



Special Event Policy for Depot Park Facilities

The City of Sanford, NC is a vibrant community with a variety of municipal resources which lend themselves to use for special events. Special events require the coordination of a variety of city and event organizers' resources to come together successfully. Whether held downtown, in one of our many attractive public parks or elsewhere in the city, special events have very specific impacts which are best considered and weighed prior to the event itself. The City of Sanford Parks uses Depot Park, located at 106 Charlotte Avenue, for city sponsored, and co-sponsored events. A city sponsored or co-sponsored event means an event conducted by an authorized event organizer that has received formal approval.

The following policy has been established to facilitate this planning process for Sanford's Depot Park. If you are planning a special event at Depot Park, it is essential that you review the policy well ahead of your planned event date to determine what you'll need to have in place for a successful event.

I. Definitions

1. Special Events. A special event is defined as a pre-planned event, whether publicly and/or privately sponsored, which is proposed to be held on public property, including but not limited to parks, streets and/or sidewalks. Festival and special event mean any program or period of festive activities, cultural events or entertainment marked by ceremonies or a gathering of the public to celebrate an event, holiday or special activity.
 - a. Park and/or Road Festival Park and/or Road Festival means an organized neighborhood or public gathering on a public right-of-way (street, sidewalk, parking lot or alley) or public park (Depot Park) on a specified date at a specific time, and confined to a designated area that may or may not require an admission fee to enter and participate.
 - b. Procession/Parade/Organized Competitive Event Procession/Parade means a public or private march, run, cortege, walk, cavalcade, autocade, parade of any kind, other gathering of persons that occurs upon public right-of-way, park or both in an area used for vehicular traffic. Organized Competitive Event means any planned race, walk, derby, or event that involves a contest of skill and/or strength and takes place upon public right-of-way or park.
2. Police Support. Assistance by hired off duty Police Officers to maintain traffic and crowd control at a Special Event.

II. Requirements. To hold a Special Event at Depot Park, applicants must:

1. Abide by the Depot Park Rules and Regulations.
2. Submit an application to the Parks Administrator, 601 N. 5th Street, Sanford, NC 27331-3729, phone 919-777-1203, email nick.fortune@sanfordnc.net
3. Pay applicable fees and deposits.
4. Complete an "Event Impact Notice" and distribute to the impacted area, at least twenty (20) days, prior to the event by either hand or mail delivery.
5. Provide a Certificate of General Liability Insurance naming the City of Sanford as co-insured. Insurance requirements are as follows:



- a. Commercial General Commercial General Liability: Per occurrence \$1,000,000
 - b. Personal & Advertising Injury \$1,000,000
 - c. Products/Completed Ops. \$1,000,000
 - d. General Aggregate \$1,000,000
 - e. In addition to these minimum requirements certain events may require additional coverage, based upon the type of event. Examples of additional coverage could include Automobile Liability, Workers Compensation, and Liquor Liability. Additional requirements will be conveyed to the event organizers.
6. Obtain Police Support. All events held at Depot Park will be required to hire off-duty City of Sanford Police officers. The number of officers required and the rate of pay will be determined by the City of Sanford Police Department. Applicants must contact the City of Sanford Police Department at 919-777-1051. The applicant will need to include the information obtained from the Police Department in their application.
7. Provide portable toilets. Applicant shall provide portable toilets as the availability of public restrooms in downtown Sanford are limited. The number of portable toilets required is based upon the number of attendees for the event, based on a four (4) hour long event. The number of required portable toilets may be modified for events of a longer or shorter duration.

Attendance Range	Portable Toilet Required for ABC Event	Portable Toilet Required for Non ABC Event
0-500	4	2
500-1000	6	4
1000-2000	8	6
2000-5000	10	8

8. Obtain approval for alcohol consumption/sales. Applicant must submit with the application the appropriate prior approval/permit from ABC Commission.
9. Comply with the noise ordinance. All events in Depot Park must comply with the City noise ordinance and events in violation are subject to being shut down by the City of Sanford Police Department. Sec. 16-102 of the City of Sanford Code of Ordinances states that loud or disturbing noise is prohibited.

https://library.municode.com/nc/sanford/codes/code_of_ordinances?nodeId=PTIICOOR_CH16E_N_ARTIVNO



10. Provide for trash removal/clean up. All trash must be removed from the premises or deposited in approved trash receptacles. No littering will be allowed and applicant shall dispose of trash appropriately. All events will be charged accordingly for trash and cleanup services.

Attendance Range	Trash Removal Fee	Cleanup Fee
0-500	\$100	\$50 per hour of Event
500-1000	\$100	\$100 per hour of Event
1000-2000	\$100	\$150 per hour of Event
2000-5000	\$100	\$200 per hour of Event

- 11. Obtain a Special Event Permit. All applicants shall submit an approved Special Event Permit from the Sanford Police Department. This applies to all parades, picketing, demonstrations, and gathering of the public to celebrate an event, holiday, or special activity.
- 12. Contract for stage electrical service. Applicant shall submit a contract with an approved service provider in order to use the stage/power.
- 13. Submit written approval for handicap parking. Handicap parking will be located at the Railroad House and must be pre-approved in writing through the Railroad House Historical Society. Applicant shall submit written approval with the application.
- 14. Road Closure and Railroad House Historical Society Approval: The Park Road will be closed for any event rental at Depot Park. There will be no through traffic allowed at the park during an event.

III. Fees, Deposits, and Special Conditions. The following fees and deposits are required.

APPLICATION FEES ARE NON-REFUNDABLE.

Applying for an event does not guarantee that your event will be approved.

Event Type	Application Deadline	Application Fee
Park/Road Festival	120 days before event	\$500.00
Parade	120 days before event	\$500.00
General Event	120 days before event	\$500.00
Race	120 days before event	\$500.00

RENTAL/USAGE FEE IS DUE WITHIN 10 DAYS AFTER APPROVAL OF EVENT

Park/Facility/Venue Location	Fee
Depot Park	\$1500.00

See Section 10 above for fees for trash removal/clean up.



IV. Process.

1. Applications will be considered by the City of Sanford Parks Commission and the Downtown Sanford, Inc. Board of Directors. Both must approve the event application, with final approval by the City Manager.
2. Applications may be denied on one or more of the following grounds:
 - Failure to submit an application within the time periods outlined herein.
 - Failure to submit a complete application. A complete application is one which addresses all required elements of the application.
 - The applicant owes the City of Sanford money from another event for services provided or as a result of damages to city property.
 - Sanford Parks has already received a completed application for the same date.
 - The event would conflict with previously planned programs organized and conducted by the City of Sanford.
 - An event requiring significant street closures, occurs within ten (10) days of an existing event which also requires significant street closures.
 - The applicant does not comply with all applicable city ordinances, traffic rules, park rules and regulations, state health laws, fire codes and/or ABC licensing regulations.
 - The use or event proposed by the applicant would present an unreasonable danger to the health or safety of the public.
 - The applicant cannot comply with applicable local, state and federal license requirements for all or part of the planned event.
 - The use or event is prohibited by law.
 - The application contains material misrepresentation or fraudulent information
 - The City Manager retains sole and final decision-making authority for determining the appropriateness of its affiliation with an organization.
 - Notwithstanding the foregoing, applicants shall not be discriminated against on the basis of religion, race, national origin, sex, or disability.
 - The event organizer has utilized the Depot Park for the same event more than 10 times in a calendar year.
3. Appeal. If an applicant is denied, an appeal may be made to the Sanford City Council.