sup>**

Below are the items we will be evaluating/discussing during the inspection:

1. All food trucks/trailers shall be separated by a minimum of ten (10) feet from each other.
2. LP Gas fittings will be checked for leaks.
3. LP gas containers installed on the vehicle shall be securely mounted and restrained to prevent movement.
4. LP gas system piping shall be adequately protected to prevent tampering, impact damage, and damage from vibration.
5. Where equipment produces grease-laden vapors, a class K fire extinguisher.
6. In *all* food trucks/cooking trailers, an ABC fire extinguisher.
7. Equipment should be securely attached and/or tethered to the vehicle.
8. Wheels should be chocked with not less than two chocks on *all* trailers and trucks with the parking brake set on trucks with the truck in park (if equipped). Chocks shall be 5 inches by 5 inches by 12 inches.
9. Propane leak detector.
10. Type 1 hood system for trucks/trailers that produce grease-laden vapors.
11. Documentation showing the hood has been cleaned/inspected by a qualified contractor.
12. Cooking oil storage containers shall have a maximum aggregate volume of 120 gallons and shall be stored in such a way as not to be toppled or damaged during transport.

**This is a courtesy inspection to prepare vendors for the upcoming code change, we will not deny a vendor access to participate on any property or event until the 2024 code has been enacted by the Office of State Fire Marshal unless there should be an immediate fire hazard that would need to be abated.**

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