

# Requirements for Hosting a Special Event in Wake Forest



## Where will event be held?

### Private Property

Will the event impact public property, traffic or pedestrian access? If yes, a Special Event Permit is required.

**Complete Special Event Permit Application**  
[wakeforestnc.gov](http://wakeforestnc.gov), search "special events policy"

### Public Property

**Complete Special Event Permit Application**  
[wakeforestnc.gov](http://wakeforestnc.gov), search "special events policy"

### Town-owned Park or Park Facility

**Contact Parks, Recreation & Cultural Resources Department (PRCR)**  
[wakeforestnc.gov](http://wakeforestnc.gov), search "facility rentals"

## Will event include any of these items?

### Alcoholic Beverages on Public Property

**Contact NC Alcoholic Beverage Control Commission**  
for appropriate license

### Request approval from Wake Forest Board of Commissioners (BOC)

Requires minimum 30 days notice to be added to the BOC agenda. Ordinance waivers require a super-majority approval (2/3 vote) on the first reading. If this is not received, the waiver must be presented again the following month.

### Amplified Sound/Noise Ordinance Exceptions

**See Noise Ordinance:**  
[wakeforestnc.gov](http://wakeforestnc.gov), search "noise ordinance"  
**STAFF CONTACT:** Wake Forest Planning Department, [wakeforestnc.gov](http://wakeforestnc.gov), search "planning"

### Banners & Signs

**See Sign Restrictions:**  
[wakeforestnc.gov](http://wakeforestnc.gov), search "sign permitting"  
**STAFF CONTACT:** Wake Forest Planning Department, [wakeforestnc.gov](http://wakeforestnc.gov), search "planning"

### Selling Food and/or Beverages (non-alcoholic)

**See Environmental Health & Safety Requirements:**  
[wakegov.com](http://wakegov.com), search "fairs, festivals and fundraisers"  
**CONTACT:** Wake County

### Tents or Canopies

Permit required for:  
■ **Tents with sides:** 800 sq. ft. +  
■ **Tents without sides:** 1,800 sq. ft. +

**Apply for Permit:** [wakeforest.idtplans.com](http://wakeforest.idtplans.com)  
Include: 1) Site Plan, 2) Flame Retardant Certificate, 3) Description of Tent Use, 4) Egress Plan if Used for Assembly  
**STAFF CONTACT:** [wakeforestnc.gov](http://wakeforestnc.gov), search "fire inspections"