



City of Raleigh Special Events and Road Race Policy **July 1, 2014**

Objective: Regulate the use of streets and greenways in the City for organized walk / run / bike events, parades, street festivals, music festivals, filming, neighborhood block parties, and limited neighborhood holiday festivals (4th of July neighborhood parties, Christmas luminary walks, etc.), while respecting the need to limit the inconvenience to citizens, businesses, neighborhoods, and regular users of these facilities, to establish a straightforward, accountable and simple process for event organizers, and to manage these events in a cost-effective and well-coordinated way by public agencies.

1. General Policies:

a. Management Responsibility

The City of Raleigh Special Events Office will be the primary point of contact for all events covered in this section and will maintain the official event calendar. The Special Events Office will review each event for conformance with this policy and shall either approve a temporary street closing, or may deny, place conditions upon, reschedule, or relocating any requested event that does not meet this policy.

- i. Distribution list. The Special Events Office will maintain a distribution list for coordination and notification purposes that will include at least the following agencies: Emergency Management, Parks and Recreation, Public Works, Solid Waste Services, Fire, Police, Public Affairs, Web Coordinator, Community Services, Public Utilities, Risk Management, Wake County EMS and any other agency or organization necessary to be notified of specific events.
- ii. Downtown and Hillsborough Street Events. For Downtown events, and events that affect the Hillsborough Street corridor outside of downtown west to Blue Ridge Road: Staff of the Downtown Raleigh Alliance (DRA) and the Hillsborough Street Community Services Corporation (HSCSC) shall be given an opportunity to review any event within their particular Municipal Service District (MSD) and may recommend approval of an event, recommend denial, suggest conditions, suggest rescheduling, or suggest relocating any requested event that does not meet this policy.

b. Application and Approval.

The Special Events Office will establish an event application and a user's guide that can be used by all agencies, and that will outline specifically the process, deadlines, application materials, checklists, notification requirements and all other information necessary to allow event organizers to easily submit proposed events for approval and have a predictable timeframe to approval, and to allow agencies to effectively anticipate the impact of the event and plan accordingly.

- i. Submittal timeframe. Applications for approval of events on streets and sidewalks will be accepted no more than 1 year prior to the event date, but must

be submitted a minimum of 120 days prior to the planned event. For some extenuating circumstances late applications will be accepted but subject to late application fees on top of the regular application and permitting fees. Extenuating circumstances include Council directed events, events scheduled in response to a current event that did not exist during the normal application period, or for events after the initial application period has expired, but within the effective range of this policy.

- ii. Reservation of dates. Dates for events will be reserved on the event calendar based on a first-come, first-served basis, and are subject to the policy restrictions noted below. Should more than one application be submitted for the same date at the same time, the Special Events Office or the other coordinating agencies will consider the performance score (subsection 2.3 below) from prior years (if that exists for one or more of the applicants) and will grant the reservation to the organizer with the best score or the least amount of major infractions. If an event was held on the same date in the previous year, and the event organizer received an acceptable performance score as noted below, that event will have first priority for that same date in the upcoming year. If an event was held on the same date in the previous year, and the event organizer did not receive an acceptable performance score as noted below, that event will not have priority for that same date and the approving agency will have the option to allow reservation of the date for a different event.
- iii. Performance score. The Special Events Office will utilize an objective performance scoring system that will measure the success of event organizers in meeting stated commitments, deadlines, conditions, etc. This performance score will help event organizers improve events from year to year and have some predictability about date reservations for the same event in the future, reduce the impact on public agencies to respond to events, and will provide the approving agencies with a means to establish priority for the reservation of dates in the approval process as noted above. Events with a subpar score risk losing the preferred date, having additional fees imposed, or cancellation of all future events.
- iv. City Council-approved economic development events. It may be necessary from time to time for the City Council to approve special events of city-wide importance that conflict with already-approved events that have reserved dates and / or routes under this policy. In this case the City will attempt to grant a minimum of 12-month notice to any event organizer whose scheduled event will be superseded by such a Council-approved special event.
- v. Fees. Special event, non-refundable, *application* fees are due when the application is submitted. Upon payment of these fees the application will be routed through the various departments for approval. Upon application approval, the associated *permit* fees will be required before a permit is issued. All requirements for the issuance of a permit, including off-duty police contracts, must be completed no later than 15 days prior to the event. The event organizer shall be responsible for producing the permit upon request of any City official throughout the duration of the event. The City reserves the right to bill event organizers after the event for any extraordinary costs imposed on the City for such things as on-site structure repair, dropping bollards for emergency vehicle access, trash pickup, or damage to streets or sidewalks due to the event.

Road races that include events of more than one distance shall only be required to pay the fee for the longest distance.

Special Events Fees		
Event Type	Application Fee	Permit Fee
Parade	\$100	\$100
Race with distance 5K or less	\$100	\$100
Race with distance longer than 5K	\$100	\$250
Neighborhood block party	\$50	\$0
Outdoor festival, concert, exhibit or show	\$100	\$250
Filming	\$50	\$50

Late Fees	
Type	Amount
Late application fee (119-90 days prior)	\$250
Late application fee (89 days prior – no less than three (3) regularly scheduled City Council meetings prior to the event date)	\$500

- vi. Other venues not subject to this policy: It is the City's desire to develop one or more certified 5k courses in public parks or other public property based upon available funding, in order to reduce the need to close streets or greenways, and to provide opportunities for more groups to hold organized running events in the City. Event organizers may also choose to utilize private property for events of this sort. In either case, if no public street closing is required, this policy regarding application, fees, approvals and limitations on number of events does not apply. Use of City parks and greenways for events of this type that do not involve street closings falls under existing policies, application procedures, fees and limitations already in effect in the Parks, Recreation and Greenway system in the City.

2. Waivers of Alcohol on City Property

The consumption of alcohol on City property is generally prohibited except when expressly permitted by the City Manager or designee in conjunction with a special event and whereby the possession or consumption is not likely to cause harm to surrounding private or public property.

3. Waivers of the Amplified Noise Ordinance

Provisions contained in any permit concerning noise may be revised at any time, including during an event or race, if the noise is of such character, intensity or duration as to be detrimental to the life or health of reasonable persons of ordinary sensibilities. Factors to consider include, but are not limited to:

- a. The volume of the noise;
- b. The intensity of the noise;
- c. Whether the nature of the noise is usual or unusual;
- d. Whether the origin of the noise is natural or unnatural;
- e. The volume and intensity of the background noise, if any;
- f. The proximity of the noise to residential sleeping facilities;
- g. The nature and zoning of the area within which the noise emanates;
- h. The density of the inhabitation of the area within which the noise emanates;
- i. The time of the day or night the noise occurs;
- j. The duration of the noise; and,

- k. Whether the noise is recurrent, intermittent, or constant.

4. **Filming and Film Production**

Filming or film production within the City requires the issuance of a permit through the Special Events Office. This permit will be issued upon the receipt of a completed application, the payment of all fees and the successful completion of all requirements set forth by the affected City Department. The Parks Recreation and Cultural Resources Department has additional restrictions that are reviewed and approved through their own departmental guidelines.

5. **Limitation on Events Within the City**

In order to continue to cost-effectively support these events with public staff, to protect the interests of citizens who are regular users of streets, sidewalks and greenways from undue inconvenience, and to continue to support these events that are positive for the health, recreation and well-being of participants and for the economic development of the City, the following restrictions shall be considered by the approving agencies in the reservation process

a. Road Races and Parades

- i. Overall limitation on annual events. No more than 100 races or parades that involve street, sidewalk and / or greenway closings will be scheduled within the City in any calendar year.
- ii. Limitation on events using the same or similar routes. Events using the same or similar routes, including the same general neighborhood, particularly involving heavily used thoroughfares, should not be scheduled on the same day, subsequent days, or on subsequent weekends within the year. Though this section does not apply to street festivals, block parties, etc., the Special Events Office should consider the impact of such events when scheduling runs, parades, cycling events, etc. and may request consideration of alternate dates or routes if a proposed event falls on the same or a subsequent weekend to a street festival.
- iii. Limitation on number of events on any given weekend. No more than 4 race or parade events covered under this section shall be scheduled in any one weekend. No more than two of these events can be major events that either involves a run of more than 10k distance or the closure of the event route for more than 3 hours.
- iv. Limitation on use of public greenways. Upon recommendation of the Parks, Recreation and Greenway Advisory Board, the City's greenway system is divided into 6 sections representing areas of the City (NE, N, NW, SE, S, SW – see attached map). No more than two events per year that involve a portion of the greenway system will be scheduled in each of the 6 quadrants – a total of 12 events per year throughout the City. If any event is held on a certified 5k course developed by the City, and if the certified 5k course involves a portion of any greenway, that event is NOT subject to the limitation in this paragraph.
- v. “Grandfathering” of existing events. Events that were scheduled prior to February 7, 2013 with temporary street closings approved by City Council were allowed to continue reserving the same date in subsequent years as long as the event receives an acceptable performance score. The City intends to eliminate the grandfathering period effective January 1, 2016 to further reduce the impacts on citizens and business owners. Event organizers are advised to begin seeking alternate dates and locations and if a resolution between organizers cannot be agreed upon the City will have the final determination on which

events will be required to move. The determination of priority will be given first to events with contracts with the City or Greater Raleigh Convention and Visitor's Bureau and then a lottery based system will be utilized to determine the selection of dates.

b. Festivals and Special Events

- i. Overall limitation on events. While there is no cap on the number of festival or non-race events that can be held under this policy, the Special Events Office has the discretion to disallow any event if it will create an undue burden on a particular neighborhood or the City as a whole.
- ii. Limitation on events that are not in the best interest of the City. The Special Events Office has the discretion to disallow any event that is not in the best interest of the City of Raleigh. This can include events that have unfavorable reviews from other cities as well as any event that otherwise is not in the best interest of the City.

6. Notification policy

City staff will develop specific notification requirements required of event organizers for events, based on the impact of the event and the nature of the route. These notification requirements are intended to effectively allow citizens who are potentially affected by the event to have reasonable warning of a disruption of their normal use of public streets or greenways. Requirements from staff are done at the expense of the event organizer and may vary based on the impact of the event.

- i. Notification requirements for event organizers At a minimum, race organizers will be required to notify all that live or operate a business along the race route. The City's *Postcard Notification Bulletin* specifies the requirements for mailing postcards to all those along the route. Special Events Office staff will have the final determination on what method of notification is most appropriate.
- ii. Notification strategies for City staff. City staff will maintain a web site that will allow citizens to see the overall calendar, specific events, routes, timing, detours, etc. Staff will also publish a weekly email digest of special events and road races.

7. Annual review of Council policy

Each year City staff will review the policy in the light of the prior years' experience and solicit the input of stakeholders. Suggested changes, if any, will be forwarded to City Council for approval.