The Town of Sunset Beach
700 Sunset Blvd. North • Sunset Beach • NC • 28468
Phone: (910) 579-6297 • Fax: (910) 579-1840

Event Date: _____
Application Date: _____

SPECIAL EVENT/USE/WEDDING PERMIT APPLICATION

APPLICANT & EVENT CONTACT INFORMATION

Name of Applicant / Responsible Person: _____

Contact Phone Number : ( ) _____ **Email Address:** _____

Address: _____

Name of Organization: (if applicable) _____

Mailing Address: _____

Event Chairperson (if Different Than the Applicant): _____

Contact Phone Number: ( ) _____ **Email Address:** _____

EVENT DETAILS

Event Name: _____

Event Type (race, cycle, walk, festival, parade, music, wedding, etc.): _____

Event Date(s) _____ **Event Hours (include set-up/clean-up):** _____

Estimated Number of Participants/Vendors: _____ **Estimated Number of Spectators/Guests:** _____

Event Website: www. _____

SERVICES REQUESTED (See Attached Fee Schedule for Pricing)

- ☐ **Electricity Hook-Up**
- ☐ **Restroom Cleaning Fee**
- ☐ **On Site EMT/Firefighter**
- ☐ **On Site Fire Truck**
- ☐ **On Site Police Officer**
- ☐ **Picnic Area Rental (*not included in other use fees*)**
- ☐ **Wedding: High Impact**
- ☐ **Wedding: Low Impact**
- ☐ **Tent Inspection (*Required for tents over 700 sq. feet*)**
- ☐ **Water Hook-Up**
- ☐ **Microtrash Cleaning Fee**
- ☐ **On Site Fire Pick-up/Side by Side**
- ☐ **On Site Marked Police Car**
- ☐ **On Site Rescue Boat**
- ☐ **Park Rental: Low Impact**
- ☐ **Park Rental: Medium Impact**
- ☐ **Park Rental: High Impact**
- ☐ **Cones:** _____

☐ **Barricades:** _____

☐ **Other Services Needed Not Listed Here:** _____

RESPONSIBILITY OF THE APPLICANT (*If any of these required items are not included in an application, it will not be considered complete*):

☐ **Proof of Liability Insurance ($1,000,000 minimum coverage amounts with Town of Sunset Beach named as additional insured)**

☐ **Signed Wedding Policy**

☐ **Signed Wedding Liability Release and Express Assumption of Risk**

☐ **Maps:**

- ☐ **Location Map for Placement of Sign(s) and/or Banners**
- ☐ **Route Map of the Area(s) Being Utilized for the Event**
- ☐ **Layout of Area with Tents and Other Structures Being Used for the Event**

☐ **Payment of Fees Required Per Fee Schedule (Due at time of permit pick-up)**

☐ **Tent Permit Application**

(1) A Temporary Special Event Permit Application is required for any tent-like structure that is larger than 700 square feet, with or without side panels.
(2) A Flame Retardant Certificate must be submitted for each tent.
(3) $100.00 fee is charged for tents.

☐ **List Non-Profit Beneficiary:** _____

Brief Description of the Proposed Event

_____
_____
_____
_____
_____
_____
_____

Revised 03/21/2018

TOWN OF SUNSET BEACH

FY 2020-2021 FEE SCHEDULE - Adopted June 7, 2021

CHARGE TYPE	FEE	
GENERAL TOWN FEES		
GENERAL PUBLIC RECORDS:		
Copies (per sheet, one sided):		
Copy - 8 /12 x 11 black and white	$ .10	
Copy - 8 /12 x 11 color	$ .25	
Copy - 8 /12 x 14 black and white	$ .15	
Copy - 8 /12 x 14 color	$ .35	
Copy - 11 x 17 black and white	$ .25	
Copy - 11 x 17 color	$ .50	
Fax charge (per sheet, one sided)	$ .50	
Electronic copy - CD format (per CD)	$ .50	
GENERAL FEES:		
Beach wheelchair use fee - Up to 3-day rental (includes delivery and pickup)	$20	
Cabana Package (10 cabanas per/week of the Permit Period)	$150 Per Permit Period (max. $450 Per Permit Period for 3 packages)	
Returned check fee	$25	
Yard sale permit	$ 5	
EVENT FEES:		
Application fee	$25	Per event
Concert Vendor Space Fee	$50	Per Space
Restroom cleaning fee	$25	Per day of event
Microtrash cleaning fee	$45	Per hour
Traffic cones rental	$10	Per day (includes 10 cones)
Barricades	$15	Per day (includes 4 barricades)
Electric fee	$ 5/$20	Light use/heavy use
On-site EMT/firefighter	$25	Per hour
On-site fire FD pick-up truck/side by side	$75	Per hour - Up to 6 hrs (includes 2 FF/EMT's)
On-site fire truck	$120	Per hour - Up to 6 hrs (includes 2 FF/EMT's)
On-site marked police car	$30	Per hour
On-site police officer	$65	Per hour (includes police car)
On-site rescue boat	$100	Per hour - Up to 6 hrs
Site prep	$45	Per event
Stand pipe water access	$10	
Covered picnic area (not included in other fees)	$20	Per hour
Park rental: Low-impact events	$15	Less than 50 people per day

CHARGE TYPE	FEE	
EVENT FEES (Cont.)		
Park rental: Medium-impact events	$100	50 - 150 people per day
Park rental: High-impact events	$175	Over 150 people per day
Park rental: Low-impact wedding	$20	Under 30 people No tents, tables, or chairs
Park rental: High-impact wedding	$250	Over 30 people Tents, tables, and chairs
FILM INDUSTRY FEES:		
Film industry fee - Permit fee	$1,000	Up to 7 days
Film industry fee - Extended permit fee	$150	Per day beyond initial 7-day permit
Film industry fee - Beach/waterway accesses/street ends	$300	Per day or portion of day
Film industry fee - Other town vehicles	$25	Per hour
Film industry fee - Park rental	$500	Per day or portion of day
Film industry fee - Town personnel fee	$45	Per hour
POLICE, FIRE AND CODE ENFORCEMENT		
False alarm fee	Progressive, per incident: 1-3 false alarms - No charge 4 false alarms - $100 5 false alarms - $150 6 false alarms - $200 7 false alarms - $250 8 false alarms - $300 9 false alarms - $400 10+ false alarms - $500	
Fingerprinting fee	$15 per session (includes 2 fingerprint cards)	
Vehicle crash report	$ 2 per report	
Violation of Ordinance 93.01 Premises to be kept clean	$100 Second Violation	$200 Sequential Violation
Parking Tickets	If paid within 72 Hours - $25 If paid after 72 hours - $50 If paid after 7 days - $100	
Other police reports	$ .10 per sheet (one side)	
PLANNING & INSPECTIONS		
BUILDING: COMMERCIAL & RESIDENTIAL		
Project cost, as determined by the five factors listed below:	.009 X total project cost, with $75 minimum	
Site-built/modular homes (per sq ft)	$75	All heated area
Manufactured homes (per sq ft)	$30	All heated area
Covered unheated area	$25	Per sq ft

CHARGE TYPE	FEE	
BUILDING: COMMERCIAL & RESIDENTIAL (Cont.)		
Porch/deck uncovered	$20	Per sq ft
Concrete slabs/walkway/driveway	$ 1	Per sq ft
ELECTRICAL INSPECTION		
Electrical inspection fee - T Pole	$75 residential or commercial	
Electrical inspection fee - Rough in	$75 residential	$125 commercial
Electrical inspection fee - Final	$75 residential	$125 commercial
Temporary power	$75 residential	$125 commercial
Electrical under slab	$75 residential	$125 commercial
MECHANICAL INSPECTION		
Rough in (per HVAC system)	$75 residential	$125 commercial
Final (per HVAC system)	$75 residential	$125 commercial
PLUMBING INSPECTION		
Plumbing under slab	$75 residential	$125 commercial
Rough in	$75 residential	$125 commercial
Final	$75 residential	$125 commercial
Water and sewer lines	$75 residential (per both lines)	$125 commercial (per both lines)
ADDITIONAL FEES, AS APPLICABLE		
2 inspections, regardless of project cost	$75 residential	$125 commercial
Certificate of occupancy	$75 residential or commercial	
Homeowners Recovery Fund	$10 residential	N/A - Commercial
Re-inspection fee	$75 initial reinspection	$150 each additional re-inspection for same item
Additional trip charge	Per trip	$125 commercial (per trip)
After-hours inspections	$75 residential	$125 commercial
Work started/performed without a permit	DOUBLE PERMIT FEES	
Flood plain maintenance and repair (addition/fill)	$75	
Flood plain new construction	$125	
Permits not listed but required by the State of NC	$75 residential	$125 commercial
PLANNING & ZONING FEES		
Zoning permit (includes fences, sheds, and driveways, etc.)	$30 residential	
Variance request	$300	
UDO Text Amendment	$300	
Zoning compliance letter	$50	
Signs removed from right of way	$15 per sign if returned to owner; sign return or disposal will be processed per UDO requirements	

CHARGE TYPE	FEE	
PLANNING & ZONING FEES (Cont.)		
Special-use permit	$300	
Special Use Permit Revision	$100	
Appeal of decision	$300	
Sign permit	$100	
Rezoning request	$500 - Less than or equal to 3 acres	$800 - Greater than 3 acres
Subdivision request	$200 Preliminary plat review	$200 + $10 per lot - Final plat review
Preliminary Plat Revision Request	$100	
Lifting stop-work order on valid permit	$50 per inspection	
Annexation Request	$150	
Change of Use Permit	$50	
Comprehensive Plan Amendment	$300	
Flood Development Amendment	$50	
Home Occupation Permit	$25	
Site Development Permit	Major - $250	Minor- $50
Temporary Event Permit	$25	
MAPPING FEES		
Mapping fee - Zoning map (24 x 36)	$15 per map (no additional labor added)	
ADDITIONAL FEES RELATED TO BUILDING INSPECTIONS AND FIRE DEPARTMENT		
	BUILDING INSPECTIONS FEE	**FIRE FEE**
Fire sprinkler fee	$75	$100 - Commercial buildings
Change of use/occupancy	$75	$100
Tent set up	N/A	$100
ABC inspection (application for beer/wine sales)	$75	$100
Annual fire inspection fee	N/A	$100
Fire re-inspection	N/A	$50

Fee Schedule Adopted by the Sunset Beach Town

BY:
TOWN OF SUNSET BEACH

_____
Mayor

ATTEST:

_____
Town Clerk

Town of Sunset Beach
Wedding Policy for Town Park

1. **Non-Exclusive Use and Acknowledgement of Public Park and Public Facility.**
   Applicants are not guaranteed exclusive use or rental of the area or site.

2. **Equal Consideration**
   Only the wedding couple can submit an application form.

3. **Number of Weddings Per Month**
   Town limits one wedding in Town Park per month. Wedding Permits will be issued on a first come first serve basis.

4. **Number of Guests and Wedding Party**
   Number of guests and wedding party combined cannot exceed 100 individuals.

5. **Rehearsals**
   Town Park cannot be reserved for rehearsals.

6. **Wedding Set-up**
   Tent and other wedding related items can be set-up no more than 24 hours prior to the planned event and must be removed before noon the following day after the planned event. The tent and wedding related items cannot impede use of the Town Park or other permitted events.

7. **Seating**
   Rental chairs or benches are allowed in the grassy area and seating is limited to 100 chairs. Chairs must be folded and stacked after the end of the wedding. Chairs must be picked up the same day or in the event of an evening wedding, before noon the following day.

8. **Unattached Floral Arrangements/Arches/Huppas Decorations**
   Unattached floral arrangements, arches, and huppas are allowed and must be removed at the end of the wedding. Decorations cannot be attached to any public structure, benches, picnic tables, swings and vegetation.

9. **Tents**
   A single tent is allowed and cannot exceed 30 x 50 feet in size. It must be removed at the end of the wedding event or in the event of an evening wedding, before noon the following day.

10. **Covered Seating Area**
Wedding party may reserve the covered picnic area for the planned event. A separate use fee will be applied.

11. **Alcohol**
Alcohol may be served free of charge with a Special Occasion Permit issued by the North Carolina Beverage Control Commission.

12. **Pets**
Pets must remain on a leash and all pet owners are responsible for removing feces.

13. **Trash**
Trash must be removed from the Town Park immediately after the wedding event.

14. **Bubbles, Dove Releases and Flowers**
Items listed above are allowed. Flowers must be removed immediately after the wedding event.

15. **Balloons, Non-Battery Candles, Rice, Birdseed, Confetti, and Artificial or Natural Flower Petals**
Items listed above are not allowed.

16. **Fireworks, Sparklers and Aerial Luminaires**
Items listed above are not allowed.

17. **Music**
Live and recorded music must comply with the Town of Sunset Beach Noise Ordinance - Chapter 94.

18. **Parking**
Parking is limited and wedding guests are encouraged to carpool, walk or hire a cab/limousine.

19. **Liability Release and Express Assumption of Risk**
Wedding couple and wedding planner (if applicable) are required to sign the Liability Release and Express Assumption of Risk form at time of application.

20. **Cancellations by the Wedding Party**
Application fees are non-refundable. The Town staff shall issue a refund of event fees minus the application fee and any charges for Town services already provided of executed. With a minimum 30-day notice, a planned event date may be rescheduled for an available date occurring within 90 days of the original event date with no charge for a new application fee. Rescheduling of an event more than 90 days from the original event date will be considered a new application.

21. **Cancellations Due to Hurricane or Natural Disaster**
If the Town or County officials declare a State of Emergency due to a hurricane or natural disaster, the wedding party may reschedule the event or request a refund.

I have read and accept the Town of Sunset Beach Wedding Policies.

_____ Date _____
Wedding Party Signature

_____ Date _____
Wedding Party Signature

_____ Date _____
Wedding Planner Signature

LIABILITY RELEASE AND EXPRESS ASSUMPTION OF RISK

For and in consideration of the use of the Town of Sunset Beach's public facilities, I hereby assume responsibility and liability for any and all injuries or damages to persons or property which may occur, directly or indirectly, as a result of my planned event, whether such injury or damage occurs before, during or after such event. Also, I shall indemnify and hold harmless the Town of Sunset Beach, their employees and agents from all responsibility, damages and liability from any claims filed by parties for any such injuries, acts and omissions.

In consideration of being allowed to reserve the Town's facilities, I personally assume all risks in connection with my actions and those of any service providers while on the Town's property and, for any harm, injury or damage that may occur to me or those of any service providers, whether foreseen or unforeseen. I further state that I am of lawful age and legally competent to sign this liability release. I understand that the terms herein are contractual and not a mere recital, and that I have signed this document of my own free act.

I have fully informed myself of the contents of this liability release and express assumption of risk by reading it before I signed it on behalf of myself and my heirs.

_____ Date: _____
Couple's Signature(s)

_____
Print Name(s)

_____ Date: _____
Wedding Planner

_____
Print Name

_____ Date: _____
Town Administrator

TOWN OF SUNSET BEACH
SPECIAL EVENT POLICY
Adopted November 6, 2017

Special Event Definitions

Special Event shall be defined as a celebration, gathering, meeting, program, or similar occasion that is open to the public which involves the use of the Town Park, park areas, facilities, sidewalks, streets or any part thereof, and which may include, but not necessarily be limited to, entertainment, dancing, music, dramatic productions, parades, exhibitions, fundraisers, advertisement, business, sports competitions, sale of merchandise or food or any combination thereof, and may out of necessity require a level of municipal services for its execution or conduct that is above the level provided under ordinary circumstances. This definition shall not apply to events that are solely political rallies, religious observances, or building or facility rental (i.e. weddings, anniversaries, birthday parties) unless such singular activities or uses are proposed as an integral part of a larger special event as defined herein.

Reservation Procedure

A special event application and permit is required for all groups reserving a Town facility or part of a facility. Reservation requests shall be accepted on a first come, first serve basis, no more than one year in advance of the requested date or the first date of a series of requested dates. Permits shall be issued to adults, charitable or for-profit entities only and are non-transferable to any person or organization. All proposed activities and events are subject to the approval by the Town of Sunset Beach. Submittal of an application does not constitute the grant of a permit nor is it confirmation the planned event can be conducted.

1. The application shall specify the preferred event location and date. The selection of an alternative location and/or date is encouraged in case the first choice is not available. It is suggested, prior to application submission, that the applicant contact the Sunset Beach Town Administrator to discuss the potential event. No reservations are confirmed until the application is processed and payment of the application fee and associated event fees are received and the permit is issued.
2. The attached application must be submitted a minimum of 30 days prior to (and maximum of one year prior to) the event, and shall be accompanied by the following:
    a. Preliminary site map showing the location of all areas to be reserved and the location of all structures, tents, canopies, vehicles etc. to be placed in the park or the facility, or the race/walk route.
    b. A non-refundable application fee as set forth in the Town of Sunset Beach fee schedule is due at the time of the request (all other applicable fees are due 10 business days prior to the event or prior to the first day of the event in the instance of multi-day events). If an event is scheduled to occur every week for

a number of weeks, the permit holder will be billed on a monthly basis, and payment is due 10 days prior to each month's scheduled dates.

3. Applicants for events which will be open to the public shall be required to submit a Certificate of Insurance naming the Town of Sunset Beach as an additional insured.
4. Following the event, the permit holder will be billed for any damages or additional expenses that are incurred by the Town. The permit holder shall be responsible for paying any such additional charges within twenty-one (21) days subsequent to the event.

Park/Facility Availability

1. Park and facility availability may be checked by calling the Sunset Beach Town Hall at (910) 579-6297 during office hours of Monday – Friday from 8:30 a.m. – 5:00 p.m. Additionally, a reservation schedule can be accessed from the Town's website, www.sunsetbeachnc.gov.
2. The Sunset Beach Town Park and amenities are available for reservation year-round, depending upon availability.
3. The Town Park and facilities are not considered reserved until the application process is complete, application fees and event fees are received and permit is issued.
4. The Town reserves the right to revoke the permit if event fees are not paid in full as required and for any reason the Town determines necessary or appropriate in its sole discretion.

Cancellation Policy

If you are unable to hold your event, please notify the Town of Sunset Beach at (910) 579-6297 as soon as possible.

1. Application fees are non-refundable. The Town staff shall issue a refund of event fees, minus the application fee and any charges for Town services already provided or executed.
2. With a minimum 30-day notice, a planned event date may be rescheduled for an available date occurring within 90 days of the original event date with no charge for a new application fee. Rescheduling of an event more than 90 days from the original event date will be considered a new application.

Permits & Fees

1. Application fees are due at the time of application. The remaining balance is due a minimum of 10 (ten) business days prior to the event, along with additional paperwork, maps, etc. Failure to submit fees and required documentation may result in denial of permit application. Forms of payment accepted: Cash, Check, and Money Order. Required fees are listed on the Town of Sunset Beach Fee Schedule.

2. Each day of a multi-day permit shall be the subject of an additional per day use fee.

3. One permit shall be issued for any event scheduled to take place over more than one day, or on a regularly scheduled basis over a period of time.

Rules and Regulations

1. **Approval of Event:** Town staff reserves the right to refuse events based on prior event conduct that violated the Special Event Policy or local ordinances. Events will be evaluated on the organizer's ability to submit timely fees, comply with town policies, rules and regulations, commitments filled, and any other issues identified by staff.
2. **Limit on Events:** No more than two high impact events a week or a combination of one or two high impact events and one or two medium impact events not resulting in more than three events in total, or three medium events per week, will be granted permits. Definition of medium and high impact events can be found in the Town of Sunset Beach fee schedule.
3. **Fee Charges:** All fees and charges are set forth on the current Town of Sunset Beach Fee Schedule. Payment of all charges shall be made to the Town of Sunset Beach. Applicants shall be charged for all town services deemed necessary.
4. **Insurance:** Proof of liability insurance, naming the Town of Sunset Beach as an additional insured, shall be required at the greater of the statutory limit of $1,000,000 for each occurrence and $1,000,000 general aggregate. By acceptance of the Special Event Permit, the organization and/or individual agrees to indemnify and defend the Town from any claims brought or actions filed against the Town for any reason including all attorney's fees incurred, including discrimination, injury or death to any third person or persons, or damage to property of third person.
5. **Town Staff:** Staff resources are limited to permit processing, site and/or facility reservation and normal facility/property maintenance. All additional services will be charged at the actual cost rate.
6. **Town Equipment:** Town Equipment and supplies shall not be loaned or leased for public or private indoor or outdoor use, unless the equipment is part of the town facility being requested and is to be used according to its intended purposes.
7. **Organizers and Permit Availability:** The permit holder or designee is required to be on site throughout the entire event including set-up and cleanup of the event. A copy of the issued permit must be retained and maintained at the permitted premises during the entire time of the rental and shown upon request.
8. **Preparation and Site Viewing:** the Town reserves the right to require a meeting between the permit holder and the Town prior to the event. The town reserves the right to request a pre-event site inspection and post-event site inspection with permit holder present.
9. **Times of the Event:** Events are restricted to the hours in which the park or facility is normally open to the public, unless otherwise approved in the permit. Proposed set-up and clean up time shall be included in the permit application. The town reserves the right to determine the allowed time for any event. During the permitted event, the

portion of the park/facility not included within the event permit shall remain open to use by the general public.

10. **Participation Fees:** Use of the park may not unreasonably interfere with or detract from the enjoyment of the park by the public. Any person or organization that uses the park per an approved event permit must allow regular visitor access to the park and make it clear that participation fees are voluntary. Permit holders may sell wristbands or tickets for food and beverage purchases.
11. **Termination of Event:** At any time during the event, the Police Chief or Fire Chief or their representatives, may order termination of the special event if it is in violation of any law or ordinance, or if it endangers any person, participant or spectator, or if it threatens a breach of the peace and dignity of the community, or if it creates unmanageable problems for public safety officers whereby the proper execution of their duties are endangered or for such other reason(s) as the Police Chief or Fire Chief or their representatives deems necessary to protect public health, safety and welfare.
12. **Signs, Banners and Materials:** The attachment of any objects, signs, banners or materials to trees, shrubs, light poles or park features is prohibited. All signs posted by the permit holder shall be removed from the event site/route within 24 hours of the conclusion of the event. Space for signs is very limited. The Town reserves the right to allow different organizations to display their signs for closely scheduled events.
13. **Tents, Booths and Canopies:** All tents and booths shall be shown on the site map submitted with the application for the event. The town reserves the right to approve the size and location of all tents, booths and canopies prior to installation. These may be placed only in the areas pre-designated by staff because of the location of underground utilities and irrigation.
14. **Trash and Clean up:** The permit holder is responsible for renting, placing and removing all additional needed dumpsters or trash receptacles. The permit holder shall be responsible for cleaning up the site. The permit holder shall be billed for any additional special maintenance services incurred by the Town as required due to the event. The Town encourages "green" events that actively recycle or reduce the amount of waste the event produces.
15. **Portable Toilets:** The permit holder is responsible for renting (as needed), placing and removing portable toilets and the number of portable toilets must meet the requirements as determined by Brunswick County Health and Human Services. The location for placement of these units shall be approved by Town staff.
16. **Selling Food:** Food vendors on public property shall be responsible for obtaining required approvals from the Brunswick County Health and Human Services Environmental Health Department and the State of North Carolina. Proof of such approvals may be requested by the Town of Sunset Beach.
17. **Temporary Licenses for Sale of Alcoholic Beverages:** A temporary license for the sale of intoxicating liquor in connection with a social event within the Town may be issued in accordance with North Carolina Statutes §18B-1001-1002. Contact the North Carolina ABC Commission at (919) 779-0700 or contact@abc.nc.gov for more information. The permit should be issued at least 60 days in advance of the event.

18. **Discretion of the Town:** The Town of Sunset Beach reserves the right to deny the issuance of a special event permit, or to impose such conditions as it may deem necessary, for any event to any person, organization or entity for any proposed event which, in the sole discretion of the Town of Sunset Beach is not in the best interests of the Town of Sunset Beach or its inhabitants, which is likely to result in a breach of the peace, violation of Town Ordinances, laws of the County of Brunswick, statutes of the state of North Carolina, the Constitution of the State of North Carolina and/or the Constitution of the United States of America, or regulations enacted pursuant to any of the aforesaid authority.

Adopted this 6th day of November, 2017.

Town of Sunset Beach

Robert Forrester

Robert Forrester
By: Mayor

ATTEST:

Lisa Anglin

Lisa Anglin
Town Clerk

TOWN OF SUNSET BEACH
SPECIAL EVENT POLICY
Adopted November 6, 2017

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3. One permit shall be issued for any event scheduled to take place over more than one day, or on a regularly scheduled basis over a period of time.

Rules and Regulations

1. **Approval of Event:** Town staff reserves the right to refuse events based on prior event conduct that violated the Special Event Policy or local ordinances. Events will be evaluated on the organizer's ability to submit timely fees, comply with town policies, rules and regulations, commitments filled, and any other issues identified by staff.
2. **Limit on Events:** No more than two high impact events a week or a combination of one or two high impact events and one or two medium impact events not resulting in more than three events in total, or three medium events per week, will be granted permits. Definition of medium and high impact events can be found in the Town of Sunset Beach fee schedule.
3. **Fee Charges:** All fees and charges are set forth on the current Town of Sunset Beach Fee Schedule. Payment of all charges shall be made to the Town of Sunset Beach. Applicants shall be charged for all town services deemed necessary.
4. **Insurance:** Proof of liability insurance, naming the Town of Sunset Beach as an additional insured, shall be required at the greater of the statutory limit of $1,000,000 for each occurrence and $1,000,000 general aggregate. By acceptance of the Special Event Permit, the organization and/or individual agrees to indemnify and defend the Town from any claims brought or actions filed against the Town for any reason including all attorney's fees incurred, including discrimination, injury or death to any third person or persons, or damage to property of third person.
5. **Town Staff:** Staff resources are limited to permit processing, site and/or facility reservation and normal facility/property maintenance. All additional services will be charged at the actual cost rate.
6. **Town Equipment:** Town Equipment and supplies shall not be loaned or leased for public or private indoor or outdoor use, unless the equipment is part of the town facility being requested and is to be used according to its intended purposes.
7. **Organizers and Permit Availability:** The permit holder or designee is required to be on site throughout the entire event including set-up and cleanup of the event. A copy of the issued permit must be retained and maintained at the permitted premises during the entire time of the rental and shown upon request.
8. **Preparation and Site Viewing:** the Town reserves the right to require a meeting between the permit holder and the Town prior to the event. The town reserves the right to request a pre-event site inspection and post-event site inspection with permit holder present.
9. **Times of the Event:** Events are restricted to the hours in which the park or facility is normally open to the public, unless otherwise approved in the permit. Proposed set-up and clean up time shall be included in the permit application. The town reserves the right to determine the allowed time for any event. During the permitted event, the

portion of the park/facility not included within the event permit shall remain open to use by the general public.

10. **Participation Fees:** Use of the park may not unreasonably interfere with or detract from the enjoyment of the park by the public. Any person or organization that uses the park per an approved event permit must allow regular visitor access to the park and make it clear that participation fees are voluntary. Permit holders may sell wristbands or tickets for food and beverage purchases.
11. **Termination of Event:** At any time during the event, the Police Chief or Fire Chief or their representatives, may order termination of the special event if it is in violation of any law or ordinance, or if it endangers any person, participant or spectator, or if it threatens a breach of the peace and dignity of the community, or if it creates unmanageable problems for public safety officers whereby the proper execution of their duties are endangered or for such other reason(s) as the Police Chief or Fire Chief or their representatives deems necessary to protect public health, safety and welfare.
12. **Signs, Banners and Materials:** The attachment of any objects, signs, banners or materials to trees, shrubs, light poles or park features is prohibited. All signs posted by the permit holder shall be removed from the event site/route within 24 hours of the conclusion of the event. Space for signs is very limited. The Town reserves the right to allow different organizations to display their signs for closely scheduled events.
13. **Tents, Booths and Canopies:** All tents and booths shall be shown on the site map submitted with the application for the event. The town reserves the right to approve the size and location of all tents, booths and canopies prior to installation. These may be placed only in the areas pre-designated by staff because of the location of underground utilities and irrigation.
14. **Trash and Clean up:** The permit holder is responsible for renting, placing and removing all additional needed dumpsters or trash receptacles. The permit holder shall be responsible for cleaning up the site. The permit holder shall be billed for any additional special maintenance services incurred by the Town as required due to the event. The Town encourages "green" events that actively recycle or reduce the amount of waste the event produces.
15. **Portable Toilets:** The permit holder is responsible for renting (as needed), placing and removing portable toilets and the number of portable toilets must meet the requirements as determined by Brunswick County Health and Human Services. The location for placement of these units shall be approved by Town staff.
16. **Selling Food:** Food vendors on public property shall be responsible for obtaining required approvals from the Brunswick County Health and Human Services Environmental Health Department and the State of North Carolina. Proof of such approvals may be requested by the Town of Sunset Beach.
17. **Temporary Licenses for Sale of Alcoholic Beverages:** A temporary license for the sale of intoxicating liquor in connection with a social event within the Town may be issued in accordance with North Carolina Statutes §18B-1001-1002. Contact the North Carolina ABC Commission at (919) 779-0700 or contact@abc.nc.gov for more information. The permit should be issued at least 60 days in advance of the event.

18. **Discretion of the Town:** The Town of Sunset Beach reserves the right to deny the issuance of a special event permit, or to impose such conditions as it may deem necessary, for any event to any person, organization or entity for any proposed event which, in the sole discretion of the Town of Sunset Beach is not in the best interests of the Town of Sunset Beach or its inhabitants, which is likely to result in a breach of the peace, violation of Town Ordinances, laws of the County of Brunswick, statutes of the state of North Carolina, the Constitution of the State of North Carolina and/or the Constitution of the United States of America, or regulations enacted pursuant to any of the aforesaid authority.

Adopted this 6th day of November, 2017.

Town of Sunset Beach

Robert Forrester

Robert Forrester
By: Mayor

ATTEST:

Lisa Anglin

Lisa Anglin
Town Clerk

ARTICLE I. - IN GENERAL

§ 99.01 – DEFINITIONS.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

ALCOHOLIC BEVERAGE. Intoxicating beverage, malt beverage, wine or any other beverage containing any alcohol whatsoever.

LITTER. Garbage, refuse, paper, rubbish, debris, trash and all other waste material whether natural or artificial.

PARK. All recreation areas in the park, including land, buildings and all other property and buildings owned and managed by the town.

VEHICLE. Any motor-driven or engine-driven equipment, such as an automobile, truck, motorcycle, bicycle, golf cart, go-cart, scooter, skateboard, rollerblade, ATV, child's toy vehicle, hover boards or Segway.

WEAPON. Firearm, rifle, pistol, revolver, paintball gun, or any weapon designed or intended to propel a shot, bullet, or other missile of any kind, or any device capable of discharging a projectile by air, spirit, gas or explosive, or any explosive substance or harmful solid, liquid and gaseous substance, or any spear, arrow, bow and arrow, slingshot, crossbow, spear or spear gun, or any knife as defined by State law dirk, Bowie knife, switchblade knife, ballistic knife, or any other knife, straight-edged razor, spring stick, metal knuckles, blackjack, any bat, club or other bludgeon-type weapon, or any flailing instrument or any disk which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun, Taser or similar device.

§ 99.02 - ENFORCEMENT OF CHAPTER.

This chapter shall be enforced by any authorized law enforcement officer of the town. Where there has been a violation of any provisions of this chapter, the law enforcement officer in his/her discretion may issue a citation, warning and/or order the person to leave the park.

§ 99.03 - PENALTIES FOR VIOLATION OF CHAPTER.

(a) Violation of this section shall not constitute an infraction or misdemeanor under NCGS 14-4, but shall subject the violator to a civil penalty to be recovered by the Town in a civil action in the

nature of debt if said civil penalty is not paid within 72 hours after being cited for the violation. Unless otherwise specified in the Code of Ordinances, the civil penalty shall be fifty dollars ($50) for each separate or distinct offense.

(b) The Town reserves the right to deny a special event permit or prohibit park use to any person convicted of or in violation of any provision of any article in Chapter 99.

§ 99.04 - RESERVED.

ARTICLE II. - USE OF RECREATION FACILITIES

§ 99.05 - LITTERING PROHIBITED.

It shall be unlawful to throw or deposit or allow to be deposited any litter on the grounds, parking lot, and pathways in the park, except within public receptacles and in such a manner that the litter will be prevented from being carried or deposited by the elements upon any part of the park. Where public receptacles are not provided, all such litter shall be carried away from the park by the person responsible for its presence and shall be properly disposed of elsewhere. It shall be unlawful to take into, carry through, or put into the park receptacles, any litter generated outside the park.

§ 99.06 - DISCHARGING WEAPONS PROHIBITED.

It shall be unlawful to discharge or use any weapon or similar device in the park. This section shall not apply to Public Safety Personnel acting within the scope of their employment; nor shall this section apply to weapons used solely for officially sanctioned ceremonial purposes.

§ 99.07 - GLASS BOTTLES AND CONTAINERS PROHIBITED.

It shall be unlawful to possess or use glass bottles and containers in the park without a special event permit.

§ 99.08 - IMPROPER USE OF SOUND PRODUCING DEVICES.

It shall be unlawful to operate or use any sound producing or motorized equipment, including but not limited to generators and vehicles, or play or operate any sound amplification devices, including but not limited to radios, television sets, stereos, musical instruments, public address systems and the like, in such a manner as to violate the Town's Noise Ordinance in Chapter 94 of the Town Code.

§ 99.09 - IMPROPER PERSONAL CONDUCT.

It shall unlawful to engage in any violent, abusive, lewd, profane, vulgar, wanton, obscene or other disorderly conduct that is or may be threatening, dangerous, violent or initiating violence, disturbing to other persons, or that could cause injury to other persons while in the park, which conduct may include, but is not limited to, loitering, fighting, throwing or breaking articles, indecent exposure, inappropriate sexual acts, urinating or defecating in public, or public drunkenness. No person shall willfully or unreasonably hinder, interrupt or interfere with any

duly permitted activity or intrude on any areas or into the structures designated for the use of a certain person or persons to the exclusion of others by a special event permit.

§ 99.10 - FIRES OR OPEN FLAMES PROHIBITED.

It shall be unlawful to build or maintain a fire or open flame in the park.

§ 99.11 - DAMAGING OR REMOVAL OF ANY PARK PROPERTY OR VEGETATION PROHIBITED.

It shall be unlawful to deface, graffiti, harm or damage any park buildings, wildlife, property, equipment or signs; or dig up, cut, damage or remove any trees, tree limbs, shrubbery, flowers, rocks, mulch, water, historical artifacts or other vegetation in a park or recreation facility. This section shall not apply to the town's activities required to maintain public safety and/or the health of the vegetation.

§ 99.12 - POSSESSION, USE OR CONSUMPTION OF ALCOHOLIC BEVERAGES.

It shall be unlawful to possess, use, or consume any alcoholic beverage in the park without a special event permit.

§ 99.13 - VEHICLES RESTRICTED.

It shall be unlawful to drive any unauthorized vehicle in the park except upon designated parking areas maintained for vehicular traffic. Approved personal mobility devices for those persons with disabilities are allowed on pedestrian pathways. Public safety officials and public works employees whose duties require them to drive maintenance vehicles and equipment shall be exempt from the limitations set forth in this section. All persons operating any vehicle in the park must operate such vehicle in a safe manner. It shall be a violation of this article to operate any vehicle in the park at an excessive speed, in a reckless and unsafe manner.

§ 99.14 - PARKING RESTRICTED.

It shall be unlawful to park a vehicle in the park except in those areas designated by the appropriate signs as vehicle parking areas or in marked parking spaces. It shall be unlawful to leave a vehicle standing or parked in the park during hours when the park is closed. It is unlawful to park a vehicle in a parking space or location designated for handicapped parking unless the vehicle properly displays a handicapped parking permit. In all such instances, the vehicle may be towed and impounded from the park at the owner's expense.

§ 99.15 - PARKING LIMITED TO PARK USERS.

It shall be unlawful to park in the park if the owner of the vehicle is not utilizing the park. It shall be unlawful for persons to congregate within a parking area of the park so as to disrupt traffic or other persons, or so as to create a safety hazard.

§ 99.16 - COMMERCIAL ACTIVITY RESTRICTED.

It shall be unlawful to sell or offer for sale any merchandise or operate or attempt to operate a concession or engage in any commercial activity in a park unless approved by a special event permit.

§ 99.17 - HOURS OPEN TO PUBLIC RESTRICTED.

It shall be unlawful to enter or be within the park outside of the posted hours of operation unless approved by a special event permit.

Park hours of operation are 6:00 a.m. until 10:00 p.m.

§ 99.18 - GOLFING PROHIBITED.

It shall be unlawful to practice, play or otherwise participate in the game of golf in the park.

§ 99.19 - VIOLATION OF FACILITY REGULATIONS.

It shall be unlawful to violate any rules or regulations relating to the use of the park as established by the town.

§ 99.20 - ANIMALS RESTRICTED.

a) It shall be the duty of every animal owner or custodian whose animal is in the park to have physical control of the animal by leash or lead line at all times. It shall be unlawful for any person with an animal, other than service animals (such as guide dogs) as necessary, to access areas of the park which are restricted to animals. It shall be the duty of every animal owner or custodian of any animal whose animal is in the park to immediately and properly dispose of solid waste deposited by the animal. Leash length for all animals shall be limited to 10 feet.
b) It shall be unlawful to take any animals into the public restrooms. This section shall not apply to service animals.
c) It shall be the duty of every animal owner or custodian of such animal in the park to immediately remove from such park such animal upon such animal exhibiting aggressive behavior toward any person or toward any other domesticated animal. For the purposes of this subsection, aggressive behavior includes, but is not limited to, barking, growling, baring of teeth or fangs, biting or attempts to bite, or any other behavior that could reasonably be expected to scare or intimidate any person or domesticated animal.

§ 99.21 - PYROTECHNICS PROHIBITED.

It shall be unlawful to possess, display, use, set off or attempt to ignite any firecracker, fireworks, smoke bombs, rockets, black powder guns, sparklers or other pyrotechnics.

§ 99.22 - ENGINE POWERED MODELS OR TOYS RESTRICTED.

It shall be unlawful to start, fly or use any fuel powered engine, jet-type or electric powered model aircraft, drone, rocket or like powered toy or model unless approved by a special event permit. Skateboards, scooters, roller blades and similar toys or similar devices are prohibited.

§ 99.23 - PARK AND FACILITY RESTRICTIONS.

It shall be unlawful for anyone to enter the park when it is closed or any locked facility of the Town.

§ 99.24 - USE OR POSSESSION OF CONTROLLED SUBSTANCE.

No person shall possess or use any drug or any other controlled substance in the park, as defined in the laws of this state, except as permitted by the laws of this state.

§ 99.25 - CAMPING.

It shall be unlawful to camp in the park.

§ 99.26 - SMOKING PROHIBITED.

It shall be unlawful to smoke or use tobacco products and e-cigarettes in the park.

§ 99.27 - HUNTING AND TRAPPING PROHIBITED.

It shall be unlawful to hunt or trap animals, or attempt to hunt or trap animals, within the park. This section shall not apply to Public Safety Officials if the animal poses a public health and safety threat.

§ 99.28 - SIGNS RESTRICTED.

It shall be unlawful to place or display any sign or advertisement in the park. This section does not apply to signs or advertisements regarding any town sponsored or town authorized program or event as designated in a special event permit.

§ 99.29 - STAKING RESTRICTED.

It shall be unlawful to drive stakes, posts, poles or any other device into the ground. This section shall not apply to tents, stages or other structures designated in a special event permit.

§ 99.30 - FISHING AND NETTING PERMITTED.

Any person who fishes or nets shall follow the regulations and requirements as authorized by state law.

§ 99.31—99.50 - RESERVED.

ARTICLE III. - PERMITS

§ 99.51 - GUIDELINES FOR ISSUANCE.

Permits for special events in the park shall be obtained by application to the town. Guidelines for the issuance of permits by the town include:

(1) That the proposed activity or use of the park will not unreasonably interfere with or detract from the enjoyment of the park by the public;
(2) That the proposed activity or use of the park will not unreasonably interfere or detract from the promotion of public health, welfare, safety and recreational use of the park;
(3) That the proposed activity or use of the park is not reasonably anticipated to incite

violence, crime, or disorderly conduct;

(4) That the proposed activity or use of the park will not entail unusual, extraordinary, or burdensome expenses or policy operation by the town;

(5) That the proposed activity or use of the park desired has not been reserved for other use;

(6) That the applicant and participants will abide by all other state, county, town, ordinances, rules and regulations and shall be liable for any loss, damage, or injury sustained by any person whatsoever by reason of negligence of the person or persons to whom the special event permit shall has been issued;

(7) That the town shall have the authority to revoke any special event permit upon the finding of a violation of any laws, ordinances, rules or regulations, or any concern for the public's health, safety and/or welfare, all as determined at the sole discretion of the Town; and

(8) Persons may apply for a permit for a proposed activity or use of the park under the following categories: fund-raising, special event, food service for approved activities, education, and park or recreational activities.