

SPECIAL EVENT PLANNING GUIDE FOR EVENT ORGANIZERS



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FOR MORE INFORMATION

Please contact us at
704-920-4343 | parks@kannapolisnc.gov

WWW.KANNAPOLISNC.GOV



Sean M. [Signature]

APPLYING FOR AN EVENT PERMIT

DEFINITION OF A SPECIAL EVENT

- » Any event regulated by City Ordinance, State or Federal Law and/or
- » Two or more city services, or city staff are required and/or
- » Any type of activity that would require the obstruction or use of a street and/or of any City facility.



THE PURPOSE OF THE PERMIT APPLICATION

- » Streamline the permitting process for the public
- » Review and approve events
- » Assign needed City staff and equipment
- » Track use of City street, sidewalks, and other infrastructure
- » Track and maintain a database of events citywide

WHO NEEDS A SPECIAL EVENT PERMIT?

Special Event Permits are required for events that use public spaces, such as streets, sidewalks, greenways, and public parks. Events contained to private property only require a Special Event Permit when two or more City services are requested. When in doubt, contact the Parks and Recreation office for clarification.

ROLE OF THE SPECIAL EVENTS COMMITTEE

The committee is overseen by the City Manager and is comprised of personnel from each department; including but not limited to the City Manager's Office, General Services, Fire, Police, Risk Management, Parks & Recreation, and Public Works. Other entities may be represented on an as needed basis. The Special Event Coordinator in the Parks and Recreation Office will be your liaison to the committee.

It is our goal to enhance the quality of life and economic prosperity of Kannapolis through the support of special events while balancing the needs of the residents and business owners affected by these events.

ROLE OF EVENT ORGANIZER

Event organizers should be responsive to correspondence from the Special Events Coordinator and should submit all required items by their deadlines. Communication between the organizer and the Special Events Committee is critical before, during, and after the event to ensure a smooth permitting process and a successful event. All special events are subject to the conditions outlined in the Special Event Permit and it is the organizer's responsibility to ensure compliance.



HOW TO APPLY

There are two main steps that must be completed (see next page for deadlines & pricing):

- » Download and complete an event application on-line from KannapolisNC.gov/events
- » Submit the corresponding application via email to parks@kannapolisnc.gov

**APPLYING FOR AN EVENT DOES NOT GUARANTEE
THAT YOUR EVENT WILL BE APPROVED.**

EVENT ADVERTISEMENT

Do not announce, advertise or promote your event until you have completed and submitted this application and you have received written preliminary approval from the City of Kannapolis. The City 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.

PERMIT PROCESS OVERVIEW

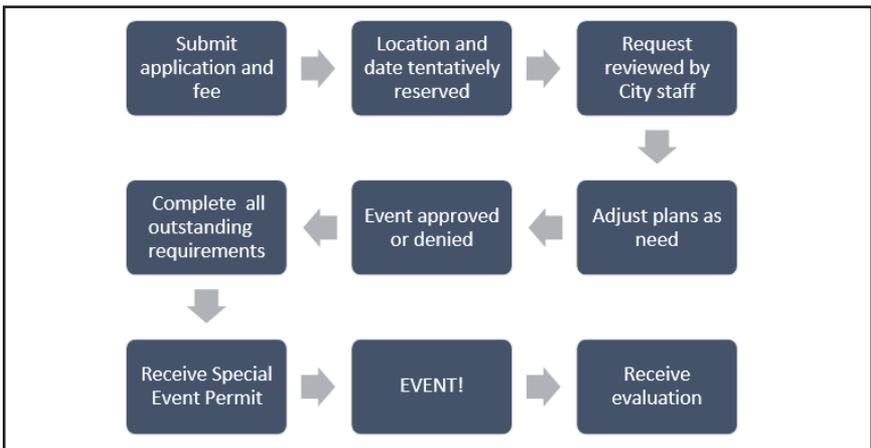
HOW DOES IT WORK?

As we begin processing your materials, we will contact you with updates and requests to facilitate the approval process.

Simultaneously, we will coordinate with multiple City departments to assess the needs of your event and to determine if the City will approve, place conditions upon, or deny the event request. The Special Events Committee has the discretion to deny any type of event if it is not in the best interest of the City or will create an undue burden on a particular geographic area.

HOW LONG DOES IT TAKE?

The process can take several months to complete, which is one of the reasons why it is critical that you meet the corresponding application deadline for your event. The more complex your event, the earlier you should consider submitting your event application..



DEADLINES AND FEES

The deadline for submitting an event application is at least **30 days** prior to your intended event. An application is not considered complete until both the application form and the application's fee has been received. Permit fees are collected upon an event's approval and are refundable up to 15 days prior to the event. There is no reimbursement of permit fees if an event is canceled within 15 days of the event date. Fees may be transferable towards future event permits if the event is canceled due to inclement weather or other emergency situations, which will be determined at the discretion of the Special Events Committee.



DEFINITIONS

Parades, Runs, and Walks are organized activities following a set course that involve full or partial closure of City streets, sidewalks, or greenways.

General Events are organized activities that have a stationary footprint requiring the closure of streets or public squares or plazas, often involving amplified noise, food, beverage, merchandise, or other entertainment. Examples include festivals, markets, and ceremonies.

Neighborhood Block Parties are small-scale organized activities that close local-service residential streets. These gatherings are initiated by local residents and are intended only for the neighborhood residents and their guests.

Film & Photography covers any film or photography produced on City property for commercial purposes. Film and Photography permitting may take additional time to coordinate and approve so it is imperative that applications are received by the proper deadline

NOT SURE WHAT TYPE OF EVENT YOU'RE HOSTING?

Contact us before proceeding any further! It is the event organizer's responsibility to identify the event type and associated deadlines. We can help you with this in advance.

CURRENT SPECIAL EVENTS PERMIT FEE SCHEDULE

Fees for special events are listed below. Permit fees are non-refundable and are subject to change.

Parade, Walk, or Run\$125.00

General Events (Festivals)

Non-profit without Sales:\$100.00

For-profit Organizations:.....\$200.00

Neighborhood Block Parties\$50.00

Photography and Film Permits

Film Companies.....200.00

- » Fees are not applicable if the event is contained to private property and requires no City resources.

PERSONNEL FEES

Police: The Special Events Committee, in consultation with the Kannapolis Police Department, shall determine the number of police officers required to appropriately manage street closures and for internal security, as well as the time when such services shall commence and end. Applicants will be invoiced before the event at the rate of \$35.00 per hour per police officer assigned to the event.

Fire and EMS: The Special Events Committee, in consultation with the Kannapolis Fire Department will determine the number of Emergency Medical Personnel required as well as the time when such services shall commence and end. Applicants will be invoiced before the event at the rate of \$35.00 per hour per staff/officer assigned to the event.



Parks: When applicable, the Special Events Committee, in consultation with the Parks and Recreation Department will determine the number of additional personnel required as well as the time when such services shall commence and end. Applicants will be invoiced before the event at the rate of \$15.00 per hour per staff/officer assigned to the event.

ADDITIONAL EXPENSES AND SERVICE FEES

This list reflects some of the additional fees for City services which events typically incur. These expenses are not inclusive of all charges a special event may incur. Remember, it is the event organizer’s responsibility to provide fencing, tents, and other event infrastructure needs.

- » Sound Amplification Permit:\$25.00
- » Street Closure Equipment Fees:\$175.00
- » Tent Permit (over 800 sq-ft):\$50.00
- » Trash & Recycling (96 Gal Carts): \$10.00 per cart
- » Carnival/Fairs Operational Permit:\$300.00
- » Pyrotechnic Special Effects Material (Fireworks)300.00



EVENT PERMIT LIMITATIONS

POLICY ON NEW AND ANNUAL EVENTS

New events may reserve dates and locations on a first-come, first-serve basis. The date will be tentatively held once the Special Events Committee has received an application and application fee. New event organizers should contact us before applying to ensure their preferred date and location are available.

Annual events that receive a satisfactory recommendation from the Special Event Committee have the priority to reserve the same annual date. Event organizers are invited to submit the following year's application immediately after the current year's event.



LIMITATIONS ON RACES AND WALK EVENTS

Kannapolis is proud to host numerous races and walks which promote the City's Discover a Healthy Life brand and support many great causes. To manage the impacts to traffic flow and access to local neighborhoods, the following limitations have been placed on all races and walks hosted within the City:

- » Only official Run Kannapolis Series races may be held in high-impact areas of the City, including downtown.
- » The total number of other races hosted within the City will be extremely limited and will be reviewed on a case-by-case basis.
- » Races and walks that impact the same geographic area cannot be held on the same or consecutive weekends.
- » City-wide, there can be no more than one race or walk per weekend.

OTHER LIMITATIONS ON EVENTS DOWNTOWN

The following limitations apply to Special Events in the Downtown District:

Weekends: During the Spring (April - June) or the Fall (August - November), there may be no more than two (2) Special Events on weekend days (including events occurring after 5PM) in total. Weekend days are defined as Friday, Saturday & Sunday. Special Events on Sundays cannot begin before 12:30 pm.

Weekdays: During the Spring or the Fall, there may be no more than two (2) Special Events on weekdays in total.

Limitation on Special Events on Consecutive Days: No Special Events shall occur on back-to-back days, whether or not such events fall on weekends, weekdays, or both.

Limitation on Special Events on Consecutive Weekends: No Special Events shall occur on back-to-back weekends.



The above-described limitations shall not apply to the following:

- » Special Events occurring after 5PM on Weekdays.
- » Events Sponsored by the City of Kannapolis. Such events may include, but are not limited to: Jiggy with the Piggy, Kannapolis Christmas Parade, or the Memorial Day Event.

EVENT INFRASTRUCTURE

CLOSURE OF CITY STREETS

The temporary closure of City streets for an event is handled with permission from the Special Event Committee. If granted, a street closure gives the requester use of the streets and sidewalks within the areas designated by the Special Event Permit. Typically, this will also include access to all parking spaces within the closed street.

AMPLIFIED SOUND

Any live or loud music must end by 9:00 p.m. and will require an additional amplified sound permit from the Police Department.



As a part of the Special Event process, the application for a sound permit should name the person who will be in control of the sound equipment, however it is the event organizers responsibility to assure that its use complies with the terms of the permit.

Notices to neighbors. The event organizer is responsible for mailing or otherwise delivering to the occupants of each property within a five hundred-foot radius of the facility for which a permit has been applied. The notice should be made at least seventy-two (72) hours in advance of the event.

Number of hours. The City’s sound ordinance does not allow more than twenty (20) hours of excess amplification per year at any place of public entertainment having a capacity of one thousand (1,000) or more persons or ten (10) hours of excess amplification at any other location.

Time periods allowed. Sound Permits only allow sound amplification between the hours of 9:00 p.m. and 9:00 a.m., except in places of public entertainment having a capacity of one thousand (1,000) or more persons.

Fees. The fee for a permit for a sound permit is \$25.00.

FOOD

The City of Kannapolis Fire Department has several requirements in place to insure the safety of the public as well as the operators outdoor of temporary food service at assembly events. Any public assembly having any cooking device in use and over one hundred (100) persons in attendance at any one time or limited access and restricted egress will be required to complete the appropriate appendix as a part of the Special Event Application.

Additionally, the sale or preparation of food at a special event may require a Temporary Food Establishment permit from the Cabarrus Health Alliance or the Rowan County Health Department (depending on the county in which event is being held). The organizer is solely responsible for submitting applications on behalf of any food vendors they are allowing at their event. The Special Event Coordinator can provide contacts and assist the applicant in determining if your event will require this permit



FOOD TRUCKS

The use of Mobile Food Trucks or Vendors at an event is subject to the codes and ordinances directed by the City of Kannapolis Planning Department. Although it is the Food Truck's responsibility to obtain a zoning permit for your event, it is ultimately the event organizer's responsibility to ensure compliance. Below are the criteria for mobile food vending from the City of Kannapolis Unified Development Ordinance.

- » A mobile food vendor, or the property owner on which mobile food vending will be placed shall obtain a zoning clearance permit from the Planning Department.
- » Permits are valid for one year and can be renewed on an annual basis.



OTHER LIMITATIONS ON FOOD TRUCKS DOWNTOWN

Food Trucks are permitted in Downtown in "Secondary Private Use Zones" but only when they are exclusively related to an already associated establishment in the downtown. The City Manager or designee shall have the authority to waive this restriction in cases where the purpose or intent of the Private Use Zone ordinance is maintained

RESTROOMS

Event organizers are required to provide restroom facilities for participants and attendees, with at least 5% (and at least one) being ADA compliant. The minimum requirement is one toilet per every 250 attendees. Event organizers can meet this minimum either by renting portable toilets or by attaining written permission to use the facilities of adjacent businesses. The Special Events Coordinator can provide options for companies that rent portable toilets if needed.

WASTE MANAGEMENT PLAN

The City requires that event spaces be thoroughly cleaned during and following each event. It is imperative that event organizers have a detailed plan of how they intend to manage and dispose of trash and recyclable materials, as well as a general plan to not only clean up after the event, but to ensure a clean space throughout the duration of the event.

Event organizers may use volunteers or professional cleaning or contracted companies for these services, but all materials must be removed completely from the site and all trash and recycling receptacles must be emptied after the event. For an addition fee, the City's Environmental & Transportation Department can assist with waste management.



ILLEGAL CONDUCT

Illegal conduct by event participants, vendors, or talent that may offend patrons at the event will not be tolerated. It is the event organizers responsibility to report any illegal conduct to the Kannapolis Police Department. Specific consideration should be given to occasions with free admission and openly accessible event spaces.

TOBACCO USE AND SMOKING

City facilities are a smoke-free environment. Smoking and vapor is prohibited in/on City property.

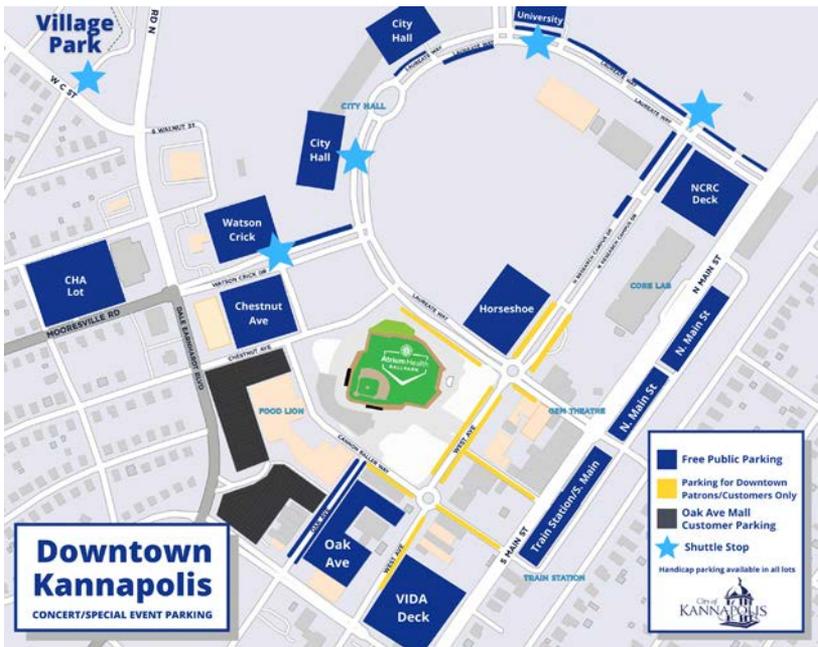
ATTENDANCE

The event organizer must make best efforts to count attendees at the event, and to provide such information to the City within five (5) days following the conclusion of the event. The information will be used internally to document attendance levels for future planning and administrative purposes

TRANSIT AND PARKING OPTIONS

Public transit can be a great option for the transportation of your event attendees. CK Rider and the Rowan County Convention and Visitors Bureau can assist with both local and regional bus or trolley services. Attendees can also choose to bike or walk through the pedestrian-friendly downtown streets.

Downtown Kannapolis has many parking lots available for public use, including some that can be used as shuttle stops for your event.



EVENT SIGNS

During your event, no signs, banners, posters or other advertisements may be affixed to trees, buildings or street fixtures. Event banners advertising your event may be placed in up to seven days in advance, with permission on designated city right of ways.

FESTIVALS, CARNIVALS, AND EXHIBITS

In addition to the Special Event Permit, the following types of events will require additional Fire Department Permits:



- » Exhibits or trade shows (events that showcase products or services)
- » Street Festivals or carnivals (large public entertainment events, which may include performances, tents, rides, amusement structures, animals, etc.)

TENTS, INFLATABLES, AND FLAME-RELATED ACTIVITIES

Your event will require additional Fire Department Permits if it involves:

- » A tent over 800 square feet
- » Any inflatable that persons will enter, such as a bouncy house, that is over 400 square feet in size or that requires constant motorized inflation
- » An amusement building, such as a fun house or haunted house
- » Fireworks displays
- » Pyrotechnics or fire performances
- » Bonfires, luminaries, or any other use of open flame (sky lanterns are always prohibited)



ALCOHOL

ALCOHOL ON CITY PROPERTY

The consumption of alcohol beverages is a common occurrence at special events in Kannapolis. However, efforts should be made so that the use and consumption of alcohol beverages should not detract from the programs and the use of facilities of the City. Having alcohol at your event may result in additional insurance and security requirements.

CITY FACILITIES WHERE ALCOHOL CONSUMPTION MAY BE ALLOWED

- » City Hall
- » All Parks
- » Downtown Village
- » City Streets and Parking Areas
- » City Leased Premises

ALCOHOL AT NON-TICKETED EVENTS

Non-ticketed events are public or private events where no money is exchanged for admission to the event **or** for consumption of alcohol beverages. Such events typically may include birthday parties, reunions, wedding receptions. Beer and unfortified wine may be served without permit. Spirituous liquor or fortified wine may be served but requires a “Limited Special Occasion Permit” from the ABC Commission.



ALCOHOL AT TICKETED EVENTS (ALCOHOL SALES)

Ticketed events refers to events that are public or private events and where money is exchanged for admission, participation, food or drinks. In summary, you will require an alcohol permit if your event involves the sale of alcohol in any capacity, including providing complimentary alcohol only to ticketed or registered participants. Alcohol beverages are allowed for sale **ONLY** if the organization is a non-profit or political organization with proper ABC permits

ABC PERMIT REQUIREMENTS

Alcohol permits are controlled and issued by the North Carolina Alcoholic Beverage Control (ABC) Commission. More information on ABC alcohol permit requirements can be found on the ABC website or by phone at 919-779-0700. Event organizers are responsible for all aspects of their alcohol permit and they should ensure that patrons are in compliance with relevant policies. Failure to comply can result in the revocation of the permit or the issuance of citations to the event organizer and/or patrons.

The ABC Commission's current deadlines require that a completed application be submitted to the Kannapolis Police Department at least 21 days prior to the event for their approval. In addition, along with the KPD approved application, you will need to submit the following the ABC Commission:

- » Copy of your rental agreement for the facility and/or your special event permit
- » Certified copy of your criminal background check from the County you live in (obtained from the Clerk of Court)
- » \$50.00 application fee (certified check, cashier's check, or money order)

Attaining an ABC Permit can be a complex process. It is crucial to plan ahead and coordinate with the City to ensure that this process runs as smoothly as possible.

EVENT SAFETY

SAFETY BARRICADES

Events involving the closure or obstruction of a public street will require safety barricades, variable message boards, and/or hiring sworn law enforcement officers. The number and placement of barricades is determined by the Special Event Committee in conjunction with the Police and Transportation Departments. This is a critical measure and is strictly enforced to help ensure public health and safety at special events. Additional fees will apply for street closures.



STREET CLOSURE GUIDELINES:

- » Closure Times: Streets are only permitted to close and open according to times listed on the Special Event Permit.
- » Closure Set-Up: Executing the street closure must be done by Law Enforcement Officers only.
- » Fire Lane: 10' Wide Fire-Lane must be maintained throughout all street closures.
- » Vendors: All festival vendors should be contained within the street closure, not on sidewalks.
- » Handicap Sidewalk Ramps: Handicap Sidewalk Ramps should remain unblocked throughout the closure.

SIDEWALK CLOSURE GUIDELINES:

- » Businesses on Sidewalk: There CANNOT be any businesses along the proposed sidewalk closure that disapproves of closure.
- » Notification: Applicant MUST notify all businesses and residencies affected by the sidewalk closure.
- » Closure Times: Sidewalks are only permitted to close and open according to times listed on the Special Event Permit.
- » Closure Equipment: Sidewalk closure must be executed with Kannapolis Barricades and Equipment.
- » Closure Set-Up: Sidewalk closure should be physically executed by the event permit holder.
- » Opposite Sidewalk: Access to the sidewalk on the opposite side of the street must be maintained at all times during the event.
- » Vendors: All festival vendors should be contained within the street closure, not on sidewalks.
- » Event Perimeter: Event perimeter must NOT exceed the sidewalk area. No event equipment or event vendors should encroach into the street along the sidewalk closure.



WEATHER CONDITIONS

It is the responsibility of the event organizer to track and monitor the weather and ultimately make the call on the potential cancellation of an event. The only exception to this is in times of a major crisis or an occurrence that is a direct threat to public health and safety, in which case City staff reserves the right to cancel the event.



SECURITY

Police officers are the most common and preferred method of security at special events in the City. During the event permitting process, the Kannapolis Police Department will review each application and provide recommendations on the number of officers or other security needed for your event. Personnel will be assigned to your event and all applicable fees will apply. If the situation arises that an event needs to hire additional off-duty officers, the event organizer will need to complete a contract with the Police Department. The Special Events Committee can assist with the coordination of this process.

EMERGENCY ACTION PLANS

Some events may be required to submit an Emergency Action Plan (EAP) during the application process. This plan should identify emergency access, crowd managers, emergency notification methods, and how organizers will deal with emergencies. City personnel will review each plan and make recommendations.

These guidelines were created to help event organizers understand what information should be considered when creating an EAP for a special event.

GENERAL CONSIDERATIONS FOR CREATING AN EAP

- » Who will serve as the EAP representative and point-of-contact at your event?
- » Will there be on-site medical care? If yes, provide details and contact information.
- » Will there be on-site security? If yes, provide details and contact information.
- » How will you broadcast emergency information to your vendors and event attendees, both before and during your event?
- » How do you plan to evacuate people from your event footprint in the case of emergency? Where are the emergency exits?
- » If evacuation is not possible, what is your plan to shelter in place?
- » How do you plan to ensure emergency vehicle access at this event?
- » How are you planning to monitor weather conditions and what will be your protocol for a weather-related event cancellation?
- » Are there any special hazards at this event? If yes, list them and explain how you are managing these hazards, including a list of all relevant safety equipment that will be present at event.
- » As needed, provide additional contact information and special roles for anyone involved with emergency management at this event, such as crowd managers, additional event managers, security supervisors, etc.



EAPS FOR LARGE-SCALE EVENTS

For major events that will draw large crowds, or for any otherwise high-risk events, event organizers will need to create an extensive EAP. These guidelines may not cover all of the necessary components for such an event. Please contact the Special Event Committee if you need assistance creating a comprehensive EAP for your large-scale event and we will provide you with a template.

INSURANCE REQUIREMENTS

CERTIFICATE OF INSURANCE

If an event is held on City Property or requires a street or sidewalk closure then Comprehensive General Public Liability Insurance is required: \$1, 000,000 per person per occurrence with a \$2,000,000 aggregate naming the City of Kannapolis as additionally insured.

The event organizers (primary and/or secondary) shall purchase and maintain this insurance, providing coverage for the event with an insurance company authorized to do business in the State of North Carolina.

**Certificate should be specifically worded: “The City of Kannapolis, its officers, employees, and agents are additionally insured”. If alcohol is being served at the event, Liquor Liability is required to be included in the Certificate of Insurance. Proof of insurance is required at least 30-days before the event..

THIRD PARTY INSURANCE

The event organizer must ensure all safety-sensitive contractors providing goods or services for the event maintain appropriate insurance coverage and limits. Examples of such contractors include but are not limited to inflatable companies, providers of amusement rides, vendors of all food and beverage items, etc.



PUBLIC NOTIFICATION

NOTIFICATION POLICY

Applicants are required to notify property owners affected by the event between 30 days and 15 days before the event. A copy of the notification form should be given to every resident or business affected by your event including residents, businesses, schools and places of worship. Any establishment that will be blocked, detoured, or heavily inconvenienced must also be notified. Neighborhood partnerships and Homeowner Associations must also be notified when applicable.

Each notification must include the following:

- » Name of event
- » Sponsoring organization
- » Date and time frame of event
- » Description of road closures (locations and times)
- » Information and time frame for noise impacts (such as music)
- » Organizer's name, phone number, and email
- » Website associated with event



APPROVED NOTIFICATION METHODS

Option 1: Mailed Fliers or Postcards: Event organizers may mail fliers or postcards detailing event information to all affected community members.

Option 2: Individualized Establishment Notification: Event organizers may individually contact affected community members in person, over the phone, or via email and submit their tracked interactions to the Special Events Coordinator..

Option 3: Apartment or Business Complex Notification: Event organizers may coordinate with property managers to alert all tenants of a large complex via the preferred communication method of the complex.

Event Organizers may use a combination of the above methods of notification or may submit a suggested alternate notification plan to the Special Events Committee in advance, which may be approved, modified, or denied. In all cases, proof of notification must be submitted to the Special Events Coordinator.

This covers the minimum requirements — we do encourage, for the benefit of both the event organizer and community members, that organizers use additional notification means such as social and broadcast media, local calendars and newspapers, etc.

NOTE: No advertisements should be made prior to receiving approval for your event. The City is not responsible for any losses incurred by advertisements made for an event that is subsequently denied.

AFTER ACTION EVENT DEBRIEFING

SITE VISITS BY CITY PERSONNEL

From time to time, City personnel may perform a routine site visits for permitted special events in all locations, public or private. However, if an event is held on park property, staffing will be required to be on site. This staff person will ensure compliance with the regulations outlined in the Special Event Permit and with the regulations enforced by other City departments as applicable.

EVENT AFTER ACTION

The Police Department will typically complete an after action debriefing following an event. This report provides the Committee with information on how your event followed and conformed to policies and permitted activities. Events with an unsatisfactory evaluation may have additional requirements imposed for future years or may be denied for all future events.

DAMAGES AND OUTSTANDING BILLS

Event organizers will receive a post-event invoice for any damages to City property or unanticipated event needs such as additional utilities access and staffing needs.

FILM AND PHOTOGRAPHY GUIDELINES

The City of Kannapolis does not distinguish between types of filming, such as commercial, non-commercial, or news gathering. Low-impact filming activities will not require a special event permit, but non-low-impact filming activities will require a permit to address their potential impacts on City resources and services.

LOW-IMPACT FILMING

Low-impact filming is defined as outdoor filming activities in areas open to the public, except areas managed as wilderness, involving five people or less and equipment that will be carried at all times, except for small tripods used to hold cameras. Those participating in low-impact filming activities do not need a permit and are not required to contact the City in advance. However, if low-impact filmmakers have questions about areas where they want to film, they should contact the City.

If ALL of the below characteristics apply to your production, and your production takes place on public property, streets or sidewalks, your production will not require a permit.

- » No disruption of day-to-day operations of community and other permitted activities
- » Uninterrupted flow of pedestrian and vehicular traffic
- » Production may not blockade any street, sidewalk, alleyway, or public park trail
- » Minimal number of persons in cast and crew
- » No exclusive use of City Property
- » Produce no amplified sound or other prohibited noises as outlined in Kannapolis City Code
- » Involves no disruptive or alarming special effects
- » No lighting, or minimal lighting used
- » Minimal camera equipment
- » All production staff must follow all vehicular and pedestrian laws at all times



When on City property, videographers, filmmakers, producers, directors, news and other staff associated with filming are reminded that rules and regulations, including park hours and closed/restricted areas, still apply to filming activities even if a permit is not required. Check with the City staff for more information on closures, sensitive resources, and other safety tips.



HIGH IMPACT FILMING

Filming activities that do not meet the description of low-impact filming require at least ten days advance notice to the City of Kannapolis by contacting us in writing by e-mail. The Event

Committee, in conjunction with the City's Communication Director will determine whether the filming activities will require a special event permit for filming.

Based on the information provided, a permit may be required to:

- » Maintain public health and safety;
- » Close any public street;
- » Protect environmental or scenic values;
- » Protect natural or cultural resources;
- » Allow for equitable allocation or use of facilities; or
- » Avoid conflict among visitor use activities.

In addition, commercial film or photography productions taking place on public streets or sidewalks that have any of the following characteristics will require a permit issued through the Special Events Application:

- » Partial or full blockade of any street, sidewalk, alleyway, or public park, trail or greenway
- » Reserved use of City parks or other public spaces
- » Road closures
- » Amplified noise or other loud sounds prohibited by City Code
- » Requires the reservation of public parking spaces
- » Production has a significant impact on the community's day-to-day operations
- » Involves disruptive or alarming special effects, lighting, technical equipment, or props
- » Requires infrastructure set-up on City property

OTHER COMMERCIAL FILMING RULES AND REGULATIONS

Application Deadline: 15 days to 90 days depending on the complexity of the request. The Special Events Office staff will attempt to accommodate late film requests whenever possible, but reserves the right to deny any request if there is not sufficient time for processing.

Production organizations must keep their Special Event Permit accessible for the duration of all productions, must produce this permit upon request by any City official, and must abide by the conditions and permissions as outlined within the permit.

The on-site production contact listed on the permit must be accessible by cell phone for the entire duration of any film or photography shoot

Use of explosives, pyrotechnics, fire, smoke, gunfire (including blanks), weapons (including fake), speeding cars, sirens, public safety personnel actors, and similar special effects are prohibited unless specifically approved in writing by the City



Alteration to any City property, including removal or trimming of vegetation or the removal or relocation of City vehicles, equipment or infrastructure is prohibited unless specifically approved in writing by the City

Production vehicles may not block fire hydrants, fire lanes, or other emergency access points unless specifically approved in writing by the City

Production vehicles may not block driveways and other access points, and may not violate general posted parking restrictions, unless specifically approved in writing by the City and by the affected property owner if applicable

Lighting for filming must be oriented away from residences and may not be used between the hours of 11:00pm and 6:00am unless specifically approved in writing by the City

Production companies are responsible for cleaning and restoring the filming site and the surrounding environment to its original condition in a timely manner, and will be held responsible and billed accordingly for any damages made to City property

General Liability Insurance naming the City of Kannapolis as additional insured is required for any commercial filming activities on public property. Productions involving certain other elements may be subject to additional insurance requirements

Notification Policies: Production organizers are expected to work with the local community to accommodate access needs during the production. At least 72 hours in advance, production organizers must notify every resident, business, and places of learning and worship located within the immediate area of the production or in close enough proximity that they will be inconvenienced by the road closures, lights, traffic, parking, and/or noise impacts associated with the production activities. For extensive filming productions, additional notification requirements and deadlines may be imposed. The organizer can use any form of communication, provided that the notification covers all required components listed below:

- » Name of Production
- » Name of Production Organization
- » Date and time frame of filming production
- » Description of associated road closures
- » Description of any noise impacts or unusual special effects, such as a staged crime scene
- » Name, phone number, and email address for on-site production organizer

PRIVATE PROPERTY

The City of Kannapolis does not regulate filming or photography on private property. However, any special equipment or effects (such as explosives, smoke, stunts, fight scenes, bright lighting, etc.) that are visible or audible from public streets or sidewalks should be communicated to the City of Kannapolis Communications Department as soon as possible.

CITY OF KANNAPOLIS VENUES

Occasionally, event organizers will request to host events on property and in facilities which are owned by the City of Kannapolis. The City has a diverse group of both indoor and outdoor facilities available to rent for events of all sizes. These facilities can be may be requested and used through the Parks and Recreation Office:

INDOOR CITY FACILITIES

FACILITY NAME	SQ FT	Theater # of people	Banquet # of people	Classroom # of people	Reception # of people
Laureate Center I	1,590	100	50	50	150
Laureate Center II	2,120	160	80	85	250
Laureate Center III	1,590	100	50	50	150
Laureate Center all sections	5,300	450	260	215	700
Train Station Multi-Purpose	2,130	168	80	72	300
Village Park Multi-Purpose	1,400	120	60	54	175

OTHER CITY FACILITIES

OUTDOOR/OPEN SPACE

Village Park Amphitheater	approx. 3 acres	West Avenue Pump House Patio	approx. 800 sq-ft
Veterans Park Gazebo	approx. 1.5 acres	West Avenue Event Lawn	approx. 2,425 sq-ft
Dale Earnhardt Plaza	approx. 1 acre	West Avenue Platform 1; L-Shaped Deck	
Research Campus Horseshoe	approx. 8 acres	West Avenue Platform 2; (3) 20x20 decks	
West Ave Reading Rm Terrace	approx. 1,600 sq-ft	West Avenue Pergola	approx. 800 sq-ft
West Ave Reading Room	approx. 1,600 sq-ft	West Avenue Putting Green	approx. 800 sq-ft

RESERVATION REQUIREMENTS

Reservations are confirmed on a first come, first served basis, up to two years (24 months) in advance. Only the facilities or room(s) paid for and confirmed through a reservation may be used.

A rental is confirmed when 100% of the security deposit is received. The remaining balance of rental and equipment fees are required two weeks prior to the use of the facility. A \$100.00 security deposit is required for all conferences, meetings, or other business uses, and a \$250.00 security deposit is required for all social events.

Rentals must use approved facility caterers. Alcohol may be served with appropriate permits. Some restrictions may apply. We will be glad to work with you for all of your event needs such as stages, additional AV, lighting, etc.

ABC LICENSE

Similar to the requirements for Special Event Permits, alcohol at an indoor event may require an ABC license.

- » **Beer/Wine/Champagne** (can be purchased at the grocery store, etc.) you do not need an ABC permit.
- » **Spirituos Liquors** (have to be purchased at the ABC store) you do need an ABC permit.

Should you decide to have liquors at your event, then you will need to come in and get the paperwork from our office; it needs to be notarized before sending it to Raleigh for processing. Along with the application, you will need to submit the following to the ABC Commission:

- » Copy of your rental agreement for the facility
- » Certified copy of your criminal background check from the County you live in (obtained from the Clerk of Court)
- » \$50.00 application fee (certified check, cashier's check, or money order)

BEVERAGE & SNACK SERVICES

Beverage and Snack Service can be added to any indoor facility reservation. The number of guests is to be confirmed one week before the event, and then the charges will be added to the reservation.

All needed paper products, ice, and condiments (sweeteners, creamers, etc.) will be provided and are included in the prices listed above

Assorted snacks could include a mixture of individually wrapped sweets and salty items (i.e., crackers, cookies, nuts, granola bars, etc.). Specific requests can be made and considered but not guaranteed; the facility renter may incur additional costs for those requests.

- » \$3.00 per person – coffee and water service; all day, replenished as needed
- » \$5.00 per person – coffee, water, and soft drink service; all day, replenished as needed
- » \$10.00 per person – coffee, water, soft drink, and assorted snacks; all day, replenished as needed
- » Tax is included in the prices listed above

INDOOR FACILITIES

LAUREATE CENTER

ADDRESS: 401 Laureate Way

Located in the Kannapolis City Hall & Police Headquarters, The Laureate Center is the perfect location for you to host conferences, seminars, professional development classes, and social events. There are three flexible meeting areas totaling 5,300 square feet as well as various conference/meeting rooms. The center has a lovely gallery where receptions or other pre-function events can be held. There are two beautifully landscaped outdoor terraces available to complement your event.



- » Rents for \$85.00 to \$225.00 per hour; plus sales taxes
 - » One Section - accommodates 64 banquet style
 - » Two Sections - accommodates 160 banquet style
 - » Three Sections - accommodates 272 banquet style
- » Catering Kitchen includes ice maker, warming cabinet, refrigerator, freezer, and sinks
- » We provide all the tables, chairs and linens (cream, navy, or black)
- » We do the room set up before your arrival
- » All AV is included in the hourly rental price (podium, laptop, Wi-Fi, projector/screens, mic, etc.)
- » There are also other spaces, indoor and outdoor, that can be rented at this location
- » There is a list of currently approved catering vendors we ask that you consider using for all catered meals. Should you wish to work with another company, there is a simple process and additional information needed.
- » 4-hour rental minimum for evenings, weekends, and City observed holidays (includes set-up, event time, and clean-up)

KANNAPOLIS TRAIN STATION

ADDRESS: 201 South Main Street

This is a working Amtrak Train Station. The multi-purpose room is perfect for holding board meetings, receptions, seminars, or workshops.

- » Rents for \$60.00 per hour; plus sales taxes
- » Can accommodate up to 96 at banquet rounds of 8
- » There is NOT a catering kitchen
- » We provide all the tables and chairs
- » We do the room set up before your arrival
- » There is A/V equipment in this space
- » We do NOT provide table linens
- » 4-hour rental minimum for evenings, weekends, and City observed holidays (includes set-up, event time, and clean-up)

VILLAGE PARK PROGRAM ROOM

ADDRESS: 700 West C Street

The Village Park Multi-Purpose Room along with the outdoor patio is a popular rental for parties, meetings, showers, and weddings. All of the park's amenities such as the Rotary Express, splash pad, carousel, playground, and greenway are available seasonally. Many people choose to use the space for their wedding festivities.

- » Rents for \$55.00 per hour; plus sales taxes
- » Accommodates 80 at banquet rounds of 8
- » City staff does do the room set-up
- » There is NO A/V equipment in this facility
- » We do NOT provide table linens
- » There is a kitchenette area (sink, refrigerator, microwave, sink, and counter space)
- » There is an outdoor patio that can be rented separately; an additional \$20.00 per hour
- » 4-hour rental minimum for evenings, weekends, and City observed holidays (includes set-up, event time, and clean-up)

AMENITIES AT VILLAGE PARK

ROTARY EXPRESS TRAIN Children and adults love to ride the Rotary Express Train, a replica of an authentic CP Huntington. The original CP Huntington was the first locomotive purchased by the Southern Pacific Railroad in 1864, during construction of the western portion of the First Transcontinental Railroad in North America. \$1.50 per person/per ride. Children 12 months and under FREE

CAROUSEL Manufactured in Italy, it features 1,800 lights, Brazilian oak decking, and charming hand-painted Venetian murals. The distinctive carousel horses delight children and adults. It is the only double decker carousel in North Carolina, and accommodates approximately 60 people. \$1.50 per person/per ride. Children 12 months and under FREE

SPLASH PAD Designed for users of all age groups and abilities. Water is the main ingredient for fun. There are two specific areas: • Ages 5 and under – approximately 1,250 sq/ft • Ages 6 to 12 – approximately 2,850 sq/ft. \$1.50 per person/per day. Children 12 months and under FREE.

OUTDOOR VENUES

VILLAGE PARK AMPHITHEATER

The Amphitheater is home to many FREE popular summer events including the award winning Concert & Movies Series, it is also available for private rentals and events.. The 45' x 55' covered stage can be used for music festivals, church choir concerts, special events and corporate events.

- » The Amphitheater lawn has a crowd capacity of approximately 10 - 12,000.
- » A Special Event Permit is required with the use of this outdoor facility.
- » 400 amp, 3-Phase power is available at the Amphitheater
- » Rental fees include rental of main stage, lawn area, all utilities, and park restrooms, though not exclusively.
- » Renter should furnish all equipment related to their reservation. Sound equipment, tents, tables or chairs are not available or part of the rental agreement.
- » Additional equipment may be brought into the facility with proper approval. All equipment shall be listed on the rental application.
- » Personnel will be required as part of the Amphitheater rental
- » Renter is responsible for removing all equipment, food, trash, etc., from the leased space and depositing of it in the canisters provided.



VETERANS PARK

ADDRESS: 119 North Main Street

Brick walkways, fountains, a gazebo, and green spaces create a beautiful community gathering place for concerts and special events. Striking features such as the eternal flame, granite Ring of Honor, and the Memorial Plaza Monument with a bronze wreath creates an atmosphere of respect and celebration.

- » Veterans Park has a crowd capacity of approximately 1,750 - 2,000 people.
- » Rental of the Gazebo area gives you exclusive access to the gazebo. However, as a public park, we cannot close the park area
- » No tables/chairs are provided at this facility. You are welcome to provide these yourself
- » Power is available under the Gazebo covering
- » There is no grilling allowed in the park; Food trucks should remain on pavement in the adjacent parking lot.
- » Parking for all events is located adjacent lots at the corners of Main and 1st Street; street closures or detours are typically not allowed
- » A special event permit is most likely required for the use of this facility.

WEST AVENUE LINEAR PARK

ADDRESS: 202 West Avenue

West Avenue has been transformed into a beautiful tree lined street which will accommodate live music, open air dining, walking, running, a putt-putt lawn, and other green spaces perfect for reading, classes for exercise or other special events. The new street-scape also has fountains, public restrooms, swings, public art and murals.



While visiting the Linear Park be sure to visit Atrium Health Ballpark, home to the Kannapolis Cannon Ballers. Many shops and restaurants are also open

- » Rental fees start at \$25 per hour per space
- » Power is provided in many areas
- » The use of facilities does not obligate the City to provide any furnishings or equipment not currently assigned to the area or listed in the rental contract
- » Cars are not permitted on sidewalks or grass areas
- » Additional permits may be necessary to utilize these space



Areas that can be reserved for events on West Avenue include:

- » West Avenue Reading Room
- » West Ave Reading Rm Terrace
- » West Avenue Event Lawn
- » West Avenue Pergola
- » West Avenue Pump House Patio
- » West Avenue Putting Green
- » West Avenue Platform 1
- » West Avenue Platform 2

NCRC HORSESHOE

Use of this facility is by special event permit only. Please contact the Parks and Recreation Department for more information..



KANNAPOLIS

FOR MORE INFORMATION

Please contact:
Parks and Recreation Department
401 Laureate Way
Kannapolis, NC 28081
704-920-4343 | parks@kannapolisnc.gov

WWW.KANNAPOLISNC.GOV