



FY 2023 - 2024

Outdoor Special Event Guide



Department of Community & Regional Entertainment Facilities
Office of Special Events

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How to Use this Guide

The information and links within this document have been arranged in a stream of consciousness format that attempts to match the user's event development process in a realistic way. We begin with information to help event organizers determine whether permitting may be required, followed by policies, fees, and requirements, leading to the first step of submitting a Public Space Inquiry Form. We continue with information needed to complete an Application for Permit, and finalize with the issuance of all City permits and approvals.



Information with this symbol will be particularly helpful or informative.

[Form Link Here](#)

Links to City of Asheville forms are interspersed throughout the guide.



Don't let time get away from you! Once an application is filed, missing a deadline along the way can result in immediate cancelation of the application, even as late as one week prior to the event.

- Pyrotechnics & Fireworks Applications (60 days prior)
- Amendments (4-6 weeks prior - based on Application Type)
- Emergency Action Plans (4 weeks prior)
- Lists of food & beverage vendors + safety-sensitive contractors (3 weeks prior)
- All Certificates of Insurance (3 weeks prior)
- Fire Performance/Demo Applications (2 weeks prior)
- Confirmation of Law Enforcement & Security Coverage (2 weeks prior)
- Crowd Manager Certificates (2 weeks prior)
- BCHHS-EH Operational Permits for Mobile Food Trucks/Pushcarts (1 week prior)
- NCABC Special One-Time Permit (1 week prior)

About the Office of [Outdoor] Special Events

The Department of Community & Regional Entertainment Facilities manages a unique collection of sporting & entertainment facilities and operations. Over 1.5 Million people participate in programs or attend events at the facilities, including the Harrah's Cherokee Center – Asheville, ExploreAsheville.com Arena, Thomas Wolfe Auditorium, WNC Nature Center, McCormick Field, Aston Park Tennis Center, John B Lewis Soccer Complex and events permitted by the City's Office of Special Events.

When is a permit required?

The most common types of events requiring Outdoor Special Event permitting are festivals, carnivals, concerts, neighborhood block parties, parades, organized walks/runs/races, and professional commercial filming and photography.



Any organized activity containing one or more of the following may require a permit:

- Assemblages of over 49 in attendance in a manner inconsistent with normal property use
- Reservation of specific public areas
- Access to locked electrical panels and water resources
- Closing streets and/or sidewalks
- Adding temporary structures, tents, or generators
- Sales and/or consumption of alcoholic beverages
- Fireworks, private grills, open flames
- Conducting sales/business operations not regulated under an alternative process

Where can I host an event?

City-maintained roads can be considered with stakeholder support; however...

- DOT-maintained roads are generally not approved for closure
- Avoid roads with public transit routes
- Plan for closure at intersections rather than creating a dead end mid-block

City parks can be considered, including but not limited to:

- Pack Square Park (Green, Terrace, Square)
- Carrier Park
- French Broad River Park
- Pritchard Park
- Memorial Stadium
- Recreation Park
- Jean Webb Park
- Richmond Hill Park



We're continually updating this [sheet of park profiles](#) to assist event organizers in the search for a venue.

City Ordinances & Park Policies

The following page contains a list of the most common ordinances and policies relating to the use of public property and is not intended to be a complete list of all regulations relating to the permitted use of outdoor public spaces.

In specific instances, the Asheville City Council or the appropriate City of Asheville department may grant an exception to a particular item for permitted outdoor special events. Requests for exceptions are considered on a case-by-case basis.

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

The City may revoke a permit immediately upon a determination that the special outdoor event no longer complies with the statements outlined 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 Outdoor 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 for the interest of public safety or the protection of public property. Refunds of fees will be granted in the case of any such cancellations.

The City of Asheville Code of Ordinances is available online in its entirety at the following address: <https://codelibrary.amlegal.com/codes/ashevillenc/latest/overview>



City of Asheville Ordinances

- No littering
- No alcohol
- No panhandling
- No firearms or dangerous weapons of any kind
- Enter park at designated entrance
- No loud or unusual noises
- Authorized personnel only on the field during games
- Park in designated areas only
- Swim in designated areas only
- Fish in designated areas only
- No person shall willfully stand, sit, or lie upon the highway or street in such a manner as to impede the regular flow of traffic
- No person or persons at least 16 years of age shall, while wearing any mask, hood or device whereby the person, face or voice is disguised so as to conceal the identity of the wearer
- No animals at community festivals/events
- No smoking
- No throwing objects
- No gambling
- Boating in designated areas only

Parks & Recreation Department Policies

- No motorized vehicles
- No camping
- No bathing in fountains
- No drugs or illegal substances
- Animals must be on a leash
- No animals in fountains
- Animals may not be on sports fields
- Animals may not be on playgrounds
- Animals in public may not be tied or left unattended
- Chalk is prohibited from all vertical surfaces, covered areas, site furnishings, and buildings
- No skateboarding except at the Skatepark
- No registered sex offenders
- Do not damage property or vegetation.
- Paint is expressly prohibited on all hardscapes within the park and greenway property such as to mark run/walk courses.

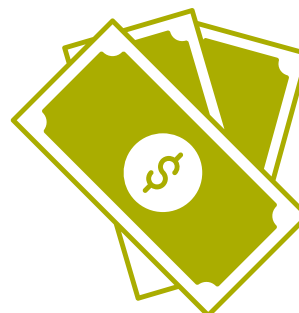
Fees & Charges

Payment of Fees

Payment of a non-refundable application fee is due when the application is submitted. The balance of fees can be accepted once preliminary approval is granted– no earlier than 14 days following receipt of a completed application. All fees must be paid before final permits will be issued.

Payment is accepted by:

- Phone with Credit Card
- By Mail when paying with Check or Money Order
- In-Person by Appointment for Cash



Application Fee

An application fee (payable to the City of Asheville) must accompany the Outdoor special event application package submittal. Application fees are based on the size and other qualifiers of the primary event component. Events containing more than one primary component may be required to complete separate applications. 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 is confirmed.

Application Level 1	-Less than or equal to 500 total attendance-No alcohol-Run/ride contained to park/greenway	\$100
Application Level 2	-Less than or equal to 8k total attendance-All events w/ alcohol-All events requiring law enforcement-Run/ride not contained to park/greenway	\$200
Application Level 3	-Greater than 8k total attendance	\$400
Neighborhood Block Party	-Non-Commercial, Single block residential street closure for immediate neighbors and guests. (Inclusive fee includes Level 1 Application Fee, Street Closure Permit Fee, and 4 Barricades Delivered)	\$75

Administrative Fees

Alcohol Fee	-When City Ordinance requires vote to temporarily suspend by City Council	\$100
On-Site Operations Fee	-For events of significant impact requiring staff support -When spider boxes or water access is needed at Pack Square Park	\$200

Property Use Fees

Guidance on event parameters for several City parks is available at: bit.ly/3zaYuTX

Pack Square Park	Standard Rate	Non-Profit Rate
RM Green	\$800/3hrs + \$200 ea addl hr	\$200/3hrs + \$50 ea addl hr
Reuter Terrace	\$200/3hrs + \$50 ea addl hr	\$50/3hrs + \$12.50 ea addl hr
Raised Lawn	\$200/3hrs + \$50 ea addl hr	\$50/3hrs + \$12.50 ea addl hr
Stage Lights	\$25 per hour, 3-hour min.	N/A
Spider Box Rental	\$40 per unit, per day	N/A
Memorial Stadium	Standard Rate	Non-Profit Rate
Field Reservation	\$650 per 4-hour period	\$162.50 per 4-hour period
Field Lights	\$200 per 4-hour period	N/A
General Ballfields (low impact only)	\$200-\$300 per 4-hour period without/with lights	\$50-\$75 per 4-hour period

Carrier Park	Standard Rate	Non-Profit Rate
General Space	\$200/3hrs + \$50 ea addl hr	\$50/3hrs + \$12.50 ea addl hr
Picnic Shelter	\$150 per day	\$37.50 per day
Volleyball Court	\$100/4hrs + \$25 ea addl hr	\$25/4hrs + \$6.25 ea addl hr
Mellowdrome Track	\$100/4hrs + \$25 ea addl hr	\$25/4hrs + \$6.25 ea addl hr
Other Parks & City-Owned Properties	\$200/3hrs + \$50 ea addl hr	\$50/3hrs + \$12.50 ea addl hr

Street Closure, Parking & Transit Impact Fees

Item	Standard Rate	Non-Profit Rate
Street/Sidewalk Closure Permit	\$150	\$37.50
City Traffic Control Device Rentals <i>(optional)</i>	Type III - \$40 ea per day Cones - \$5 ea per day	N/A
Standard Marked Parking Closures	\$25 per space per day (metered and unmetered)	N/A
ADA Parking Closures Loading Zone Extended Loading Zone	\$50 per space per day \$35 per space per day \$45 per space per day	N/A
Transit Impact Fee	\$100 per event + \$20 per 4 stops temporarily interrupted	N/A

Structural, Electrical & Fire Permit Fees

Item	Standard Rate	Non-Profit Rate
Temporary Use Permit (plan review for tents, structures, or assembly in roadway)	\$100 (48-99 attendance) \$250 (100-1000 attendance) \$500 (greater than 1000 attendance)	\$25 \$62.50 \$125
Electrical Permit	\$100 per event	\$25 per event
Operational Fire Permit (Open Flame)	\$50 per event	\$12.50 per event
Operational Fire Permit (Performance/Demo)	\$50 per event	\$12.50 per event
Pyrotechnics (Fireworks)	\$100 per event	\$25 per event
Reoccurring Inspection Fee	\$75 per event setup/individual dates within six months	\$18.75 per setup
Amendment Fee	\$50 per amendment from original application filed	\$12.50
Technology Fee	4-5% is added to each fee in this section	N/A

Law Enforcement Fees (Asheville Police Department)

Asheville Police officers may be hired to meet law enforcement requirements for events in an off-duty capacity. Employment of off-duty officers is managed by a third-party, Off-Duty Management. Upon conditional approval of the event, applicants will be notified of law enforcement requirements by the Office of Special Events, along with instruction on how to initiate the request.

Item	Standard Rate	Non-Profit Rate
Uniformed Police Officer w/Vehicle	\$86.25 per hour, 4-hour minimum City Holidays \$115 per hour, 4-hour minimum	N/A
Uniformed Supervisor w/Vehicle (when 4 or more officers are utilized, 1 officer must be a supervisor)	\$97.75 per hour, 4-hour minimum City Holidays \$126.50 per hour, 4-hour minimum	N/A

Cancellations & Refunds (New FY 23/24)

If an event needs to be canceled, please notify the Office of Special Events a minimum of two (2) business days - 48 hours in advance of the event. Most fees for services not used or deployed will be refunded at 50% with appropriate notice.

Non-Refundable

- Application Fee
- Permit Fees
- Alcohol Fee (*if staff report has been publicly posted for Council review*)

Refundable at 50%

- Property Use Fees
- Parking Closures
- Barricade/Cone Rentals
- Transit Impact Fee

Asheville Police via Off-Duty Management: Cancellations or reductions in police assignments within 48 hours of the start of the assignment shall pay the greater of officer hours worked or the minimum of 4-hours plus administrative fees for the first 24 hours of the original assignment.

Insurance Requirements



Event organizers are required to supply the Office of Special Events with copies of all certificates of insurance for the event no later than three weeks prior to the event.

Primary Insurance

At minimum, the event organizer must furnish a general liability insurance policy from the producing organization valid during the dates of all event activity procured from a company licensed to conduct business in North Carolina.

Subcontractor Insurance

When safety-sensitive vendors and contractors providing goods or services are invited to participate, the event organizer must also furnish general liability insurance policies from them. Safety-sensitive vendors and contractors include, but are not limited to:

- Vendors of all food and beverage items
- Providers of amusements, rides, mobile attractions, inflatables
- Fire performances, fire demonstrations, pyrotechnics
- Equipment rental companies
- Portajohn rentals, sanitation service providers, and waste management
- Private security services and any safety-sensitive contracted staffing
- UAV (Drone) Operations - Aviation Liability

City of Asheville (is an Additional Insured)

P.O. Box 7148

Asheville, NC 28802

Policies must protect the City of Asheville, 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 event.

Coverage Minimums

<ul style="list-style-type: none">• Commercial General Liability• Personal & Advertising Injury• Products/Completed Ops.• General Aggregate	<p>\$1,000,000 (Per Occurrence)</p>	<p>Conditional (Varying Limits)</p>	<ul style="list-style-type: none">• Automobile Liability• Liquor Liability• Aviation Liability (Drone Use)• Employer Liability• Workers Comp
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Good Neighbor Policy

Mitigation of Impact

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. Organizers 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 registered with the City of Asheville. In addition to the basic public notice form that will automatically generate with each application submittal, 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. Mail or hand-deliver flyers 30 days in advance of the event activities to notify all entities impacted by the event activities.
2. Conduct meetings with groups to share information about the event and receive feedback on possible impacts and suggestions for how to mitigate them.
3. Access the City's automated notification system for events like races and walks that involve more than 350 participants and include road impacts across a large area.



Neighborhood Services maintains a map of registered neighborhoods including contact information for most of them.

Street Closure Notification

When applying for an event with a road closure, notification to the impacted addresses must be documented and included with the application.

- Use our form or create your own.
- Visit door-to-door in-person or provide evidence of electronic communications.
- Post notice at the door and provide photograph for multi-floor residential or office building with no business office or doorman present.

[Street Closure Notification Form](#)

PDF

Sound Amplification

Amplification of music and sound, including megaphones at permitted outdoor special events is regulated by the City's noise ordinance (Article IV. Section 10-81 Noise Regulation).

- Events must abide by the noise ordinance as a condition of the permit. The Office of Special Events does not offer a sound exceedance permit for public space.
- Event organizers should be sensitive to neighboring businesses and residences when using amplified sound and remain attentive to the overall volume, intensity, duration, and time of day of sound during a permitted event.

Complaints of loud, disturbing, or unnecessary noise may result in the immediate revocation of the Outdoor Special Event permit by the City of Asheville.

Advertising & Signage

For events with at least 100 in attendance, the Outdoor Special Event Permit provides an allowance for up to 64 square feet of temporary signage to be placed facing the exterior of the event site to identify the event. The 64-square-foot allowance may be used in the form of two 32 square foot signs or divided across four signs.

In advance of the event:

- Ensure that you have conditional approval of the event before you begin to promote, advertise or sell tickets.
- City Ordinance prohibits the distribution of printed advertising materials on City property unless conducted within a permitted event boundary.

During the event:

- Within the interior areas of a permitted special event site, banners may be hung during the event hours in accordance with the following:
 - Allowed
 - Banners on free-standing poles
 - Banners on the sidewalls of buildings (w/ permission of the owner)
 - Banners on tents
 - Not Allowed
 - Banners across or over streets or overpasses
 - Attached to or placed on barricades
 - On light poles or utility poles
 - Banners on awnings or decks
- Consider the placement of stickers, and signage. Items of particular concern are those that may damage public or private property, violate the City sign code of ordinances, or may be difficult to clean or remove from the area.

Inquiries, Applications & Deadlines

Inquiries

Applications for Outdoor Special Events are accepted by invitation only. To receive an invitation, begin by completing a Public Space Inquiry Form. There is no cost or firm commitment required to submit an inquiry form. Please refer to the chart in this section to learn of the earliest and latest dates that inquiries can be accepted.

[Public Space Inquiry Form](#)

Electronic Submittal



Check our [production calendar](#) to ensure the dates and locations of interest are not already scheduled for another purpose.

Public Space Prioritization

1st Priority: Internal Uses - City of Asheville

2nd Priority: City of Asheville Partnerships

3rd Priority: Non-profit organization event of interest to the general public

4th Priority: Non-profit or private group event of primary interest to the group

5th Priority: Commercial venture or event organized for profit

Applications

Applications are jointly considered by a team of representatives from Parks & Recreation, Police, Fire, Risk Management, Transportation, Public Works, and Communications & Public Engagement, as well as key partner agencies including Buncombe County and the NC Department of Transportation.

Upon receipt of the initial application and application fee, the application will be distributed to all representatives on the team. Any critical objections will be presented to the applicant by the Office of Special Events within 14 calendar days, otherwise, a document confirming conditional approval can be provided upon request.

Minimum Requirements to Submit

- Completed Application Form + Application Fee
- Site Plan(s) / Route Map(s)
- Basic Public Notice Form (automatically generated with application)
- Documentation of Notification (for applications with street closures)

Additional Items Accepted Until Deadlines

- Pyrotechnics & Fireworks Applications (60 days prior)
- Emergency Action Plans (4 weeks prior)
- Lists of food and beverage vendors + safety-sensitive contractors (3 weeks prior)
- All Insurance Certificates (3 weeks prior)
- Fire Performance/Demo Applications (2 weeks prior)
- Crowd Manager Certificates (2 weeks prior)
- BCHHS-EH Operational Permits for Mobile Food Trucks/Pushcarts (1 week prior)
- NCABC Special One-Time Permit (1 week prior)

Amendments

Amendments will not be considered for changes that alter the original application's attendance estimates, dates, locations, or timeframes.



Amendments are considered as late as 4-6 weeks in advance of the event according to chart included in this section – if alcohol is added to the application, the amendment is due no later than 6 weeks prior to the event and subject to authorization by Asheville City Council.

Application Submittal Deadlines

Type	Earliest Inquiry Accepted (Allow 2 weeks for consideration.)	Latest Inquiry Accepted	Latest Application Accepted	Amendment Deadline
Application Level 1	6 Months	8 Weeks	6 Weeks	4 Weeks
Application Level 2	6 Months	14 Weeks	3 Months	4 Weeks
Application Level 3	6 Months	18 Weeks	4 Months	6 Weeks
Neighborhood Block Party	6 Months	8 Weeks	6 Weeks	4 Weeks

4 Weeks = 28 Days / 6 Weeks = 42 Days / 8 Weeks = 56 Days / 14 Weeks = 98 Days / 18 Weeks = 126 Days
 3 Months = 92 Days / 4 Months = 122 Days / 6 Months = 183 Days

Deadline Summary

Once the initial application materials are submitted, these additional items include submittal deadlines with hard stops in the City's approval process.

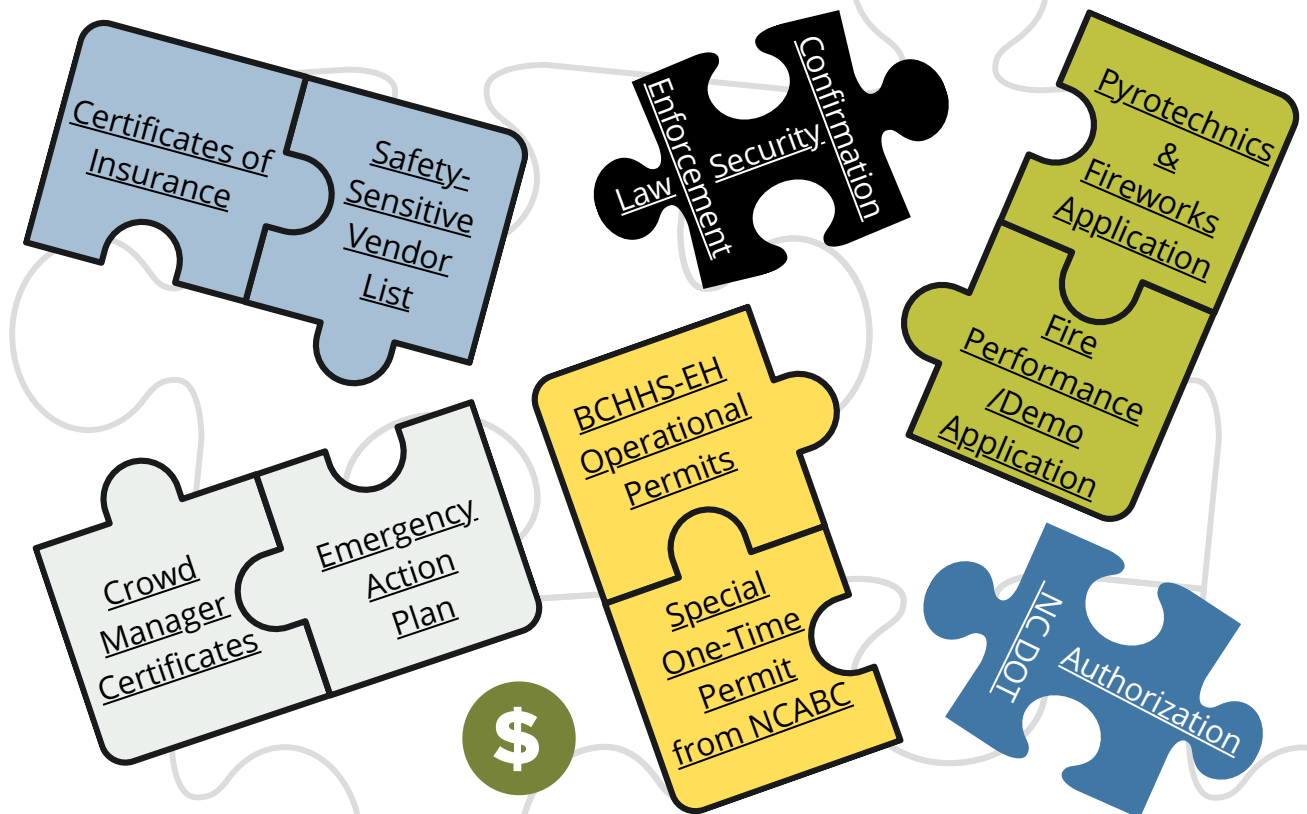


Don't let time get away from you. Missing a deadline in this process can result in immediate cancelation of the application for permits, even as late as one week prior to the event.

- Pyrotechnics & Fireworks Applications (60 days prior)
- Amendments (4-6 weeks prior - based on Application Type)
- Emergency Action Plans (4 weeks prior)
- Lists of food & beverage vendors + safety-sensitive contractors (3 weeks prior)
- All Certificates of Insurance (3 weeks prior)
- Fire Performance/Demo Applications (2 weeks prior)
- Confirmation of Law Enforcement & Security Coverage (2 weeks prior)
- Crowd Manager Certificates (2 weeks prior)
- BCHHS-EH Operational Permits for Mobile Food Trucks/Pushcarts (1 week prior)
- NCABC Special One-Time Permit (1 week prior)

Assembling the Puzzle

Have you completed everything needed to support the approval of your application?



Site Plans & Route Maps



A site plan serves as a visual representation of the event and must identify the location of all temporary site additions in relation to the property's existing infrastructure.

A route map is additionally needed for activities such as races and runs that would occur along streets, sidewalks, and roadways.

A site plan must be included with the Outdoor Special Event Permit Application.

Based on the type of event, the application for a 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.

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 hydrant 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 including tents, stages, scaffolding and truss, inflatables, platforms, bleachers, dumpsters and portable restrooms, electrical additions such as generators and light towers, the locations of open flame to support any temporary food establishments, fire performances and fire demonstration areas.

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".

When an event is fenced/gated, the site plan must be composed precisely to scale, clearly showing all points of egress with measurements. Site plans should include a title and a key or legend to indicate any structural or electrical additions to the property.

Site Considerations

- **Points of Entry/Exit:** How many?
- **Pedestrian or vehicle access?** Allow for emergency access? Accessible? 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 / Open Public Space:** Is there an obvious, primary gathering area for attendees where event information and first aid are 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, vendor and contractor load-in/out activity, and 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? ADA accessible parking? Parking for vendors, staff, and equipment trailers? Are these areas well signed and staffed?



Setup & Teardown

- Events must arrange for all set-up and tear-down activities to occur between the specified hours of the permitted reservation.
- Any streets involved must be barricaded and staffed prior to any setup activity, and remain closed until teardown is completed.
- Vehicle access to field areas must be limited to major infrastructures such as portable restroom delivery and main stage set-up.
 - Exhibitors must hand-cart individual tents, supplies, and merchandise to their exhibit site to avoid damage to ground surfaces.

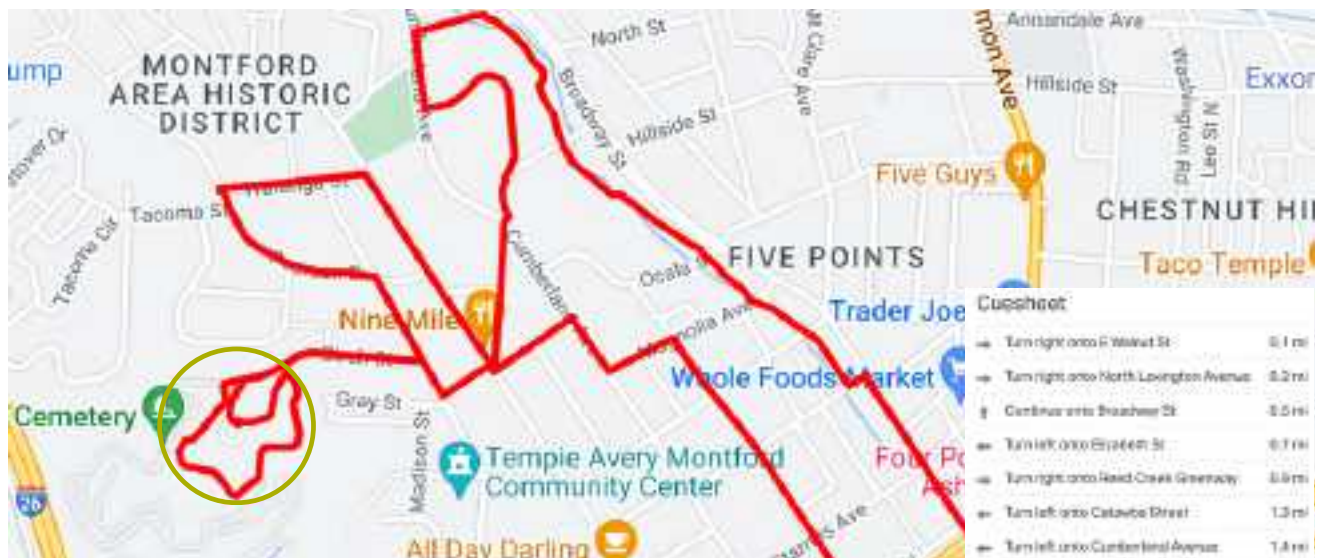
Site Plan Requirements

- Legend or key for symbols used
- Fencing
- Barricades
- Tents, stages
- Platforms, bleachers
- Portable restrooms
- Light towers
- Generators
- Temporary power poles
- Street, sidewalk and parking closures
- Mobile vendors
- Location of any fire or open flame in use (except where contained within a licensed food truck operation)
- Key existing safety components
- Fire lanes
- Fire hydrant locations and FDC connections on buildings
- Driveway access points



Route Map Requirements

- Start and Finish points
- Turn-by-Turn listing of all streets, sidewalks, greenways
- Identification of any DOT-maintain roads or private roads
- Indication of any full (barricaded) street closures
- Notation of any temporary additions, street/sidewalk closures, or parking closures



Transportation Planning



All events are encouraged to develop a transportation plan outlining accommodations for the safe arrival and departure of participants. ADA access to the event should always be considered within the plan.

Applications for events to be held at locations without sufficient onsite parking capacity must, at minimum, include a copy of the City's Transportation Planning Form.

[Transportation Planning Form](#)

Electronic Submittal

Parking Closures

A per space/per day fee is charged when downtown parking spaces and loading zones are present within an area of temporary street closure, and by request when parking space closures adjacent to an event site are needed for reserved purposes. Fees to close downtown parking spaces are charged seven days/week and on Holidays.



Parking closures must be indicated on the event application and clearly represented on the event site plan.

- Special Event Rates at Downtown Parking Garages
 - Any event that may potentially create traffic jams or related issues either within garages or on public streets adjacent to garages may justify increased rates.
- Parking at Asheville's Public Parks
 - Parks may not be reserved to serve as parking lots for off-site events.
 - Events may not reserve parking lots at parks or charge attendees for parking.

Accessibility Requirements



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 accessible areas. It cannot, however, be offered only to patrons with disabilities.

Disability access may include considerations in parking, restrooms, telephones, clear paths of travel, transportation, signage, and 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.

Sometimes events, travel and sports games can become very overwhelming for a person with a sensory disability. With all these sounds, smells and sights to see, it can sometimes overload a person's thought processes with the overstimulation of their senses. Consider creating a Quiet Zone at the event.

- Quiet zones are designed specifically to help individuals calm down and reduce sensory overload
- Sensory rooms can be developed to have tactile, auditory or visual stimulation
- Quiet zones may have special support staff available to help assist

The ADA National Network provides information, guidance, and training on how to implement the Americans with Disabilities Act (ADA) 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.

Exhibitors & Contractors

The event organizer is responsible to procure all permits and accommodations needed by its exhibitors and contractors with the exception of:

1. Permits for pyrotechnics displays, fire demonstrations and fire performances that must be independently permitted to the individual or group conducting the display, demonstration or performance.
 2. Temporary Food Establishment permits issued through Buncombe County Health & Human Services - Environmental Health Division
- Exhibitors at special events do not require an Outdoor Dining Permit or an Outdoor Merchandise Permit for the period of the event.
 - Events held on streets or sidewalks supersede any push-cart vending licensees that would otherwise allow for the licensee to vend at that location.



The Office of Special Events requires a complete list of all food and beverage vendors scheduled for the event, and a list of all safety-sensitive contractors who will be providing services at the event. This information is due no later than 3 weeks prior to the event.

State Taxes (NC Department of Revenue)

The State of North Carolina requires that all vendors be registered with the Department of Revenue and places oversight responsibilities to maintain registration documents on all vendors for tax purposes with event organizers.

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 markets 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.

Food Sales

Mobile food trucks and pushcarts must maintain operational permits issued by the **Buncombe County Health and Human Services - Environmental Health Division**.

Mobile food trucks will not require temporary food permits to operate at special events unless they are unable to return to their commissary each day.

Mobile food trucks are only authorized to vend on a public street, sidewalk, or right of way as part of an approved outdoor special event. Outdoor Special Event Permits will not be approved for the limited purpose of providing a means to authorize an independent mobile food vendor to operate.



Event organizers are required to supply the Office of Special Events with a copy of the operational permits issued by BCHHS-EH for each food truck or pushcart operating at the event. This information is due no later than one week prior to the event.

In most cases, Buncombe County Health and Human Services - Environmental Health Division will require a Temporary Food Establishment Permit for each temporary (tent) food vendor participating at the event.

Open Flame

Authorization for the use of open flame for food preparation by an event's temporary food establishments is secured by the event organizer through an Operational Fire Permit (see Permits). Use of existing grills at park properties does not require operational fire permitting.

Power & Water

Event organizers must carefully consider the requirements of each participating vendor to ensure adequate resources exist onsite or are added. Temporary food establishments will require a connection to power and access to potable water onsite. The various types of electrical connections and range of power needs for mobile food trucks can present unnecessary challenges for events if not addressed in advance. Where generators are authorized for mobile food trucks, operation must be at 65 decibels or less and must be properly attached to the vehicle.

Within the Downtown fire districts and Biltmore Village Historic District where gasoline generators are prohibited, mobile food vendors must connect to existing power or connect to temporary power supplied by the event. The use of off-board gasoline generators is prohibited in the downtown fire districts. Diesel generators can be considered with approval of an Electrical Permit secured by the event organizer (see Permits).

Greywater, Grease & Cooking Spills

All temporary food establishments require ground cover. The event organizer is responsible for arranging the proper disposal of greywater, cooking oil, grease, tar paper/cardboard ground covering, food service matting, and other similar waste with a specialized service agency. Improper disposal or spills may result in a permit violation and be classified as hazardous waste resulting in fines in accordance with chapter 22 of the Asheville Fire Prevention Code.

Alcoholic Beverages

Both the City of Asheville (by ordinance) and North Carolina (by state law) regulate the possession, sale, and consumption of alcoholic beverages. A Special One-Time Permit issued by the North Carolina Alcoholic Beverage Control Commission and a resolution by Asheville City Council are unconditionally required for the sale and consumption of beer and/or unfortified wine at outdoor special events. The Office of Special Events maintains a 10:00 pm curfew on alcohol consumption - final sales no later than 9:30 pm for all outdoor special events on public property. Glass containers are prohibited.

The three-part approval process includes:

Step 1 - Special One-Time Permit from the NC Alcoholic Beverage Control Commission

Step 2 - Resolution by Asheville City Council

Step 3 - Confirmation of Liquor Liability Coverage (see Insurance and Liability)

OSHA Guidelines

Event organizers, contractors and exhibitors are responsible to follow all OSHA rules and regulations including but not limited to maintaining:

- Organized, sanitary workplaces, and storage areas kept dry and free of debris and loose ground cover
- Unobstructed exit routes and emergency evacuation plans
- Ventilation systems in food prep areas
- Examination of all potentially harmful equipment on a routine basis
- Potable, or drinkable water is provided, and working sinks, hand washing stations
- Safe operation of all mechanical equipment to ensure employee safety
- Safe handling and storage of hazardous materials, such as cleaning products

It is the sole obligation of event organizers and vendors to formulate their own OSHA procedures. Visit <https://www.osha.gov/dep/index.html> to find information about OSHA rules and regulations.

Sanitation & Restrooms

Sanitation

All events are independently responsible for maintaining a clean environment for attendees, ensuring the proper disposal of waste and recycling for all event operations throughout the duration of the event.

- Communicate waste management plans with vendors and contractors in advance
 - Confetti, silly string and tinsel are prohibited
 - Chalk is prohibited from all vertical surfaces
- Set up waste and recycling stations to supplement existing receptacles
- Be prepared to replace liners in existing receptacles when half-full
 - Purchase heavy-duty, black, 3 mil, 42-gallon size for waste receptacles, and blue, .9 mil, 32-gallon size for recycling receptacles
- Make arrangements for removal of all bagged waste from the event site each day
- Separate all cardboard for recycling.
- Waste crossover into areas nearby is a natural occurrence. Consider the potential for a waste crossover at the event and extend recovery efforts throughout surrounding areas as needed.

The site must be returned to a clean condition immediately following the conclusion of the event. City properties are often booked back-to-back and adjacent areas are often utilized simultaneously.

- Remove any food or beverage stains, chalk markings, etc.
 - floors, walls, sidewalks, pathways
 - picnic tables, benches
- All banners, string, rope, ribbon, etc. must be untied and disposed of properly.
- All picnic tables and waste receptacles must be returned to their original positions.

Restrooms

All public events with attendance of 100 or more, with a duration exceeding four hours, are required to provide access to restrooms. Installation of portable restrooms may be required to supplement existing facilities based on the maximum number of attendees at the event during peak periods. All portable restrooms must be maintained daily.



Placement of portajohns, dumpsters, and trailers is considered part of event set-up and must be considered within the reservation period.

Public Safety & Security

Law Enforcement

All events are required to provide a safe and secure environment for participants. The Asheville Police Department will review each application for:

- Law enforcement requirements
- Professional security recommendations
- Crowd control and pedestrian safety devices
- Traffic control support and flaggers

Employment of off-duty officers is managed by a third-party, Off-Duty Management. Upon conditional approval of the event, applicants will be notified of law enforcement requirements by the Office of Special Events, along with instruction on how to place a request with Off-Duty Management.



Placing a request with Off-Duty Management does not guarantee the shifts will be filled. It is the event organizer's responsibility to ensure any requirements for Law Enforcement and Security are confirmed with the Office of Special Events no later than 2 weeks prior to the event.

Crowd Managers

All events with 1000 or more people in attendance at any given time in North Carolina are required to have crowd managers at the ratio of one crowd manager for every 250 persons. Law enforcement and medical personnel hired for the event contribute to the total number of crowd managers. The free online training course and certificate are available through the NC Office of State Fire Marshal. To register for Crowd Manager Training, visit: <https://www.ncosfm.gov/licensing-cert/pyrotechnics/classes-pyrotechnic-license-fusing-crowd-manager>



Based on attendance at peak periods, the appropriate number of Crowd Manager certificates must be provided to the Office of Special Events in print or electronic format no later than 2 weeks prior to the event.

Overnight Security

Temporary infrastructure, materials, and supplies including contracted equipment such as tents, platforms, portajohns, crowd barriers, light towers, and generators may not be left on City property unattended. Overnight security is required for multiple-day events, including events with setup or teardown schedules that extend beyond a single day. Event organizers may hire off-duty law enforcement when available, employ private security services, or assign staff members/volunteers when conditions are appropriate.

Emergency & Medical Planning



All events are required to submit an Emergency Action Plan (EAP) no later than four weeks prior to the event for approval.

The purpose of an EAP 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 defines 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, including catastrophic emergencies beyond the normally expected hazards, i.e. weather phenomena, etc.

The Asheville Fire Department has final authority to require a minimum number of licensed medical providers, Advanced Life Support (ALS), Basic Life Support (BLS), volunteers, and staff positions, as well as other Fire Department personnel necessary to support the medical and fire emergency access needs of a special event. It is the event organizer's responsibility to ensure that all medical support personnel, whether paid or volunteer, have the appropriate licensing, certifications, and insurance to provide services at each event. Personnel and equipment must be positioned at the specific location(s) and time(s) indicated on the site plan 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.

Events under 2500 in attendance (or 250 for athletic events in non-fixed locations) will not be required to have on-site EMS services. The presence or absence of alcohol, large event boundaries, or specific activities included as part of the event may influence requirements. Should Advanced Life Support (ALS) transport be needed at the event, the medical service provider is required to use Buncombe County Emergency Services.

The Asheville Fire Department will make the final determination of EMS requirements upon review of the event's EAP.

[Emergency Action Planning Form](#)

Electronic Submittal

Permits

Issuance Process

Once all components of the application have been received and approved, and all outstanding balances have been paid, an Outdoor Special Event Permit will be issued accompanied by all supporting permits and approvals as applicable for the event:

- Temporary Street/Sidewalk Closure Permit
- Temporary Use Permit
- Operational Fire Permit
- Electrical Permit
- Fire Demo/Performance Permit
- Council Resolution for Alcohol Service
- Law Enforcement Operations Plan
- Incident Action Plan
- DOT Road Use Authorization Memo

Permits are usually issued 48 hours prior to event setup along with access instructions and any final notes for the event. If the event includes a street closure, those plans are shared with the applicant as soon as processed to allow time to secure the necessary traffic control signs. For applications that include parking closures, the applicant will be notified of when and where the parking closure bags or notification signs may be picked up. Unless other arrangements are made, parking meter closure bags and signs must be installed by the event on the day prior to the closure.

Temporary Use Permits

Tents and Structural Additions

Temporary Use Permitting (building safety, zoning review, and fire prevention) is required for assemblages of over 49 in attendance when conducted in a manner inconsistent with normal property use. Temporary Use Permitting review includes consideration of the composition and placement of any structure including tents, canopies, and shelters constructed of canvas or other pliable materials, no matter how well supported, as well as platforms, stages, scaffolding, light towers, and inflatables. Additionally, all other structures not otherwise classified as furnishings (unless they are combined furnishings) constitute a structural addition - such as in planned seating areas where over 200 chairs are provided. Organizers must be aware of the permitting requirements for structural additions and are responsible for ensuring that all applications and site layouts provided for the event are accurate.

Temporary Use Exemptions:

- Unless more than (1) 10x10 tent (<110 square feet - structural) is added, fire/open flame is present, or electrical generators/temporary power poles are used, outdoor special events are not required to obtain a Temporary Use Permit for gatherings with less than 1000 total attendees when contained to park properties, athletic fields, and other approved City-owned public assembly areas.
- The closure of a residential street for a Neighborhood Block Party is exempt from Temporary Use Permitting when the event is limited to the same criteria.

Requirements for Tents, Canopies, and Inflatables:

- All tents/canopies/inflatables must be secured and anchored by weight or stake at all corners.
- No tents, canopies, inflatables, or structures may be staked into asphalt or concrete surfaces, as well as in some lawn and landscaped areas where electrical and irrigation lines exist.
- 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, food truck or vehicle, or fire hydrant, within 90 feet of a bus stop, or in any way obstructing any building exit or doorway.
- Tents/canopies/inflatables/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.
- At least one UL rated 2A, 10B, or 10C fire 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 overturning. 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 a permanent electric pole.

Flame Certification

Tents that contain cooking or open flames shall be required to have an attached label indicating flame resistance by NFPA, North Carolina State Fire Marshal, or other approved testing agency. Tents/canopies 1300 square feet or less or when the aggregate total of multiple tents/canopies side by side does not exceed 1300 square feet without a fire break of 12 feet, are exempt from being certified as flame retardant if no enclosing side walls are present, no cooking or open flames, and a minimum of twelve feet clearance is present from other structures or tents.

Structural Anchorage

Anchorage instructions and spec sheets provide the technical details needed for permit review and proper installation. All tents and inflatables require anchorage. Instructions from the manufacturer or installer should be available for inspection at the event. Unique structures may require design sheets be provided in advance from the manufacturer or a certified engineer.



Stakes are not allowed to be used in Pack Square Park's lawn areas; instead, weights such as water barrels, sand bags, cinder blocks, or cement buckets must be used for anchoring temporary site additions. Carefully consider the time required to fill water barrels when planning for installations with significant weight requirements at Pack Square Park.

Operational Fire Permits

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 event, any materials used in violation of the permit.

Food Preparation

Food preparation with private grills or cooking devices utilizing an open flame require operational fire permitting.

Candlelit Displays and Vigils

Any display of merchandise with a flame, or vigils using a flame (candles, lanterns, etc.) require operational fire permitting.

Fire Performances and Demonstrations

All fire performances and demonstrations using an open flame require operational fire permitting applied for and issued directly to the individual or organization conducting the performance or demonstration. Persons conducting fire performances may not be under the influence of alcohol or drugs which impair sensory or motor skills, must be at least 21 years of age, and shall demonstrate knowledge of all safety precautions.



All fire performances must be conducted at least 25 feet away from all spectators and structures. This area must be indicated on the site plan.

[Fire Performance/Demo Application](#)

PDF

Propane Heaters

- Cannot be located inside tents, canopies, or membrane structures
- Cannot be located beneath, or closer than 5 feet to any combustible decorations or overhangs, awnings, sunshades, or similar attachments to buildings
- Cannot be located within 5 feet of exits or exit discharges
- Must be installed and maintained according to manufacturer instructions
- Must be secured from tipping and be equipped with a tilt or tip-over switch
- Heating element must be guarded against contact
- Replacement of fuel tanks cannot be conducted while the public is present
- Fuel container is limited to a 20-pound tank

Pyrotechnics and Fireworks

Pyrotechnics and fireworks requests are handled as an independent process in the State of North Carolina. Pyrotechnics and fireworks are only authorized for display by licensed professionals and handled through an independent City-County joint application and approval process.

There are limited locations within the City limits that can be used to launch fireworks. A Fireworks Permit (\$100/event or \$500/after 5th permit issued in a fiscal year) and Buncombe County Commission approval are required to display fireworks in the State of North Carolina no 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 components, including a pre-show setup and a walk-through inspection before the approval and issuance of the permit, is made. Please contact the Office of Outdoor Special Events for more information.

Electrical Permits



- All electrical cords must be grounded and may not be placed over roads or walking surfaces without proper covering materials.
- Power provided by extension cords from a building may not pass through doorways or windows - power must be supplied by an exterior outlet, protected by a Ground Fault Circuit Interrupter (GFCI)

Permits are generally required for all electrical work and power installation beyond that which already exists at the event location. All temporary electrical additions (generators, temporary power poles) must be identified on the event application and reflected on the site plan.

- Generators greater than 6500w require a licensed electrician for installation.
- Gasoline generators are prohibited in the Downtown fire districts and the Biltmore Village Historic District.

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. A licensed electrical contractor is required to install the temporary power poles and run the lines. The event organizer must create a temporary account through Duke Energy before 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 Duke Energy to authorize the installation of the meter and connection to the mainline.

Street & Sidewalk Closure Permits

The Transportation Department assists with developing traffic control plans and approving street and sidewalk closures. The process of implementing a temporary street or sidewalk closure is managed by the event or event's contractor through the installation of barricades, traffic cones, and directional signage to assist motorists and pedestrians around the impacted areas.

- All closures must be described within the application and clearly represented on the site plan.
- A 14 foot wide fire lane with 13.5 foot overhead clearance is required on all closed roads for emergency vehicle access.
- Streets containing active bus routes as well as DOT-maintained roadways are rarely eligible for closure.
- Event is responsible for procurement and installation of directional signage, 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.

Sidewalk closures may be necessary when an activity or components of activity are conducted on a sidewalk that prohibits or substantially impedes a pedestrian thoroughway. If sidewalks must be obstructed, a permit for sidewalk closure is required. If the sidewalks are not closed, a minimum 6 foot width clearance must be maintained at all times even if primary access is intended through a street closure.

No more than two event closures will be permitted Downtown at any given time (excluding streets between Pack Square Park areas) and no other outdoor special event with street closures will be permitted within a two (2) block radius of another outdoor special event street closure.

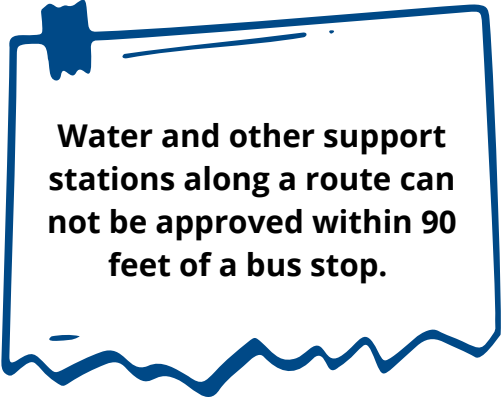
Races, Runs, Walks, & Rides

This type of activity can be executed through a variety of means and configurations. The organizer's experience level, budget, and the availability of personnel for crowd and traffic control will be three key factors.

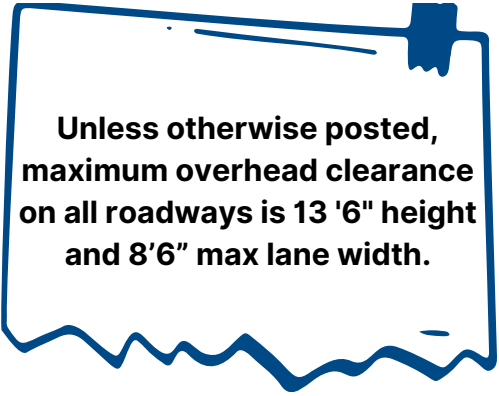
1. **Unassisted** (occurs within parks, sidewalks, greenways and residential streets)
2. **ITC-Assisted - Intermittent Traffic Control** (control of vehicles and pedestrians is required at irregular, short-term intervals)
 - Requests for ITC are reviewed for potential impacts to emergency services, major roadways, and public transportation. Determinations are based on these impacts as well as event size, specific route, date, and time of day.
3. **Full Street Closures** (requiring barricades and transportation patterns to change)
 - Streets containing public transportation routes and NCDOT-maintained roads are not eligible for full closure without special consideration to avoid impacting emergency services, major roadways, and individuals who rely on public transportation.

Parades & Processions

Due to the unique safety issues that parades and processions present, these types of events require special approval by the Chief of Police. Organizers considering applying for a parade should carefully consider their capacity to execute as well as the costs for law enforcement, staffing for crowd control, procurement of durable safety barriers, and parking closure fees are several of the larger costs involved.



Water and other support stations along a route can not be approved within 90 feet of a bus stop.



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

Begin by communicating and coordinating with all stakeholders along the proposed route. That step will aid in identifying any arrangements for critical resident or business needs that may need to be addressed before an inquiry is submitted. Plans for staff parking, access to private driveways, egress for hotel guests, deliveries of food and merchandise, should be determined as a proposed route is developed.

Outside Agency Permits

Food Service Permitting

Buncombe County Health & Human Services - Environmental Health

The event organizer must contact BCHHS-EH at least 4 weeks before the event to discuss any food vendor participation.

- Temporary Food Establishments (tent food vendors) will need to individually apply for Temporary Food Establishment Permits through BCHHS-EH no later than 15 days in advance of the event date.
- TFEs must be inspected and issued permits prior to engaging in any food prep or distribution, with permits clearly displayed at each booth.
- A flame-certified tent must cover each vendor's entire operation.
- All food preparation areas must include ground cover to protect lawns, streets, and hardscapes from grease, food waste, and spills.
- No products will be permitted for distribution in glass containers.
- Receptacles with closed lids are required to collect and dispose of food waste, greywater, cooking oil and grease. BCHHS requires closed-lid dumpster/containers.

More information on applications and permits is available online:

<https://www.buncombecounty.org/Governing/Depts/health/environmentalhealth.aspx>

NC Alcoholic Beverage Control Commission

The event organizer is responsible for obtaining a Special One-Time Permit for the sales and service of alcoholic beverages.

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 to 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: <https://abc.nc.gov/education/RASP>

NC Department of Transportation Authorization

Independent NC DOT Authorization is not required for most State road uses within Asheville city limits but is required for State road uses that extend beyond Asheville city limits. This item most frequently applies to races/runs with routes that begin in Asheville but extend into one or more neighboring jurisdictions.

More information and the Special Event Request Form is available online:

<https://www.bikewalknc.org/2015/08/ncdot-updates-special-events-process/>

Permit Violations

It is ultimately the permit holder's responsibility to inform all event staff, volunteers, exhibitors, vendors, contracted service providers and others who may need 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 the determination by the City that the special outdoor 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 Outdoor 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.

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 two weeks 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 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 events/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.
4. Permits Revoked Onsite: Permit holders whose permits are revoked by the City on-site during the event may be denied future Outdoor 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.
5. Appeals: An applicant who is denied an Outdoor 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 business days of the 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 business days of its receipt; at which time may be extended by the City Manager.