



City of Asheville

Outdoor Special Event Guide





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INTRODUCTION

So you're thinking about producing an outdoor special event in Asheville!

We're pleased that you've considered our artistic and eclectic mountain town as a potential destination for your upcoming outdoor special event. The City of Asheville is widely recognized as the economic and cultural hub of Western North Carolina with its outdoor public spaces currently home to more than 300 special events each year. The City of Asheville's Outdoor Special Event Guide has been compiled to provide you with the information needed to properly plan and secure permitting for special events in a variety of scenarios.

Applications for reserved use of City of Asheville (City) property for outdoor special events is managed by the Community & Economic Development Department with each application jointly considered by a designated team of representatives including staff from Parks & Recreation, Police, Fire, Transportation, Risk Management, Public Works, and Community Relations as well as several key partner agencies such as Alcohol Law Enforcement, Buncombe County, Norfolk Southern Railroad, and private citizens serving on City Council committees and commissions. Based on the unique components of each event, approval is weighted against the positive and negative impacts to City property, effect on area traffic, bearing on businesses, residents and visitors as well as the event organizer's ability to successfully implement the event as a whole. The review of an event and its permitted components is referenced herein as the outdoor special event permitting process.

Through partnerships with local community groups and the availability of fee discounts to non-profit organizations, the City of Asheville is committed to supporting special events and festivals as frequently and equitably as possible. The City of Asheville also allows outdoor public spaces to be reserved for private events such as weddings, family reunions and corporate gatherings. Asheville's moderate climate, beautiful surroundings and diverse population naturally inspires open and free expression of ideas and concepts, facilitating a vibrant and energetic community with a love for the outdoors. The City of Asheville does not discriminate on the basis of race, sex, color, age, national origin, sexual orientation, religion or disability in its employment opportunities, programs, services and activities.

We look forward to working with you soon,

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APPLICATION TIMELINE & SPACE ALLOCATION

Outdoor Special Event Permit Applications are accepted as early as 10 months in advance of the event start date. The deadline for submission of a completed Outdoor Special Event Permit Application with all supporting documents and attachments (as applicable to the event) is either 42 or 90 days in advance of event start date as described below. An identical series of events, or an event with multiple occurrences within a 12-month period may apply as early as the first event date/occurrence in the series.

Upon receipt, the application package will be distributed to all members of the Outdoor Special Events Task Team for review and comment. Any critical objections will be presented within 7 calendar days at which time the applicant may choose to modify the application as needed or withdraw the request. A special event permit and any supporting permits will be issued once all approvals are received and the account is paid in full.

Departmental Approval (completed applications and supporting documentation must be received no later than 42 days in advance): up to 3,000 peak estimated attendance, exclusive use of area, minimal impact on a park's environment, area businesses, area residents, (e.g., block parties, small street festivals with 20 or less vendors, walks/runs, political rallies, press conferences, photography & filming, ceremonies "smaller scale" events, etc.)

City Management Approval (completed applications and supporting documentation must be received no later than 90 days in advance): over 3,000 peak estimated attendance and/or events which significantly impact a park's environment, area business and residential access, have extensive set-up/take down across multiple streets and/or events which are in variance with one or more parts of the City Code or approved event guidelines, (e.g., charging of an admission fee, over 20 vendors, parades, carnivals, concerts, sale/consumption of alcoholic beverages, etc.)

When more than one application is received for the same property on the same date, space is allocated based on a priority ranking of types and uses as shown below. Secondly, a score-based assessment may also be conducted to help evaluate and identify the potential value of the event to the community.

- 1st Priority:** Internal Uses – City of Asheville
- 2nd Priority:** City of Asheville partnerships (City-sponsored or cosponsored events, community associations, government agencies, local school board)
- 3rd Priority:** Non-profit organization whose event is primarily of interest to the general public
- 4th Priority:** Non-profit or private group whose event is of primary interest to the organization or private group
- 5th Priority:** Commercial venture - an event organized for profit.

About Score-Based Assessment:

The assessment worksheet is a tool that assists an event organizer self-evaluate the impact of an event and potential for positive development in the focus areas of community development, economic development, social & cultural benefits, environmental impact, and impact to roads and city services. The worksheet uses a list of defined and measurable criteria resulting in a total impact score. The City of Asheville uses the impact score as a gauge in various decision-making functions. The assessment worksheet is available to download from the outdoor special events page on the City of Asheville website.





CITY ORDINANCES & PARK POLICIES

There are a number of ordinances and policies relating to use of public property and parks in Asheville.

The following is a summary of the most common items relating to use of public property and is not intended to be a full or complete list of all regulations relating to the use of outdoor public spaces. In specific instances Asheville City Council or the appropriate City of Asheville department may grant an exception to a particular item for permitted outdoor special events. In fact, outdoor special events are considered 'special occasions' and often contain elements that would exceed general use policies. Events must inquire at the time of application should a potential need for a variance be anticipated. Requests for exceptions are considered on a case-by-case basis.

City of Asheville Code of Ordinances (Parks, Recreation & Public Places)

- No littering
- No alcohol
- No panhandling
- Enter park at designated entrance
- No loud or unusual noises
- Authorized personnel only on field during games
- Park in designated areas only
- Swim in designated areas only
- Fish in designated areas only
- No smoking
- Do not disturb animals housed in park
- No throwing objects
- No gambling
- No skateboarding
- No animals at community festivals/events
- Animals must be on a leash
- No registered sex offenders
- Do not damage property or vegetation
- Boating in designated areas only

Parks & Recreation Department Policies

- No motorized vehicles
 - No camping
 - No bathing in fountains
 - Animals may not be on sports fields
 - No drugs or illegal substances
 - No animals in fountains
 - Animals may not be on playgrounds
 - Animals may not be tied or left unattended
- Chalk is prohibited from all vertical surfaces, covered areas, site furnishings, and buildings within parks. Chalk is prohibited from all ground surfaces in parks with the exception of concrete sidewalks on the perimeter of park properties. In Pack Square Park, chalk is expressly prohibited on the stage, steps, brick pavers, precast concrete seat walls, public art pieces, fountains, and the Veteran's Memorial. Marking paint is expressly prohibited on all hardscapes within park and greenway properties to mark run/walk courses. Chalk or yard signs should be used as alternatives.

The City of Asheville Code of Ordinances is available online in its entirety at the following address:

<http://library.municode.com/index.aspx?clientID=12499&stateID=33&statename=North%20Carolina> It is the applicant's responsibility to be aware of and adhere to all applicable City ordinances and policies, including the procedures set forth in this Guide. Failure to comply with such requirements could have serious consequences. The City may revoke a permit immediately upon determination by the City that the outdoor special event no longer complies with the statements set forth in the event application, with the City Code of Ordinances or with other City policies and procedures. Additionally, the City reserves the right to deny future special event permits for substantially similar events to be held in the same place and manner to applicants who have had prior permits revoked or who were otherwise notified that they were in violation of permit requirements, City ordinances, policies or procedures. The City also reserves the right to cancel or cause the interruption of any event when, in the sole discretion of the City, such act is necessary in the interest of public safety or protection of public property. Refunds of fees will be granted in the case of any such cancellations.





PARK USE FEES

Asheville Parks & Recreation maintains numerous neighborhood parks that are suitable for small, community gatherings at the rate of \$100 for the first 3 hours and \$25 per hour thereafter. All permitted outdoor special events held within city parks are subject to park use fees. All park use fees are calculated from event set-up through tear down. While not all parks contain accessible utilities, where available the park use fee includes use of *park restrooms, exterior electric and water outlets. The most common parks for larger, public events and festivals are:

DOWNTOWN

Pritchard Park: \$100 for the first 3 hours and \$25 per hour thereafter
Memorial Stadium: \$650 for 4 hours (w/o lights) / \$850 for 4 hours (w/ lights)
Martin Luther King Jr. Ball Field: Weekday: \$200 for 4 hours / Weekend: \$800 for 4 hours (w/o lights)
Weekday: \$300 for 4 hours / Weekend: \$1200 for 4 hours (w/ lights)

Pack Square Park: (3 separate areas that may be reserved individually or combined)
1. Roger McGuire Green w/Stage: \$500 for the first 3 hours and \$100 per hour thereafter
2. Reuter Terrace: \$100 for the first 3 hours and \$25 per hour thereafter
3. **Pack Square: \$100 for the first 3 hours and \$25 per hour thereafter

**The restrooms and visitor pavilion at Reuter Terrace are not included in the rental of Pack Square Park. Restrooms will remain open to the public in accordance with normal park hours.*

***Pack Square consists of the Raised Lawn, Vance Monument Median and the streets of North & South Pack Square. In respect of normal business operations street closure requests within Pack Square are carefully considered, stages are not allowed and the entrance plaza at the Asheville Art Museum must remain clear.*

WEST ASHEVILLE – RIVER

French Broad River Park: \$100 for the first 3 hours and \$25 per hour thereafter
Picnic Gazebo + \$40 per day

Carrier Park: \$100 for the first 3 hours and \$25 per hour thereafter
Picnic Pavilion + \$150 per day
Volleyball Court & Track + \$100 for the first 4 hours and \$25 per hour thereafter – each area

Several parks contain picnic shelters, sports courts and athletic fields that are leased individually and in addition to the standard park use fee. When an event impacts or prohibits general use or access to one of these areas, additional rental fees are charged to reserve the area.

501c Fee Discounts:

Asheville City Council has adopted an Ordinance providing a 75% reduction to event permit fees and park use fees for outdoor special events produced on public property that meet all of the following criteria:

- The event application is completed by and produced by a registered 501c non-profit.
- The event is open to the general public.
- There are no fund raising activities or aspects to the program or event.

The definition of fund raising in this instance is specifically relating to the action of soliciting contributions at an event. Charging attendees for a reasonable service, product or experience and accepting resulting proceeds toward furthering the mission of the organization would not render the event ineligible for this discount.





If the event involves street or sidewalk closures, the event will be required to produce and post traffic and/or pedestrian safety equipment as well as proper detour signage at approaching intersections and crosswalks. It is the responsibility of the event organizer to obtain and properly place this equipment prior to the beginning of the event. Street/Sidewalk closings require the use of traffic control devices as set forth in the MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (<http://mutcd.fhwa.dot.gov>)

Along with the Outdoor Special Event Permit Application, the event must provide a traffic plan and/or site map showing the specific areas involved. Additional charges may apply as determined by the Transportation Department including, costs of closing parking meters, transit impacts, police support and renting traffic control devices. It is important to note that the City of Asheville does not loan or rent traffic control signs. The production and placement of required signage is the responsibility of the event.

Outside of specifically approved directional signage, posters, signs or similar materials may not be attached to or placed on barricades. For emergency and safety purposes barricades must be monitored by an assigned representative at all times. Vehicles obstructing barricades or fire lanes will be cited for a violation of the fire code and may be towed and stored at the owner's expense. Sidewalks are to be used for public refuge and pedestrian traffic only and must remain unobstructed (unless the closure permit specifically states that the sidewalk is to be closed, or if the sidewalk is within the festival boundary area where streets are closed for a special event). Event organizers must maintain a fourteen (14) foot lane on all blocked streets/roads for emergency vehicle access. Event plans should indicate the locations of tents or support stations throughout an event to ensure these are not within 90 ft of a bus-stop.

The term "**rolling closure**" is used to describe the process in which traffic flow is momentarily suspended in succession, at intersections along a specific route to allow for an organized run, walk or procession within streets that are also open to regular traffic flow. Rolling closures are reviewed to reduce impacts on emergency services, major roadways and individuals who rely on public transportation. Based on many factors such as the specific route, day, timeframe, number of participants and type of event, a rolling closure will typically include a minimum of three police officers with cruisers. The process is organized so that two officers lead the group by closing the upcoming intersections temporarily so the group can pass mostly uninterrupted. The two lead officers will leapfrog over one another between intersections to control traffic through the affected areas. A third officer is used as a trail vehicle, the final participant to pass through the intersection before it is re-opened to regular traffic flow. A rolling closure is not a full street closure. A rolling closure does not typically include the use of traffic control devices such as barricades, cones or directional signage. Sidewalks will remain open to the public.

Permission for a "**full street closure**" is administered through the Transportation Department. Streets containing active bus routes as well as DOT-maintained roadways are not eligible to close for event purposes without special approval. The process of implementing a temporary street or sidewalk closure is managed through the installation of barricades, traffic cones and directional signage to assist motorists and pedestrians around the affected areas. Police officers are not automatically required for a temporary street closure and rarely for a sidewalk closure. The event organizer is responsible for creating and posting all directional signage, erecting traffic control devices at the designated intersections, and consistently staffing all barricades throughout the entire period of closure. A professionally licensed security company is required to staff barricades that impact traffic adjacent to a fire or police station point of egress. Signs and barricades may not impede travel on the sidewalk unless it is part of an approved sidewalk closure.

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In many cases police officers may be required for a full closure due to the complexity of gradually closing larger streets and areas with multiple intersections. As an example, a neighborhood block party involving a single street barricaded at both ends of a residential block would not automatically require police support. However to close downtown streets for a typical parade where multiple intersections are involved, or for a common street festival within areas of higher traffic flow, the roadways must be closed and reopened in precise succession through police support. When required, the presence of police support does not alleviate the responsibility of the organization to post signage, erect barricades and provide staff for each point of closure. Adequate event staffing, effective mobile/radio communication devices and a detailed operations plan must be in place to successfully implement a full closure when police assistance is deemed necessary.

Full Sidewalk closures are necessary when an activity or components of an activity are conducted on a sidewalk that prohibits or substantially impedes pedestrian throughway. Sidewalk closures should not impact access to transit bus-stops, and must provide alternate accessible pedestrian routes for other pedestrian access and travel. While it is permissible for groups to use sidewalks for special events, if the sidewalks are intended to remain open to the public a minimum 6' width clearance must be maintained at all times.

As part of an outdoor special event, the closure of off-street parking is approved through the Transportation Department's Parking Services Division. Unmetered, off-street parking spaces do not require an additional fee for closure; however the logistics of blocking unmetered parking spaces to general public use may require the utilization of barricades, traffic cones and signage. A per meter/per day fee is automatically charged to cover the revenue shortfall when parking meters are present within an area of temporary street closure. Fees to close parking meters are NOT imposed on days when parking meter fees are not otherwise collected such as after-before hours of operation, on Sundays and throughout the day on specific holidays

Street Closing Notification *Reference: Mitigation of Impact, Page 26*

When special events include stationary street closures for public streets or sidewalks, event organizers will be required to contact all affected property owners/residents to share written information and document the contact on the Special Events Street/Sidewalk Closures Documentation of Contact. Written notification can be a flyer or a copy of the **Public Notification of Special Event** form included with the permit application. Special Events with stationary street closures will not be permitted without a completed form.

In addition, the City of Asheville requires advisory signs be placed a minimum of two weeks prior to the event if it includes stationary closures of major use roads or sidewalks. Advisory signs are intended to provide advanced notice to the regular users of the street or sidewalk scheduled for closure.

Street Closure Fee Summary:

- **Full Street & Sidewalk Closure Fee:** *\$50.00 flat rate
- **Asheville Police Officer:** *\$40.00/hour, minimum 4 hours, per officer hired - advance payment
- **Barricades:** *\$25.00 each, per day - delivered and stacked at designated intersections in advance
- **Traffic Cones:** *\$5.00 each, per day - signature upon delivery and security deposit required
- **Parking Meters:** *\$18.00 per metered space, per day
- **Road closure impacts on Transit fee:** *\$100 for each event that closes a street requiring Asheville Transit to detour and notify passengers ahead of time + \$20 per 4 bus stops not being served

* Fees and charges are subject to change.





NEIGHBORHOOD BLOCK PARTIES

A temporary street closure for the purpose of a neighborhood block party is considered an outdoor special event and subject to all outdoor special event policies. A reduced, flat-rate fee of *\$50.00 is extended to residents so to help facilitate neighborhood gatherings.

The *\$50.00 flat-rate fee covers the cost of the permit application fee, street closure permit fee and the cost of four (4) barricades which will be delivered to the site corners in advance of the event date. If additional barricades are needed to facilitate the closure, additional barricades are invoiced at the standard rate of *\$25.00 each per day. See topic: "Street, Lane, Parking & Sidewalk Closures" for more information on street closure policies.

In addition to the standard event permitting policies and requirements for all special events as outlined within this guide, a signed petition by the homeowners that will be affected by the closure is necessary. The petition must contain a hold harmless clause and state the date, time, and location of the block party.

- All residents in the block must be contacted.
- At least 60% of the households must sign the petition. All petitioners must be at least 18 years old.
- The petitioners agree to a hold harmless agreement.
- No residents' vehicles will be denied access to or from their homes during the hours of the event.
- Fire, police and rescue vehicles must be permitted access at all times during the block party.
- All barricades must be manned during full hours of closure.





SET UP & TEAR DOWN

Events must handle all set-up and tear down activities between the specific hours of permitted activity. Streets must be closed and barricaded prior to any set-up activity and remain closed until all tear down is completed. Vehicle access to field areas must be limited only to major infrastructure such as portable restroom delivery and main stage set-up. When within parks & greenways, vendors must hand-cart individual tents, supplies and merchandise to their exhibit site to avoid field damage and reduce any potential for damage recovery assessments. Please note that vehicles are strictly prohibited from all lawn and paved areas within Pack Square Park.





SITE PLANS & ROUTE MAPS

To ensure appropriate review of the event, a site plan and/or route map must be included with the Outdoor Special Event Permit Application. Based on the type of event, the application for permit may require both a site plan and a route map to support the request. Site plans and route maps may need to be produced in several layers to effectively cover all components. Computer assisted drawings (CAD) are preferred. Hand drawings must be produced in a clear and legible manner. Site plans should be submitted in an 8 ½" x 11" or 8 ½" x 14" standard format.

The site plan serves as a visual representation of the event and should identify the location of all temporary site additions in relation to the property's existing infrastructure. It is important to identify key existing safety components as well as temporary additions on all site maps. Existing items of greatest importance are fire lanes, fire hydrants locations, fire department connections on buildings, driveway access and all points of egress from buildings. Temporary additions include all crowd and traffic control devices such as fencing and barricades; structural additions such as tents, stages, platforms and bleachers, portable restroom facilities, and electrical additions such as generators and light towers. In all cases where an event is fenced or contained, the site plan must be composed precisely to scale, clearly showing all aisles and points of egress. When over 200 chairs are provided such as in planned performance seating, chairs must be tied together in threes or more, with no more than 14 chairs per row, no less than 12" between rows, and dividing aisles between sections being no less than 44". See topics on "Tents, Canopies & Structures" and "Electricity."

A route map is needed for activities such as races and runs that would occur along streets, sidewalks and roadways. Route maps should include notation of any temporary property additions, street closures or parking closures planned along the course. A route map should identify the names of all streets, sidewalks and whether those areas are planned for full or rolling closure. See topic on "Parades, Runs Walks & Processions" and "Street, Lane, Sidewalk & Parking Closures."

Be sure to consider the following when assessing a site for special uses:

- **Points of Entry/Exit:** How many? Pedestrian or vehicle access? Allow for emergency access? Easily accessible? Well signed?
- **Emergency Routes:** Is there access to all areas by emergency vehicles?
- **Safety of Site:** Are there features of the site that would need to be marked or could pose a risk?
- **Electricity:** Where are the power outlets and generators? Are they accessible for use and contained for safety? Can all lines be properly covered? What is the height of overhead power lines and where are they located?
- **Central Space:** Is there an obvious, primary gathering area for attendees where event information and first aid is available? Is there enough open space for attendees?
- **Vending Space:** Is topography level? Is the area prone to drainage issues? Is there enough room for storage, load-in/out, adequate aisle width?
- **Behind the Scenes:** Where will event management and logistics be located? Are areas properly secured and identified?
- **Parking** Is there sufficient vehicle parking within a reasonable distance from the event? Handicap parking? Parking for vendors, staff, equipment trailers? Are these areas well signed and staffed?





TENTS & STRUCTURAL ADDITIONS

Building safety and fire prevention permitting is required for the construction and placement of any structure, including tents, canopies, and shelters constructed of canvas or other pliable materials no matter how supported, as well as platforms, stages, scaffolding, light towers, inflatables and all other structures not otherwise classified as furnishings unless combined furnishings constitute a structural addition - such as in planned seating areas where over 200 chairs are provided. (One (1) isolated tent not to exceed 10'x10' may be used at an outdoor special event without permitting fees or inspection.)

Organizers of outdoor special events that take place in the City of Asheville must be aware of the permitting requirement for any structures as indicated above. Organizers are responsible for making sure that permits are applied for and in place prior to the event date. The original copies of all approved permits must be available for review and inspection during the event.

Common requirements for tents/canopies/inflatable/structures:

- No tents, canopies, inflatables or structures may be staked into asphalt or concrete surfaces.
- All tents/canopies/inflatable must be secured and anchored by weight or stake at all corners.
- No tent/canopy/inflatable may be erected in front of a building used as a place of public assembly, within 15 feet of a structure, fire hydrant, or in any way obstructing any building exit or doorway.
- Tents/canopies/inflatable/structures may not entirely block streets. A minimum of 14 feet clearance width and 13.5 feet overhead height for fire vehicle access must be maintained on all streets.
- Tents over cooking or open flames shall be required to have an attached label indicating flame resistance by NFPA, North Carolina State Fire Marshall, or other approved testing agency.
- At least one UL rated 2A, 10B or 10C extinguisher shall be provided for all tents exceeding 500 square feet or any size tent where there is cooking with open flames. Additional extinguishers may be required after the inspection.
- LP Gas use shall be restricted to cylinders no larger than 125 gallons water capacity (100 pounds of gas). Cylinders shall 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 table placed in a container with a flat bottom such as a plastic carton, a signpost or permanent electric pole.

All tents and inflatables require anchorage instructions from the manufacturer or installer. Scaffolding, stages and other unique structures often require similar instructions and design spec sheets from the manufacturer or a certified engineer. Anchorage instructions and spec sheets provide the technical details needed for permit review and proper installation. Anchorage instructions and spec sheets should be supplied with the permit application and also made available on-site for inspection.

Tents/canopies 700 square feet or less, or when the aggregate total of multiple tents/canopies side by side do not exceed 700 square feet without a fire break of twelve feet, are exempt from being certified as flame retardant if all the following are met:

- No enclosing side walls are present.
- No cooking or open flames.
- A minimum of twelve feet clearance is present from other structures or tents

On-site Inspections:

Events with building safety and fire prevention permits generally include the need for an on-site inspection prior to the event opening to the public. Events are encouraged to best prepare for inspections by noting the common requirements listed above, closely following the site plan during set-up, and being sure to understand any comments posted on the approved permits before set-up begins.

Tent and temporary structural permits cannot be issued more than 6 months in advance or past 21 days in advance of an event of over 100 persons in attendance.





ELECTRICITY ADDITIONS

Permits are required for all electrical work and power installation beyond that which already exists at the proposed event location. All temporary electrical additions must be identified on the event site map. The special event application must include contact details for the electrician or electrical contractor who will be installing the temporary service whether through a generator or temporary power meter.

Power provided by extension cords from a building may not pass through doorways or windows but must be supplied by an exterior outlet, which is protected by a Ground Fault Circuit Interrupter (GFCI). Extension cords must be grounded and may not be placed over walking surfaces without proper covering materials, avoiding potential for tripping hazards and injury.

Generators:

All portable generators must be installed in accordance with the manufacturer's instructions. Use of multiple gasoline generators within a single event site should be avoided. Diesel generators are strongly preferred. Most generators will require electrical permitting when grounding is recommended by the manufacturer. A licensed electrician will be required to properly ground the equipment. The perimeter around all generators must be fenced from public areas for safety. Power cords along sidewalks, pathways and roads must be properly covered and secured. Electrical permitting often includes the need for an on-site inspection prior to use. Instructions for scheduling on-site inspections will be included within the permit once issued.

Temporary Power Meter/Pole Installation:

The City may approve the installation of temporary power to public property in cases where the activity warrants a specific need. The event organizer must hire a licensed electrical contractor to install the temporary power poles and run the lines. The event organizer must create a temporary account through Progress Energy prior to any activation of power. The City of Asheville will inspect the pole and line installation upon notice from the electrical contractor that the work has been completed, and subsequently contact Progress Energy to authorize installation of the meter and connection to the main line.

Electrical permits cannot be issued more than 6 months in advance or past 21 days in advance of an event of over 100 persons in attendance.





FIREWORKS & OPEN FLAMES

Food preparation with private grills or cooking devices utilizing an open flame, fire performances and candlelight vigils are common activities that require **Operational Fire** permitting. Permission for the use of open flames at an outdoor special event may be allowed under certain conditions. The event site map must include reference to precisely where open flames are planned such as within vendor booths and designated performance areas. Pyrotechnics and Fireworks are handled through an independent application process.

All fire performances require **Operational Fire** permitting. Persons conducting fire performances shall not be under the influence of alcohol or drugs which impair sensory or motor skills, shall be at least 21 years of age, and shall demonstrate knowledge of all safety precautions. The Fire Marshal is authorized to require operations to be supervised by Fire Department personnel at any time in order to determine compliance with all safety and fire regulations. The Fire Department is authorized to remove or cause to be removed or disposed of in an approved manner, at the expense of the owner, any materials used in violation of this permit.

The following detail must be included as an attachment to the special event application for all events containing fire performances.

- Name and employer of all persons performing/assisting with the performances
- Date and time of the performances
- Site plan including location address, direction and distance to all other buildings, distance to spectators
- Description of performances to be conducted
- Type of fuel used and devices being used
- Signature, printed name, title, date and time the site plan was prepared
- Insurance is required

Operational Fire permits cannot be issued more than 6 months in advance or past 21 days in advance of an event of over 100 persons in attendance.

Pyrotechnics and Fireworks requests are handled as an independent process in the State of North Carolina. There are limited locations within the City limits of Asheville that can be used to launch fireworks. A Fireworks Permit (*\$100.00/event or *\$500.00/after 5th permit issued in a fiscal year) and Buncombe County Commission approval is required to display fireworks in the State of North Carolina not less than sixty (60) days prior to the date of the proposed display of fireworks. Once a complete application is received along with payment for the fireworks component in advance, a code enforcement officer will process the fireworks component including a pre-show set up and a walk through inspection before the approval and issuance of the permit is made. Please inquire with our office for more information.





PARADES, RUNS, WALKS, PROCESSIONS

Parades, runs, walks and processions are typically approved at one of three levels:

- Unassisted, Self-Regulated (generally these occur on in parks, sidewalks or minor streets)
- Police-Assisted via Rolling Closures* (events will impact normal transportation patterns during a very limited timeframe)
- Full Street Closures* (events staged in the street requiring transportation patterns to change)

*Additional fees apply for Asheville Police Department support services and for permitting to authorize full street closures.

Parades, runs, walks and processions will not be permitted to proceed through a separate activity's event boundary. Streets containing public transportation routes and NC DOT-maintained roads are not eligible for full closure without special approval so to avoid impacting emergency services, major roadways and individuals who rely on public transportation. Rolling closures are also reviewed to reduce impacts on emergency services, major roadways and individuals who rely on public transportation.

Determinations on approval are based on event size, specific route, date and time of day. An event may also request a specific type of closure and request off-duty officer support when not otherwise required. Event plans should indicate the locations of tents or support stations throughout the course and ensure these are not within 90 ft of a bus-stop. The City of Asheville's Police Department and Transportation Department (Traffic Engineering and Transportation Planning Management Divisions) will make the final determination on approval of all routes and level of support necessary.

A clear route map with turn-by-turn directions must accompany all applications involving parades, runs walks and processions.

Unless otherwise posted, max overhead clearance on all roadways is 13'6" height and 8'6" max lane width.

Special Note: See Mitigation of Impact, Page 26





MERCHANDISE SALES & VENDING

The event organizer is responsible for procuring vendors for the event and communicating City guidelines and policies to the vendors. Vendors approved by the event organizer for the special event shall not be required to secure an Outdoor Dining Permit or an Outdoor Merchandise Permit from the City for the time period of the event.

The State of North Carolina requires event organizers maintain registration documents on all event vendors for tax purposes. For more information please see page titled, NC State Taxes within this event guide.

All permitted outdoor special event activities with full street or sidewalk closures supersede local performance and push-cart vending licensees at the discretion of the event, during the period of activity from set-up through tear down.

All vendor activity including installation of vending tents, structural additions, water access and electricity needs must be arranged and permitted as applicable by the event organizer within the overall special event application process





FOOD SALES

While many events contain food and beverage vending, events specifically classified as food festivals should be programmed within park properties rather than through the use of closed streets.

Health Department inspections are required for the sale of most food at outdoor special events. It is the responsibility of the event organizer to contact the [Buncombe County Division of Environmental Health](#) at least four weeks prior to the event to discuss food vendor participation. In most cases the event organizer will need to verify each food vendor has obtained a Temporary Food Establishment Permit. Please call 828-250-5229 with any questions or concerns regarding health inspections, food vending permits and requirements of events which feature temporary food services.

- A Temporary Food Establishment Permit is required for each vendor
- Areas of food preparation must be provided access to water using a food-grade connection
- Inspections must be completed prior to any food distribution activities
- Inspectors have the right to close booths operating outside of health regulations
- All permits must be clearly displayed
- No products may be sold in glass containers
- Event organizer is responsible for all clean-up including grease and grey water removal

Vendor applications for Temporary Food Establishment Permits are due no later than 15 days in advance of the event date.





ALCOHOLIC BEVERAGES

Both the City of Asheville by Ordinance and North Carolina by State Law regulate the possession, sale and consumption of alcoholic beverages. Special permits and licensing are unconditionally required for the sale and consumption of alcoholic beverages at an outdoor special event held in the City of Asheville.

Unless an exception is approved, the Asheville Police Department currently maintains a 10:00pm curfew on alcohol consumption with final sales at 9:30pm for all outdoor special events on public property. Alcohol will be considered for events in Pack Square Park, Carrier Park and events on city streets only.

The five-part approval process includes:

- Step 1 – Approval by the North Carolina Alcoholic Beverage Control Commission (Special One-Time Permit)
- Step 2 – Approval by Asheville City Council
- Step 3 – Confirmation of Liquor Liability Coverage (see Insurance & Liability)
- Step 4 – Employment of Law Enforcement
- Step 5 – Completion of Responsible Alcohol Seller Program

The event organizer is responsible for filing for and obtaining all required permits and special licenses. A copy of the [Special One-Time Permit from the North Carolina Alcoholic Beverage Control Commission](#) must be received by the Event Permit Specialist before a staff report to allow the sale and/or consumption of alcoholic beverages at a special event will be prepared and presented to City Council. Any event that includes the possession of alcohol is required to have a minimum of two (2) APD officers at coordinators expense in attendance. If the event includes the use of alcohol on City property, Liquor Liability Coverage must be included on the certificate of insurance.

The Education and Training Division of the North Carolina Alcoholic Beverage Control Commission conducts free responsible server/seller training for both on-premise and off-premise business owners, managers and employees. The training program lasts 2 hours and incorporates hands on training using "fatal vision" goggles, video, and open discussion. In conjunction with the ABC Commission, the City of Asheville requires all volunteers and staff involved in the sale of alcoholic beverages complete a Responsible Alcohol Seller Program either through the online resource or by attending a group training class.

More information and class schedules are available online:
<http://abc.nc.gov/education/training/rasProgram.aspx>

To take the online course please visit:
<http://abc.nc.gov/Education/CBT/Test/Test.html>

The City of Asheville values our event industry and is invested in its success. It is important to note that there are specific laws and strong oversight relating to the distribution and consumption of alcohol by both on-duty and off-duty event staff, volunteers, vendors and hired service providers in the State of North Carolina. Any violation of such regulations may place the event's current permit and future ability to obtain alcohol permitting in jeopardy. It is highly recommended that any event serving alcohol schedule a responsible server/seller training class and require mandatory participation by all event staff and volunteers prior to the event.

City of Asheville Outdoor Special Event Alcohol Fee: \$100 per event application





PARKING & PUBLIC TRANSIT

Transportation, traffic congestion and environmental pollution are all factors of concern with events. A written plan outlining accommodations for the safe arrival and departure of event attendees, participants, and vendors must accompany the Outdoor Special Event Permit Application. The transportation plan (including parking, transit, pedestrians and bicycle issues as necessary) must be suitable for the environment in which the event will take place. For smaller events this plan may simply be a written disclosure that parking will occur within existing off-street lots, parking decks and metered spaces. Handicap access from transit and parking spaces to the event should always be considered within the plans. Recommending the use of carpooling, public transportation or other alternate mode of transportation within pre-event publicity and promotional materials is highly recommended.

An event in which estimated attendance exceeds surrounding parking capacity must establish a remote parking plan. The most common remote parking plans rely on existing public transit routes or event shuttle services from a pre-designated, off-site parking lot as determined by the event and show how attendees have been or will be notified of these options. An event will not be approved in a location where attendance exceeds parking capacity without an appropriate plan. In the case of an event at which it is reasonable to expect a large number of attendees traveling by bicycle, bicycle parking must be considered in the plan.

The City of Asheville Transportation Department's Parking Services Division reviews all larger events taking place within the central business district to determine if it is appropriate to institute special event rates. Any event estimating over 3,000 in participation may justify special event parking increases within City parking decks. This increased parking rate helps to supplement lost meter revenue and increased staffing costs. Events of this size can confer with the Transportation Planning Management Division to determine how public transportation may assist event transportation needs.





RESTROOMS & SANITATION

It is the responsibility of the event organizer to provide adequate on-site restrooms to meet the specific needs of their event. Installation of portable restrooms may be required to supplement existing facilities based upon the maximum number of attendees at the event during peak periods. All public events with attendance of 100 or more with a duration exceeding 4 hours are required to provide restroom facilities. Building Code requires a quantity of two (2) toilets for every 100 people – one male, one female. Ten percent (10%) of these facilities must be ADA accessible. The location and delivery schedule for portable restrooms must be approved through Building Safety and Fire Prevention permits. Advance delivery is considered part of event set-up and may increase total park usage fees. All portable restrooms must be maintained daily.

The event organizer is responsible to properly dispose of recycling and garbage throughout the term of the event and immediately upon conclusion of the event the area must be returned to a clean condition. City properties are often booked back-to-back and adjacent areas utilized simultaneously. Each permitted use relies heavily on the courtesy of the previous activity. Waste crossover into areas in close proximity is a natural occurrence with many types of events. Consider the potential for waste crossover at your event and extend your recovery efforts throughout surrounding areas as needed.

For the courtesy of all users, permittees are responsible for leaving all rented parks and facilities in the same condition in which they were found. Food and beverage stains on any vertical or horizontal surface including but not limited to floors, walls, sidewalks, pathways, picnic tables, benches, and trash receptacles shall be mopped, scrubbed, wiped, and/or pressure washed clean. To this end, organizers should come prepared with all necessary cleaning supplies. Food waste, loose trash, and other guest-generated waste shall be thoroughly collected and disposed of properly. All tape, banners, string, rope, ribbon etc. shall be untied or cut loose from all structures and surfaces and disposed of properly. Confetti, silly string, and tinsel are expressly prohibited from use during special events. Chalk is prohibited from all vertical surfaces and covered areas. In some parks chalk is prohibited from horizontal surfaces. All picnic tables and receptacles shall be returned to their original positions. Park and facility neglect may result in the denial of future permits or the requirement of a deposit or surety bond for future events.

Permittees are required to pack out their trash and recycling and are encouraged to set-up their own temporary waste and recycling stations. If a City waste or recycling receptacle becomes more than half full as a result of the event, the organizer is responsible for removing the bag and installing a fresh liner. Receptacles that are less than half full do not have to be emptied. Replacement liners shall be provided by the event organizer and shall be heavy duty, black, 3 mil, 42 gallon size for waste receptacles and blue, 0.9 mil, 32 gallon size for recycling receptacles. Liners can be purchased at any local hardware store. Failure to meet the trash collection and disposal requirements may result in the denial of future permits or the requirement of a deposit or surety bond for future events. The City does not provide street sweeping services for special events. If animals are approved to be present during the event, the event organizer will be fully responsible for the collection and proper disposal of all waste generated from the animals.

Regarding responsibility for proper disposal of grey water, cooking oil and grease: The event organizer is responsible for arranging for the proper disposal of gray water, cooking oil, grease, tar paper, food service matting and other similar waste, with a specialized private service agency. A *\$250.00 clean-up deposit may be required when grease or other similar waste will be utilized in the event area. Improper disposal or spills may be classified as a hazardous waste and result in fines in accordance with Chapter 22 of the Asheville Fire Prevention Code.

Occasionally waste management services are provided through an agreement in-kind support by the City of Asheville. In such instances all trash should be bagged, secured and placed in a central location for pickup. If additional trash/recycling barrels are provided within this agreement, all barrels should be emptied and stacked in the area they were delivered.





The Asheville Fire Department requires all events submit an [Emergency Action Plan](#) (EAP) and maintain a basic first aid kit on-site during the event. A template for the Emergency Action Plan is available to download from our website and must accompany all applications for outdoor special events.

The purpose of an Emergency Action Plan is to identify potential emergency conditions at the event site and prescribe the procedures to be followed to minimize or prevent loss of life and property. An EAP is needed to define the coordination of necessary actions by the event organizer and the responsible municipal, county, and state officials to provide for timely notification, warning, and evacuation in the event of an emergency, to include catastrophic emergencies beyond the normal expected hazards, i.e., weather phenomenon, etc.

Events considered to be of potential risk and/or with attendance exceeding the thresholds established in the Fire and EMS Resource Requirement Matrix at peak periods will be required to arrange for on-site emergency medical services. Should Advanced Life Support (ALS) transport be needed at your event, your medical service provider is required to use Buncombe County Emergency Services.

It is your responsibility to ensure that all medical support personnel whether paid or volunteer has the appropriate licensing, certifications, and insurance to provide services at your event. The Asheville Department has final authority to require a minimum number of licensed medical providers, volunteer and staff positions, as well as other Fire Department personnel necessary to support the medical and fire emergency access needs of a special event. Personnel and equipment shall be positioned at the specific location(s) and time(s) indicated on the special event permit and/or in accordance with any requirements established by the Asheville Fire Department and must remain properly in place throughout the assigned times until it is safe to end the assignment.

To assist you in determining the appropriate type of medical services for your event, the City of Asheville has developed a matrix of fire/emergency medical services resources which can be used as a guideline in developing your medical plan.

This matrix is a basic guide. The presence or absence of alcohol, large event boundaries, or specific activities included as part of the event may alter these requirements. An approved Emergency Action Plan (EAP) is required for all event types.

All events with over 1,000 persons in attendance at any given time are required to have dedicated crowd managers at the ratio of one crowd manager to every 250 persons. An online training course and certificate is available through the [NC Office of State Fire Marshal](#). As applicable, the appropriate number of certificates must be provided to the City of Asheville in printed or electronic format before final permits will be issued. The names and contact information of your Crowd Manager Supervisor must be listed in your EAP.

continued...page 2





The following resource matrix is a basic guide. The presence or absence of alcohol, large event boundaries, or specific activities included as part of the event may alter the requirements.

Fire and EMS Resource Requirement Matrix						
Outdoor Special Event	Peak Estimated Crowd Attendance and/or Event Participants	On-site EMS Personnel Standby (EMT, without transport capability)	On-site EMS Personnel Standby (EMT-I/P, with transport capability)	2 person, EMT Bike Teams*	Motorized 2 person, EMT Team (with basic Firefighting capability)	EMT Staffed First Aid Station or Booth
Concert/Festival (Public Park or Assembly Facility)	<2,500	R				
	2,501 - 5,000	2 X				
	5,001 - 10,000	2 X				X
	10,001 - 15,000	4 X	R			X
	15,001 - 25,000	2 X	X	R		X
	>25,000	**	**	**	**	**
Concert/Festival (Street, Roadway, or Unimproved Site)	<2500	R				
	2,501 – 5,000	2 X				
	5,001 - 10,000	4 X		R		
	10,001 - 15,000	4 X	R	X	R	
	15,000 - 25,000	2 X	X	X	X	X
	>25,000	**	**	**	**	**
Athletic Event (Fixed location)	< 2,500	R				X
	2,501 – 10,000	2 X	R			X
	10,000 - 15,000	4 X	X			X
	>15,000	**	**	**	**	**
Athletic Event*** (Non-fixed location)	< 250			R		
	251 – 1,500			X	R	
	1,500 – 2,500			2 X	X	
	>2,500	**	**	**	**	**

Matrix notes:

X = Required Resource; a number indicates how many of that resource. This matrix is a basic guide. The presence or absence of alcohol, event boundary locations, and/or specific activities included as part of the event may alter these requirements. An approved Emergency Action Plan (EAP) is required for all event types. EMS personnel, such as EMT, EMT-I, and EMT-P, and must be NC licensed.

R = A Recommended Resource.

* = Motorized Teams may be substituted. Motorized teams typically consist of a UTV or ATV for use within event boundaries.

** = These will be evaluated on a case by case basis and the requirements will be specified in the OSE Permit, as approved by the Asheville Fire Dept.

*** = Road races where a portion of the route is outside of the city limits will be evaluated on a case by case basis and the requirements will be specified in the OSE Permit, as approved by the Asheville Fire Dept.





EVENT SECURITY

All outdoor special events are required to provide a safe and secure environment for the participants. This is accomplished by anticipating potential security and crowd control issues related to the event activities as well as the surrounding environment in which the event will occur. The size of event, type, time of day and location of the event are all items that should be considered and addressed within a written security plan.

With minimal training, volunteers and event staff are often able to meet the security needs of smaller community events and private activities. Larger events may require the services of a professional security company so to develop an appropriate security plan and provide adequate staffing.

Based on location and time of day, supplemental lighting and temporary light towers may be required for outdoor special events to enhance public safety and security within the event site.

Events involving the sale or consumption of alcoholic beverages within public spaces always require the employment of a minimum of (2) two off-duty Asheville Police Department officers for the event.

Events may be required to provide a security plan as an attachment to the [Outdoor Special Event Permit Application](#). The Asheville Police Department will provide approval or an advisory on the required adjustments. If it is determined at any time during the event that the event has failed to meet security needs, or if the security provided proves inadequate, the Asheville Police Department maintains the right to close any and all components of the event and/or to provide additional police services that will be billed directly to the event at a minimum rate of *\$40.00 x 4 hours per officer.

Contact the Asheville Police Department for consultation on special event security requirements and quotes for off-duty officer support at 828-252-1110.

Armed Security/APD Personnel Estimates										
	Peak Attendance Estimate:	0-500	500-1000	1000-2000	2000-3000	3000-5000	5000-8000	8000-10000	10000-15000	15000+
Event Type:	Event with alcohol on one street	2	3	4	5	10	15	18	20	25+
	Event with alcohol on two streets	3	4	5	6	12	17	20	22	27+
	Event without alcohol on one street	0	2	3	4	6	10	12	15	20+
	Event without alcohol on two streets	0	3	4	5	8	12	14	17	22+
	Event with alcohol in park/greenway	2	2	3	4	6	8	10	12	14+
	Event without alcohol in park/greenway	0	0	2	2	3	4	6	8	10+
<p>Due to a variety of factors which play a part in the management of event security needs, the above personnel requirements are estimates only and subject to revision based on the specific event components, location, date/time and historical activity in the area.</p> <p>A minimum of two APD officers are required whenever alcohol is permitted on City property.</p>										





EVENT INSURANCE

Primary Insurance:

The event organizer must furnish a general liability insurance policy valid during the dates of all event activity procured from a company licensed to conduct business in North Carolina listing the City of Asheville as the Certificate Holder as follows:

**City of Asheville
P.O. Box 7148
Asheville, NC 28802**

All general liability certificates must list the City of Asheville as an additional insured. If the event includes alcohol, liquor liability coverage is also required. All policies must protect the City of Asheville, its officers, officials, employees and agents from any and all claims for damages to property and/or bodily injury which may result from or in connection with any of the operations carried on by the special event. The City of Asheville Risk Management Division must receive a copy of all certificates of insurance for all coverages before a permit will be issued.

Third Party Insurance:

All safety sensitive contractors providing goods or services for the event must also adhere to the above referenced insurance requirements. Examples of such contractors include but are not limited to inflatable companies, providers of amusements, rides, mobile attractions, operators of unique participatory experiences, equipment contractors and vendors of all food and beverage items.

Insurance requirements are as follows:

Commercial General Liability:

Per Occurrence	\$1,000,000
Personal & Advertising Injury	\$1,000,000
Products/Completed Ops.	\$1,000,000
General Aggregate	

Note: Required limits may vary depending on size, location and type of event.
Minimum limits for this coverage will be \$1,000,000

In addition to these minimum requirements, additional coverage may be required, based upon the type of event, up to the following limits:

Automobile Liability – Including Owned, Hired and Non-Owned Vehicles

Combined Single Limit per Accident (Bodily Injury and Property Damage)	\$1,000,000
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Workers Compensation – Statutory

Employer Liability	
Each Accident	\$100,000
Disease - Policy Limit	\$500,000
Disease – Each Employee	\$100,000

Liquor Liability (when applicable)

Note: Required limits may vary depending on size, location and type of event.
Minimum limits for this coverage will be \$1,000,000



Contractor or vendor providing service to the city

Insurance company providing coverage.
(can be multiple companies providing different lines,
ie. Insurer A: for general liability; Insurer B: for worker's Comp)

Policy Number & Effective Dates

ACORD		CERTIFICATE OF LIABILITY INSURANCE		OP ID: JN CITAS-1	DATE (MM/DD/YYYY) 04/01/13
PRODUCER Insurance Service of Asheville P. O. Box 530 Asheville NC 28802 Phone: 828-253-1668 Fax: 828-258-8164			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.		
INSURED ABC Construction 101 Main Street Asheville NC 28802			INSURERS AFFORDING COVERAGE		NAIC #
			INSURER A: Travelers Insurance Company	10677	
			INSURER B: Zurich Insurance Company	2127	
			INSURER C:		
			INSURER D:		
			INSURER E:		

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADD'L	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	X	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	TIC 00012345	04/01/13	04/01/14	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PO/ AGG \$ 2,000,000
A		AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	TIC 00023456	04/01/13	04/01/14	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
A		EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$	TIC 00045678	04/01/13	04/01/14	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$ \$ \$
A		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER	TIC 00045678	04/01/13	04/01/14	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B		Prof/Pollution	XYZ 00012345	04/01/13	04/01/14	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

The City of Asheville is added as additional insured for general liability and auto liability.

General Liability (Required limits)

Auto Liability Limits (Required limits)

Umbrella Liability may be required.

Workers Compensation (Required limits)

Professional & Pollution Liability may be required

City of Asheville must be shown as additional insured for General and Auto Liability

CERTIFICATE HOLDER

CITAH-1
 City of Asheville
 PO Box 7148
 Asheville NC 28802

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE
 Jonathan S. Nelson

City shown as Certificate Holder

Medium Risk Profile

Contractor or vendor providing service to the city

Insurance company providing coverage.
(can be multiple companies providing different lines, ie. Insurer A: for general liability; Insurer B: for worker's Comp)

Policy Number & Effective Dates

ACORD CERTIFICATE OF LIABILITY INSURANCE OP ID JN CITAS-1 DATE (MM/DD/YYYY) 04/01/13

PRODUCER
Insurance Service of Asheville
P. O. Box 530
Asheville NC 28802
Phone: 828-258-1668 Fax: 828-258-8164

INSURED
ABC Construction
101 Main Street
Asheville NC 28802

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Travelers Insurance Company	10677
INSURER B: Zurich Insurance Company	2127
INSURER C:	
INSURER D:	
INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	X	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	TIC 00012345	04/01/13	04/01/14	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	X	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	TIC 00023456	04/01/13	04/01/14	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
A		EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$	TIC 00034567	04/01/13	04/01/14	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
A		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER	TIC 00045678	04/01/13	04/01/14	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B		Prof/Pollution	XYZ 00001234	04/01/13	04/01/14	\$ 1,000,000

General Liability (Required limits)

Auto Liability (Required limits)

Umbrella Liability (Required limits)

Workers Compensation (Required limits)

Professional & Pollution Liability may be required

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
The City of Asheville is added as additional insured for general liability and auto liability. Waiver of Subrogation is provided as respects worker's compensation

City of Asheville must be shown as additional insured for General Liability & Auto Liability. Waiver of subrogation RE: Worker's Comp required

CERTIFICATE HOLDER	CANCELLATION
City of Asheville PO Box 7148 Asheville NC 28802	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE Jonathan S. Nelson

ACORD 25 (2001/08)

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City shown as Certificate Holder

High Risk Profile



MARKETING & SIGNAGE

Please ensure that you have conditional approval of the event before you begin to promote, market or advertise the event. Conditional approval may be made after the Outdoor Special Event Permit Application has been submitted to the City of Asheville and initially screened by the Outdoor Special Events Task Team. Acceptance of the Outdoor Special Event Permit Application by the City is not a guarantee of the date and location, or an automatic approval of the event. The event organizer must complete the application requirements entirely before the City of Asheville will issue an Outdoor Special Event Permit. Due to the many changing components of an event, in most cases, outdoor special event permits are issued only a few days in advance of the event date.

If you anticipate distribution or posting of promotional materials and signage within or outside of the event area, it is important that you consider a limit to the placement and/or distribution of flyers, stickers and signage. Items of particular concern are those that may damage public and private property, violate city sign code of ordinances, or which may be difficult to clean or remove from the area.

City Ordinance prohibits the distribution of printed advertising materials on City property unless conducted within a permitted event boundary.

As a general rule, within the interior areas of a permitted festival and/or special event site, banners may be hung in accordance with the following:

Allowed

- Banners on freestanding polls
- Banners on the side walls of buildings (w/permission of the owner)
- Banners on tents

Not Allowed

- Banners across or over streets or overpasses
- Banners on light poles or utility poles (special permission may be granted in limited circumstances)
- Banners on barricades
- Banners on awnings or decks

An Outdoor Special Event Permit provides allowance for 32 sq. ft. of temporary sign to be placed within the event site on City property, facing the exterior of the event site for the purpose of promoting or marketing the event. The 32 sq. ft. allowance may be in the form of a single sign or divided into two signs.

Events with anticipated attendance of over 100 people at any one time may utilize up to 64 sq. ft. of temporary signage to further advertise the event on private property as authorized by the property owners and approved by a separate temporary sign permit application.

Events with anticipated attendance of over 1,000 people per day are not limited in their signage but must submit a detailed and comprehensive signage plan along with a separate temporary sign permit application.

In all instances only those signs that would not otherwise be prohibited may be considered and all other applicable standards shall apply.





MITIGATION OF IMPACT

Please complete the ***Public Notification of Special Event*** form with your application submittal.

Special events can have an impact on the areas in which they occur. Because of this, all event organizers are encouraged to consider how their event will affect the community and may be required to develop mitigating measures to address the potentially negative impact their event may have on community members, businesses and visitors in proximity to the event.

Many neighborhoods and business districts are represented by community groups that are officially recognized by the City of Asheville. These groups include residential neighborhood/homeowners' associations, building management entities and businesses and business associations. If the event is to be held in an area that is represented by one or more of these groups, the event organizer may be asked to work with city staff to develop mitigation strategies that may include one or all of the following:

- (1) A brief description of the event city staff can use to notify impacted community members by email or through the automated call system. Please note that the city's automated notification system may be used for larger events like races and walks that involve more than 350 participants and rolling or stationary street closings for a large area;
- (2) For any event of significant impact, organizers may be required to mail or hand deliver flyers or other materials 30 days in advance of the event to notify all entities impacted by the event activities;
- (3) Meetings with groups to share information about the event and receive feedback on possible impacts and suggestions for how to mitigate.

Notification information for the event should include, but not be limited to, the following:

- Date(s)/day(s)
- Time(s)
- Location(s) – including map if event involves rolling or stationary street closures
- Types of activities taking place during the event,
- Estimated number of participants
- Detours or alternate route information if regular access is affected or if transportation systems are impacted
- Contact name, email and phone number for the day of the event and before the event so members of the public can contact the organization if they have concerns or issues that need to be addressed prior and during the event.





ACCESSIBILITY PLANNING

All events are required to comply with city, county, state and federal disability access requirements.

All temporary venues, related structures, and outdoor sites for special events shall be accessible to persons with disabilities. If a portion of the area cannot be made accessible, an alternate area shall be provided with the same activities that are in the inaccessible areas. It cannot, however, be offered only to patrons with disabilities. Disability access may include considerations in parking, restrooms, and telephones, clear paths of travel, transportation, signage, accessible vendors and booths. If all areas are not accessible, a map or program must be provided to attendees indicating the accessible restrooms, parking, telephones, drinking fountains, etc.

The ADA National Network provides information, guidance and training on how to implement the Americans with Disabilities Act (ADA) in order to support the mission of the ADA to “assure equality of opportunity, full participation, independent living, and economic self-sufficiency for individuals with disabilities.” A planning guide for making temporary events accessible to people with disabilities is available at <https://adata.org/publication/temporary-events-guide>

The United States Access Board is an independent federal agency devoted to accessibility for people with disabilities and the leading source of information on accessible design. Visit <http://www.access-board.gov> for more detailed information and to download the latest ADA accessibility guidelines.





ANIMAL EXHIBITS & PETS

Many festival-goers are surprised to know that the City of Asheville restricts pets from being present at outdoor special events. Due to public safety and health guidelines, events must restrict attendees from bringing pets and animals into an event site by way of posting signs and educating event staff on the proper means of communicating and enforcing this ordinance during the activity. Except as provided under special resolution by Asheville City Council, it is unlawful for any person owning or having possession, charge, custody or control of a domesticated animal, wild animal or livestock to take the animal into picnic areas, pond areas, children's play areas of any City park or into any areas designated or permitted by the City as part of a community festival or event area. This restriction shall not apply to animals assisting persons impaired in sight, hearing or mobility. Farm animals and undomesticated animals are expressly restricted in proximity to residences and businesses.

Please view our informative video on animals at festivals:

<http://www.youtube.com/cityofasheville#p/u/29/fdNH5kAB8gk>





SOUND AMPLIFICATION

Amplification of music and sound, including megaphones, as part of an outdoor special event is regulated in compliance with the City’s noise ordinance (see Article IV, Section 10-81 on Excessive, Unreasonably Loud, and Disturbing Noise).

Event organizers should be sensitive to local businesses and residences when using sound amplification equipment. An Outdoor Special Event Permit does not serve as authorization for exceptions to the noise ordinance however the noise ordinance does grant reasonable exceptions for outdoor special events and festivals. Complaints of loud, disturbing, or unnecessary noise may result in the immediate revocation of the Outdoor Special Event Permit by the City of Asheville Police Department.

An Outdoor Special Event Permit is not required to amplify sound. The City does not offer a permit to allow for amplified sound at special events.





ROADSIDE SOLICITATION

A person seeking authorization under this subsection to solicit charitable contributions along open city streets and roadways must obtain a special event permit from the City of Asheville. This application may be filed as late as (7) days prior to the date the solicitation event is to occur. If there are multiple events or one event occurring on more than one day, each event shall be subject to the application and permit requirements of this subsection for each day the event is to be held, to include the application fee. Pursuant to G.S. 20 – 175, in no case shall the fee be greater than twenty-five dollars (\$25.00) per day, per event.

The Roadside Solicitation Permit Application must be accompanied by:

- Proof of liability insurance in the amount of at least two million dollars (\$2,000,000) to cover damages that may arise from the solicitation. The insurance coverage must provide coverage for claims against any solicitor and agree to hold the City of Asheville harmless.
- A site map showing the specific intersection where roadside solicitation will occur
- Emergency Action Plan - EAP (*ref. "Emergencies & Medical Services"*)
- Proof of legal authority to operate in North Carolina as a charitable organization

Requirements for roadside solicitation include:

- Roadside solicitation shall only be permitted at controlled intersections (traffic lights or stop signs).
- Roadside solicitors shall not impede the flow of traffic.
- Roadside solicitation shall be conducted from the right of way of public highways or streets.
- Roadside solicitation shall be conducted during daylight hours only.
- All roadside solicitation participants shall wear traffic vest which conform to US DOT regulations.
- Each individual participating in roadside solicitation shall wear or have available signs, clothing or articles that clearly delineate the identity of the individual, group or organization.
- Roadside solicitation shall be limited to no more than one group or organization per day citywide.
- Individuals, groups or organizations shall be limited to a maximum of two (2) events per year with duration of no more than two (2) days per event.
- All applications shall be reviewed and approved by Asheville Police Department and Asheville Fire Department.
- In the event the solicitation event or the solicitors shall create a nuisance, delay traffic, create threatening or hostile situations, any law enforcement officer with proper jurisdiction may order the solicitations to cease.





Responsibilities of the Vendor

A person engaged in business in this State and selling tangible personal property, and certain digital property at retail, or rendering a taxable service at specialty markets, flea markets, fairs, festivals, sporting events, entertainment events, and other events and functions must register with the North Carolina Department of Revenue and is required to collect and remit sales and use tax. The general State rate of tax is 4.75% and the applicable local and transit rates of sales and use tax vary depending on the local jurisdiction where a sale is sourced. The sale of "food" at retail as defined in G.S. 105-164.3, is subject to the 2% rate of tax. The sale of prepared food is subject to general State rate of tax of 4.75% and the applicable local and transit rates of sales and use tax as applicable.

Responsibilities of the Specialty Market or Event Operator

Effective August 23, 2013, N. C. Gen. Stat. § 66-255 states, in part, "[a] specialty market operator or operator of an event where space is provided to a vendor must maintain a daily registration list of all specialty market or other vendors selling or offering goods for sale at the specialty market or other event. The registration list must clearly and legibly show each vendor's name, permanent address, and certificate of registration number. The specialty market operator or other event operator must require each vendor to exhibit a valid certificate of registration for visual inspection by the specialty market operator or other event operator at the time of registration, and must require each vendor to keep the certificate of registration conspicuously and prominently displayed, so as to be visible for inspection by patrons of the vendor at the places or locations at which the goods are offered for sale . . . For purposes of the registration list, the exemptions in G.S. 66-256 do not apply." Each daily registration list must be maintained by the specialty market operator or other event operator for no less than two years and must at any time be made available upon request to any duly authorized agent of the Department of Revenue.

N.C. Gen. Stat. § 66-250(5) defines a specialty market operator as "[a] person, other than the State or unit of local government, who rents space, at a location other than a permanent retail store, to others for the purpose of selling goods at retail or offering goods for sale at retail." N.C. Gen. Stat. § 66-250(4) defines a specialty market as "[a] location, other than a permanent retail store, where space is rented to others for the purpose of selling goods at retail or offering goods for sale at retail."

For more information please visit: <http://www.dornc.com/taxes/sales/specialty.html#responsibilities>





SPECIAL EVENT PERMIT VIOLATIONS

It is the applicant and permit holder's responsibility to be aware of and adhere to all applicable City ordinances and policies, including the procedures set forth in this Guide. Failure to comply with such requirements could have serious consequences.

The City may revoke a permit immediately upon determination by the City that the outdoor special event no longer complies with the statements set forth in the event application, with the City Code of Ordinances, or with other City policies and procedures.

Additionally, the City reserves the right to deny future special events permits for substantially similar events to be held in the same place and manner to applicants who have had prior permits revoked or who were otherwise notified that they were in violation of permit requirements, City ordinances, policies or procedures.

Procedure for Denial of Future Permits:

1. Notification of Violation: Applicants who are considered by the City to have violated their permit without immediate revocation during the event will be notified in writing by the City within one week following the event date.

2. Subsequent Application: Should said applicant desire to obtain another permit in the future for a substantially similar event to be held in the same place/location and manner, they will be granted the opportunity to apply for such permit on the condition that they take measures to ensure that the noted violations shall not occur again. The permit will contain the required conditions.

3. Subsequent Violations: If the subsequent permitted event results in the same or additional violations, notification will be issued to the applicant. Thereafter, the City may deny future applications by the applicant for a special event to be held in the same place and manner for a period of two years from the date of violation. Alternatively, the event may be permitted at a different location or in a different manner at the discretion of the City.

- **Permits Revoked On-Site:** Permit holders whose permits are revoked by the City on-site during the event may be denied future special event permits for substantially similar events to be held in the same place and manner for a period of two years from the date of violation.
- **Appeals:** An applicant who is denied a special event permit in accordance with the above procedures, may appeal this denial decision to the City Manager or his/her designee. Such appeal must be in writing and delivered to the City Manager within ten days of issuance of the denial. The City Manager or his/her designee may consider such appeal with or without a hearing, and shall issue and serve a decision on such appeal within ten days of its receipt; which time may be extended by the City Manager.
- **Finality of Denial Decisions:** Permit denial decisions that are not appealed to the City Manager are final upon expiration of the time for taking an appeal. Decisions of the City Manager are final upon issuance.





APPLICATION FEE SCHEDULE

A non-refundable application fee (payable to the City of Asheville) must accompany the Outdoor Special Event Permit Application package submittal. Application fees are based on the primary event component type and size. Events containing more than one primary component may be required to complete separate applications. Total attendance includes all attendance represented for the event(s) as applied under a single application.

Payment is accepted at the time of application by phone appointment using Visa or MasterCard; checks and money orders by mail; cash in person appointments only. The balance of applicable fees will be invoiced once preliminary approval is granted – no earlier than 7 days following receipt of a complete application with application fee. If the date and/or location requested is not available, or if the requested location is not approved for the proposed use, the City will attempt to locate an alternate site, date and work with the applicant on modifications whenever available. Final confirmation of event approval is provided by the City in the form of permits, issued to the applying organization and/or person responsible for planning the event. Permits will not be released until all requirements are met and fees paid.

General Event	Less than 1000 total attendance	\$50
General Event	Greater than or equal to 1000 total attendance	\$100
Race, Run Walk	Less than or equal to 5K distance	\$50
Race, Run Walk	Greater than 5K distance	\$75
Parade		\$100
Commercial Filming/Photography		\$50
Neighborhood Block Party	Single block neighborhood gathering on a local-service, residential street (includes 4 barricades & street closure fee)	\$50
*Late Application	General Events, Race/Run/Walks/Parades	\$150
*Late Application	Neighborhood Block Parties, Commercial Filming & Photography	\$25

**Additional late fees may be charged for applications received after the application deadline.*

The submission of an Outdoor Special Event Permit Application is NOT automatic approval or a guarantee of eligibility. We strongly recommend you do not publicize an event until preliminary approval has been confirmed.





SPECIAL EVENT FEE SCHEDULE

Department	Special Event Fee Schedule		
<i>Special Event Office</i>	Event Application Fee	\$50-\$100	per application based on event type
	Alcohol Fee (public property)	\$100	per application with alcohol
<i>Transportation (Transit & Parking)</i>	Street Closure Permit	\$50	per application
	Transit Detour-Impact Fee	\$100	per event + \$20 per 4 un-serviced stops
	Metered Parking Closure	\$18	per space per day (no charge on Sundays)
<i>Parks & Recreation</i>	Park Use Fee (Standard)	\$100	3 hours
		\$25	each additional hour thereafter
	Park Use Fee (PSP Stage/Green)	\$500	3 hours
		\$100	each additional hour thereafter
	Park Use Fee (Memorial Stadium)	\$650	per 4 hour block without lights
		\$850	per 4 hour block with lights
	Shelter Rental (Standard)	\$40	per day
Shelter Rental (Carrier Park)	\$150	per day	
	General Athletic Fields	\$200-\$800	per 4 hour block without lights
		\$300-\$1200	per 4 hour block with lights
<i>Public Works (Streets)</i>	Soccer Field Rental	\$100	per 3 hour block
	Barricade Rental (Type 3)	\$25	each per day
	Traffic Cone Rental	\$5	each per day
<i>AFD</i>	Barricade Rental (Jersey)	\$100	each per day
	AFD Medic	\$35	per hour
	AFD Light Duty Apparatus	\$50	per hour
<i>APD</i>	AFD Premium Package	\$335	per hour (2 hour minimum)
	Asheville Police Officer	\$40	per hour (4 hour minimum)
<i>Development Services</i>	Temporary Use Permit	\$156 / \$260	additions up to 1,000 sq ft / over 1,000 sq ft
	Electrical Permit	\$78 / \$125	additions up to 1,000 sq ft / over 1,000 sq ft
	Operational Fire Permit	\$52	standard technical review
	Zoning Permit (private property)	\$26 / \$104	up to 100 participants / over 100 participants
	Reoccurring Inspection Fee	\$50	per setup

