Requirements for Hosting a Special Event in Wake Forest



Will the event impact public Where will **Complete Special Event Permit Application** property, traffic or pedestrian **Private Property** access? If yes, a Special Event wakeforestnc.gov, search "special events policy" event be Permit is required. held? Complete Special Event Permit Application **Public Property** wakeforestnc.gov, search "special events policy" Contact Parks, Recreation & Cultural Resources Department (PRCR) **Town-owned Park** wakeforestnc.gov, search "facility rentals" or Park Facility Will event Contact NC Alcoholic Request approval from Wake Forest **Alcoholic Beverages Beverage Control Board of Commissioners (BOC)** include anv Requires minimum 30 days notice to be added to the BOC agenda. Ordinance on Public Property Commission of these waivers require a super-majority approval (2/3 vote) on the first reading. If this is for appropriate license not received, the waiver must be presented again the following month. items? **Amplified Sound/Noise** See Noise Ordinance: wakeforestnc.gov, search "noise ordinance" **Ordinance Exceptions** STAFF CONTACT: Wake Forest Planning Department, wakeforestnc.gov, search "planning" See Sign Restrictions: **Banners & Signs** wakeforestnc.gov, search "sign permitting" STAFF CONTACT: Wake Forest Planning Department, wakeforestnc.gov, search "planning" Selling Food and/or See Environmental Health & Safety Requirements: wakegov.com, search "fairs, festivals and fundraisers" Beverages (non-alcoholic) CONTACT: Wake County Apply for Permit: wakeforest.idtplans.com Permit required for: Include: 1) Site Plan, 2) Flame Retardant Certificate, 3) **Tents or Canopies** ■ Tents with sides: 800 sq. ft. + Description of Tent Use, 4) Egress Plan if Used for Assembly ■ Tents without sides: 1,800 sq. ft. + STAFF CONTACT: wakeforestnc.gov