

APPLICATION GUIDELINES FOR GENERAL SPECIAL EVENTS

Includes demonstrations, festivals, marathons (walk/run), memorials, parades, rallies and other similar events.

General Guidelines

- The event organizer must be at least eighteen (18) years of age.
- All event information pertinent to the City of Fayetteville, to include extraordinary activities, must be submitted with the completed application no later than thirty (30) days prior to the date of the event.
- The completed application is not a permit.
- The event organizer will be scheduled to attend a Special Events Committee meeting to further discuss the proposed event at which time the Committee may alter or add terms and conditions.
- If approved, the event organizer must pay all applicable fees to the Parks and Recreation Department within ten (10) working days of notification or forfeit approval of the event.
- Advertising may not begin until a permit number has been assigned.
- Acquiring additional permits in accordance with city, county and state regulations (vendor, health department, etc...) will be the sole responsibility of the event organizer.
- All original applicable permits must be on site and presented immediately upon the request of City of Fayetteville officials (Fayetteville City Code Sec. 24-275).
- The event organizer accepts complete and total responsibility and liability for the event and all related incidents (Fayetteville City Code Sec. 24-178).

Fees

<u>Number of Attendees</u>	<u>Permit Fee</u>	<u>Deposit Fee</u>
Up to 500	\$75	\$100
501-2,500	\$150	\$200
In excess of 2,500	\$300	\$500

- The City of Fayetteville reserves the right to determine the number of attendees for recurring events based on prior attendance. Fees will be charged accordingly.
- Deposit fee will be refunded if the reserved area is returned to pre-event condition immediately following the event.

Services

Service needs will be discussed with department representatives at the Special Events Committee meeting.

Building Maintenance (Electric/Water)

Fire

Historic District

Park Maintenance

Police

Sanitation/Solid Waste

Special Projects

Traffic Engineering (Street Closures)

Additional Requirements

- Alcoholic beverages are prohibited (Fayetteville City Code Sec. 5-5).
- The City of Fayetteville reserves the right to be listed as a contributing agency (sponsor, co-sponsor, partner, etc...) for selected events.
- A copy of all applicable insurance policies (Commercial General Liability, Automobile Liability and Worker's Compensation and Employer's Liability) must be submitted to the Special Events Coordinator within ten (10) working days prior to the date of the event.