



EVENT POLICY & GUIDLINE

4601 E. Oak Island Dr. - Oak Island – North Carolina

**** EVENT REQUESTS MUST BE SUBMITTED A *MINIMUM OF 180 to 60 DAYS* PRIOR TO THE EVENT DATE ****

EVENT DEFINITION:

SPECIAL EVENT:

A Special Event is a one-time or annual event that is larger in scale, often requiring significant planning, permits, or coordination across departments. These events typically draw large crowds, may impact public spaces or services, and are intended to entertain. This includes but is not limited to walk/run, fair, festival, expo, concert, fundraiser event, competitions, or other gatherings that exceed the rental scope.

TOWN EVENT:

A Town Event is organized or officially supported by the town and intended to serve the broader community. These events encourage resident engagement, and may include parades, festivals, entertainment, or public ceremonies. Town Events are generally open to the public and free of charge.

PROGRAM:

A Program Event is a scheduled activity that is part of a recurring or seasonal program series offered by a department or organization. These events are designed to support specific goals such as education, recreation, or cultural enrichment, and may target particular audiences (e.g., youth, seniors, families).

ACTIVITY:

An Activity Event is a small-scale, interactive event where attendees participate directly in a planned task or experience. Examples include workshops or fitness classes. These events typically require registration and are designed for active engagement.

OTHER:

An Other Event refers to any event that does not clearly fall into the categories above. This may include private events, events with minimal town involvement, or one-time events with a unique format.



EVENT CLASSIFICATION:

Events are sorted into classifications based on factors that include anticipated attendance, staffing needs from Town employees, and overall scope of the event.

CLASS 5 EVENTS:

An event that meets any of the following criteria:

- Anticipated Attendance of 2,000 or more, or
- Required Staffing from OIPD (traffic, crowd control, Alcohol sales, any event OIPD deems appropriate for staff to be required)
- Required Staffing from OIFD (commercial fireworks, crowd control, EMS coverage, any event OIFD deems appropriate for staff to be required)
- Requires Event Managers, First Aid Station, Emergency Vehicle Access

CLASS 4 EVENTS:

An event that meets any of the following criteria:

- Anticipated Attendance of 1,000-1999
- May require extra staff hours
- May require road closures or traffic control on roads other than 48th, 49th, Dolphin, or Pelican.
- Requires Event Managers, First Aid Station, Emergency Vehicle Access

CLASS 3 EVENTS:

An event that meets any of the following criteria:

- Anticipated Attendance of 500-999, or
- May require extra staff hours, or

CLASS 2 EVENTS:

An event that meets any of the following criteria:

- Anticipated Attendance of 200-499, or
- May require extra staff hours



CLASS 1 EVENTS:

An event that meets any of the following criteria:

- Anticipated Attendance less than 200, or
- Require no or limited extra staff.

CLASS 0 EVENTS:

The Town reserves the right to request event organizers that are utilizing private property to submit an application, if the nature and scope of the event dictate an impact on the Town of Oak Island resources; to include Road Closure, Emergency Management, Traffic Control, and Trash or Debris Removal.

APPLICATION PROCESS:

Any event organizer desiring to hold an event on any public property in Oak Island must complete the Town of Oak Island ***Event Application***.

APPLICATION DEADLINES:

Applications must be completely submitted no later than the time specified by the Event Classification outlined below.

- **Class 4 and 5:** 180 Days before event
- **Class 2 and 3:** 120 Days before event
- **Class 0 and 1:** 60 Days before event

EXCEPTIONS TO DEADLINES:

Applications that fail to meet the deadlines outlined above may be reviewed by the Town if, in the opinion of Event Committee (EC), there is sufficient time to process and approve the application, identify any conditions of approval, and arrange resources to effectively service the event.



REVIEW OF APPLICATION:

Submitted applications will be reviewed by the Town's Executive Assistant/Event Coordinator and forwarded to the Town of Oak Island's Event Committee (EC) for review during the regular monthly meeting - if required. The proposed event may be reviewed by the Department Directors of any Town of Oak Island department impacted by the event. At any point in the application review process, if needed, the EC and/or impacted Department Directors may propose recommendations or conditions for approval. This includes, but is not limited to location, date, event time, and layout. Once all proposed recommendations or conditions have been identified and met, it will then proceed according to the Classification of Event:

- **Class 3, 4 and 5 Events:**
 - The request will be sent to the Town's Event Committee's next regular monthly meeting agenda.
- **Class 2 Events:**
 - The request will be sent to the Event Committee (EC) for review outside of a regular monthly meeting.
- **Class 0 and 1 Events:**
 - The request will be sent to the Executive Administrative assistant for review.

THE TOWN MANAGER HAS FINAL AUTHORITY FOR ALL EVENT APPROVALS OR NON-APPROVALS.

EVALUATION CRITERIA:

The criteria for evaluating and scheduling events are as follows:

- Completeness of application and event layout.
- Impact and cost of the event on public health, welfare and safety.
- Impact and cost of the event on Town support services.
- Impact of the event on the environment.
- Repetitiveness of events with the same, or similar, themes.
- Impact on the surrounding businesses or residences.
- Ability for the park or public place to remain open to other users.
- Perceived benefit of event for the Town of Oak Island community.
- Previous history of event organizers in facilitating events.
- The need or availability of ADA/special considerations for the event.



FINAL CRITERIA:

After reviewing the application, the Oak Island Police Department will determine if the number staff and security you have arranged for your event is sufficient.

REMINDERS:

- Hiring private security does not supersede the need for OIPD officers.
- Events that have street closure may require the Town of Oak Island Police Department to be present.
- Events on Town property selling alcohol must have officers of the Oak Island Police present.

For events anticipating more than 500 attendees, you will also be asked to include an evacuation plan outlining how you will evacuate the venue in the event of an emergency, which must include a communication plan with staff, vendors, and attendees.

APPROVAL SCHEDULE:

Notifications regarding approval or conditional approval will be made at a minimum **90 days** for Class 4 and 5 event dates, a minimum of **60 days** for Class 2 and 3 event dates, or within **30 days** for Class 1 and Class 0 event date.

REVOCATION OF APPROVAL:

The Town/EC shall have the authority to revoke the event approval upon violation of the conditions set forth herein. Other conditions for revocation of approval include, but are not limited to:

- The applicant and/or sponsor of the event has failed to obtain and maintain any health, business or other license or permit required for the activities carried on during the Event, or
- Unapproved changes to the event, scope, layout or otherwise from the approved version of the event.
- The application contains false or misleading information or does not set forth all the information requested.
- The Event is operated in such a manner as to create a public nuisance or to constitute a hazard to the public health, safety and welfare.



- The applicant and/or sponsor of the Event has violated or is attempting to violate any of the terms and conditions of this Article.

FEES:

APPLICATION FEE:

The application fee is **non-refundable** and is due at the time of submission. Applications will not be reviewed until the application fee and all other relatable fees are paid. All fees can be paid at 4601 East Oak Island Dr, Monday-Friday from 8:00am-4:00pm. Application fees can be found on the Fee Schedule on the Town's web site. All fees will be based on the approved year's fee schedule in which the event is being held.

FACILITY FEES AND SUPPORT SERVICES FEES:

Upon completion of the event, the Town of Oak Island will invoice any final applicable Facility Fees and Support Services fees as outlined in the fee schedule for the current fiscal year. Support Services include, but are not limited to, Police, Fire/EMS, Parks and Recreation, and Public Works services that are required for public safety. Facility and Support Service fee can be found on the Fee Schedule and/or Application.

The fees are intended to cover wear and tear, initial supplies, water, electricity, etc. Facility fees shall not apply to events that are solely within the right of way of public streets. The Town reserves the right to obtain additional fees for other arising or unusual expenses as it deems necessary.

PAYMENT DEADLINES:

Application fees are due at the time of application submittal. Full payment of Facility Fees and/or Support Services are due no later than 30 days prior to the event date. Failure to abide by the fee payment deadlines will result in the cancellation of the event, and the forfeiture of any Deposits.

The Town of Oak Island reserves the right to be the final authority in estimates of attendance, need for Support Services, and/or assignment of resources and equipment to events.



EVENT AGREEMENT:

EVENT CANCELLATION, RAIN OR ACTS OF GOD:

The Town of Oak Island reserves the right to shut down any event, upon no notice to the event organizer, in situations that **threaten** the public health, safety and welfare. Such situations include, but are not limited to, hurricanes, tropical storms, lightning storms, and other severe weather events, unruly or violent crowds, and crowds in excess of property capacity. The town of oak island shall not issue any refunds if an event is cancelled pursuant to this section of this agreement and will not be liable for any additional expenses incurred by the event organizer as a result of cancellation.

MODIFICATIONS AND CHANGES:

There may be no modifications or changes, except in writing and approved by the town's authorized special event representatives and the primary event contact.

HOLD HARMLESS/INDEMNIFICATION:

It is understood and agreed that by affixing my signature to this special event application, i, the applicant hereby assumes the entire responsibility and liability for any and all damages to persons or property caused by or resulting from or arising out of any act or omission on the part of the

applicant, its subcontractors, agents or employees under or in connection with this event. The applicant agrees to indemnify and hold harmless the town of oak island and its agents, volunteers, servants, employees and officials from and against any and all claims, losses, or expenses, including reasonable attorney's fees and litigation expenses suffered by any indemnified party or entity as the result of claims or suits due to, arising out of or in connection with (a) any and all such damages, real or alleged, (b) the violation of any law applicable to this event application. Upon written demand by the town, the applicant shall assume and defend at the applicant's sole expense any and all such suits or defense of claims made against the town of oak island, its agents, volunteers, servants, employees or officials.



PROHIBITED ACTIVITIES:

THE FOLLOWING ACTIVITIES ARE PROHIBITED FOR ALL EVENTS:

- The closing of public rights-of-way (unless required and supervised by the Oak Island Police Department)
- The erection of temporary fencing (unless required and supervised by the Oak Island Public Works Department)
- Event admission, or registration fees (unless it is a fundraiser event operated by a registered non-profit organization or service organization)
- Vendor participation fees
- Firearms (unless specifically permitted by State law)
- Events that take place outside of facility hours
- Overnight storage (without approval)
- Commercial Fireworks and explosives not approved by the Fire Marshall
- Open flames (unless approved by the Fire Department during review)
- Smoke/fog/bubble generating equipment or apparatus (unless approved by the Town of Oak Island Fire Department)
- Illegal Substances
- Gambling
- Any items to be affixed to the facility, except with non-damaging fasteners
- Construction or installation of temporary structures other than tents or canopies, and/or inflatables.



ADDITIONAL INFORMATION:

FIRE AND MEDICAL SERVICES:

Fire and medical services must be provided for all events displaying fireworks and any additional event that staff determines the need. **ALL** events with anticipated attendance of over 2000 people at any one point in time have medical services on standby. The OIFD shall be the primary Fire and Medical service provider. It will be the discretion of the OIFD to have additional coverage (an ambulance or medic standby).

FIREWORKS:

The Town of Oak Island Fire Prevention code bans the use and possession of all fireworks except for sparklers.

FIRE PREVENTION DIVISION:

The Fire Prevention Division requires food vendors using oil to have both a K extinguisher and an ABC extinguisher 2A10BC present. All food trucks with a hood suppression system must have a current certificate of inspection.

TRASH RECEPTACLES:

The event organizer is responsible for requesting trash receptacles from a sanitation vendor. It is the event organizer's responsibility to deposit any trash into appropriate trash receptacles and ensure additional trash receptacles are moved to the designated collection location following the event. Failure to do so will result in the forfeiture of the deposit. If the size of the event warrants additional receptacles, it will be the event organizer's responsibility to make all arrangements and pay any fees applicable for any additional equipment or services.

PORTABLE RESTROOMS:

The event organizer is responsible for requesting portable restrooms from the vendor. If the size of the event warrants additional restrooms, it will be the event organizer's responsibility to make all arrangements and pay any fees applicable for any additional equipment or services.

SOUND:



Sound equipment is not provided. The use of a sound system during an event must be indicated in the Event Application. All sound equipment must follow Sec. 84.04 of the Code of Ordinances.

TENTS:

Tents over 1000 sq. ft. or housing over 50 people require a tent permit, which requires a certificate of flame resistance, through the Development Services Center. Once constructed, tents will be inspected.

VENDORS:

A vendor is any individual or organization who is participating in an event to provide products or information. Vendor participation fees are prohibited.

ALCOHOL:

Alcohol sales must acquire all required permits from the NC Alcohol Beverage Commission.

FOOD TRUCKS:

Food trucks must provide a copy of their current North Carolina sanitation rating and have all appropriate permits.

ROAD CLOSURES:

If your event requires street closure, you must submit a specific map/traffic plan, including the name of all streets, streets to be closed, and placement of traffic equipment. A detailed timeline of closures and reopening must be included all traffic control plans.

IMPORTANT CONTACTS:

Executive Assistant/Event Coordinator Rose Braam 910-201-8015	Recreation Dept. Heather O'Brien 910-278-5518
Police Department Front Desk 910-278-5595	Fire Dept. /EMS Coverage OIFD 910-278-1000
Public Works Dept.	Fire Marshall



910-201-8083	Joe Snapp 910-201-8081
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