

# SPECIAL EVENT PLANNING GUIDE FOR EVENT ORGANIZERS



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### FOR MORE INFORMATION

Please contact us at  
704-920-4343 | [parks@kannapolisnc.gov](mailto:parks@kannapolisnc.gov)

[WWW.KANNAPOLISNC.GOV](http://WWW.KANNAPOLISNC.GOV)



## APPLYING FOR AN EVENT PERMIT

### DEFINITION OF A SPECIAL EVENT

- » Any event regulated by City Ordinance, State or Federal Law and/or
- » Two or more city services, or city staff are required and/or
- » Any type of activity that would require the obstruction or use of a street and/or of any City facility



### THE PURPOSE OF THE PERMIT APPLICATION

- » Streamline the permitting process for the public
- » Review and approve events
- » Assign needed City staff and equipment
- » Track use of City street, sidewalks, and other infrastructure
- » Track and maintain a database of events citywide

### WHO NEEDS A SPECIAL EVENT PERMIT?

Special Event Permits are required for events that use public spaces, such as streets, sidewalks, greenways, and public parks. Events contained to private property only require a Special Event Permit when two or more City services are requested. Please be aware that other permits, such as a sound permit (see page 14) will be necessary if using amplified sound on private or public property. **When in doubt, contact the Parks and Recreation Office for clarification.**

### ROLE OF THE SPECIAL EVENTS COMMITTEE

The committee is overseen by the City Manager and comprised of personnel from each department including but not limited to the City Manager's Office, General Services, Fire, Police, Risk Management, Parks and Recreation, and Public Works. Other entities may be represented as needed. The Recreation and Special Events Coordinator in the Parks and Recreation Office will be your liaison to the committee.

Our goal is to enhance the quality of life and economic prosperity of Kannapolis through the support of special events while balancing the needs of the residents and business owners affected by these events.

### ROLE OF EVENT ORGANIZER

Event organizers should be responsive to correspondence from the Special Events Coordinator and submit all required items by their deadlines. Communication between the organizer and the Special Events Committee is critical before, during, and after the event to ensure a smooth permitting process and a successful event. All special events are subject to the conditions outlined in the Special Event Permit and it is the organizer's responsibility to ensure compliance.



### HOW TO APPLY

Two main steps that must be completed (see next page for deadlines & pricing):

- » Download and complete an event application online from [KannapolisNC.gov/events](http://KannapolisNC.gov/events)
- » Submit the corresponding application via email to [parks@kannapolisnc.gov](mailto:parks@kannapolisnc.gov)

**APPLYING FOR AN EVENT DOES NOT GUARANTEE  
THAT YOUR EVENT WILL BE APPROVED.**

### EVENT ADVERTISEMENT

Do not announce, advertise or promote your event until you have completed and submitted this application and you have received written preliminary approval from the City of Kannapolis. The City assumes no liability if an event is not approved — selling tickets, advertising, gaining sponsorship and other activities done before event approval is done at the risk of the event organizer.

### PERMIT PROCESS OVERVIEW

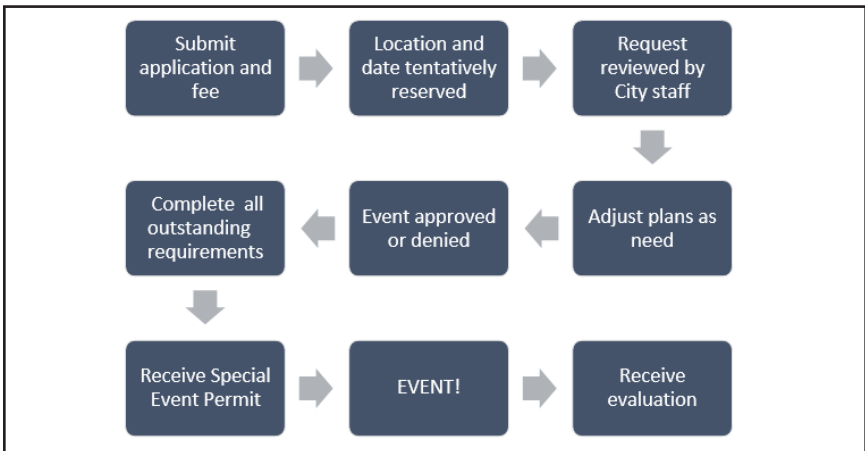
#### HOW DOES IT WORK?

We will contact you with updates and requests to facilitate the approval process as we begin reviewing your application and submitted materials.

Simultaneously, we will coordinate with multiple City departments to assess your event's needs and determine if the City will approve, place conditions upon, or deny the event request. The Special Events Committee has the discretion to deny any event if it is not in the City's best or will create an undue burden on a particular geographic area.

#### HOW LONG DOES IT TAKE?

The process can take several months to complete, which is one of the reasons why you must meet the corresponding application deadline for your event. The more complex your event, the earlier you should consider submitting your event application.



### DEADLINES AND FEES

The deadline for submitting an event application is at least **30 days before** your intended event. An application is not considered complete until both the application form and the application's fee have been received.

Permit fees are collected upon an event's approval and are refundable up to 15 days prior to the event. There is no reimbursement of permit fees if an event is canceled within 15 days of the event date. Fees may be transferable towards future event permits if the event is canceled due to inclement weather or other emergency situations, which will be determined at the discretion of the Special Events Committee.



### DEFINITIONS

**Parades, Runs, and Walks** are organized activities following a set course that involve full or partial closure of City streets, sidewalks, or greenways.

**General Events** are organized activities with a stationary footprint requiring the closure of streets or public squares or plazas, often involving amplified noise, food, beverage, merchandise, or other entertainment. Examples include festivals, markets, and ceremonies.

**Neighborhood Block Parties** are small-scale organized activities that close local-service residential streets. These gatherings are initiated by local residents and are intended only for the neighborhood residents and their guests.

**Film & Photography** covers any film or photography produced on City property for commercial purposes. Film and photography permitting may take additional time to coordinate and approve so applications must be received by the proper deadline.

### NOT SURE WHAT TYPE OF EVENT YOU'RE HOSTING?

Contact us before proceeding any further! It is the event organizer's responsibility to identify the event type and associated deadlines. We can help you with this in advance.

### CURRENT SPECIAL EVENTS PERMIT FEE SCHEDULE

Fees for special events are listed below. Permit fees are non-refundable and are subject to change.

Parade, Walk, or Run .....\$125.00

General Events (Festivals)

Non-profit without Sales: .....\$100.00

For-profit Organizations:.....\$200.00

Neighborhood Block Parties .....\$50.00

Photography and Film Permits

Film Companies.....\$200.00

- » Fees are not applicable if the event is contained to private property and requires no City resources

### PERSONNEL FEES

**Police:** The Special Events Committee, in consultation with the Kannapolis Police Department, shall determine the number of police officers required to manage street closures and for internal security, as well as the time when such services shall commence and end. Applicants will be invoiced before the event at the rate of \$35.00 per hour per police officer assigned to the event.

**Fire and EMS:** The Special Events Committee, in consultation with the Kannapolis Fire Department will determine the number of Emergency Medical Personnel required and the time when such services shall commence and end. Applicants will be invoiced before the event at the rate of \$35.00 per hour per staff/officer assigned to the event.



**Parks:** When applicable, the Special Events Committee, in consultation with the Parks and Recreation Department will determine the number of additional personnel required and the time when such services shall commence and end. Applicants will be invoiced before the event at the rate of \$15.00 per hour per staff/officer assigned to the event.

### ADDITIONAL EXPENSES AND CITY SERVICE FEES

This list reflects some of the additional fees for City services that events typically incur. These expenses are not inclusive of all charges a special event may incur. Remember, the event organizer’s responsibility is to provide fencing, tents, and other event infrastructure needs.

- » Sound Amplification Permit: .....\$25.00
- » Street Closure Equipment Fees: .....\$175.00
- » Tent Permit (over 800 sq-ft): .....\$50.00
- » Temporary Use Coning Permit .....\$50.00
- » Trash & Recycling: ..... \$10.00 per cart
- » Carnival/Fairs Operational Permit: .....\$300.00
- » Pyrotechnic Special Effects Material (Fireworks) .....\$300.00
- » Permit fees are non-refundable and are subject to change.



## EVENT PERMIT LIMITATIONS

### POLICY ON NEW AND ANNUAL EVENTS

**New events** may reserve dates and locations on a first-come, first-serve basis. The date will be tentatively held once the Special Events Committee has received an application and application fee. New event organizers should contact us before applying to ensure their preferred date and location are available.

**Annual events** that receive a satisfactory recommendation from the Special Events Committee have the priority to reserve the same annual date. Event organizers are invited to submit the following year's application immediately after the current year's event.



### LIMITATIONS ON RACES AND WALK EVENTS

Kannapolis is proud to host numerous races and walks which promote the City's Discover a Healthy Life brand and support many great causes. To manage the impacts to traffic and access to local neighborhoods, limitations have been placed on all races and walks hosted within the City:

- » Only official Run Kannapolis Series races may be held in high-impact areas of the City, including downtown
- » The total number of other races hosted within the City will be extremely limited and will be reviewed on a case-by-case basis
- » Races and walks that impact the same geographic area cannot be held on the same or consecutive weekends
- » City-wide, there can be no more than one race or walk per weekend

### OTHER LIMITATIONS ON EVENTS DOWNTOWN

The following limitations apply to Special Events in the Downtown District:

**Weekends:** During the Spring (April - June) or the Fall (August - November), there may be no more than two (2) special events on weekend days (including events occurring after 5:00p.m.). Weekend days are defined as Friday, Saturday & Sunday. Events must end by 10:00p.m. each evening and events on Sundays cannot begin before 12:30p.m.

**Weekdays:** During the Spring or the Fall, there may be no more than two (2) special events on weekdays in total.

**Holidays:** Requests for events held on holidays will be considered on a case by case basis.

#### Limitation on Special Events on

**Consecutive Days:** No special events shall occur on back-to-back days, whether or not such events fall on weekends, weekdays, or both. Multi-day events will be evaluated on a case by case basis.



**Limitation on Special Events on Consecutive Weekends:** No Special Events shall occur on back-to-back weekends.

The above-described limitations shall not apply to the following:

- » Special Events occurring after 5:00p.m. on weekdays
- » Events sponsored by the City of Kannapolis. Such events may include, but are not limited to: Jiggy with the Piggy, Kannapolis Christmas Parade, or the Memorial Day Event

### EVENT INFRASTRUCTURE

#### CLOSURE OF CITY STREETS

The temporary closure of City streets for an event is handled with permission from the Special Event Committee. If granted, a street closure gives the requester use of the streets and sidewalks within the areas designated by the Special Event Permit. Typically, this will also include access to all parking spaces within the closed street.

#### AMPLIFIED SOUND

Any live or loud music must end by 9:00p.m. and require an additional amplified sound permit from the Police Department.



As a part of the Special Event process, the application for a sound permit should name the person who will be in control of the sound equipment however it is the event organizers responsibility to assure that its use complies with the terms of the permit.

**Notices to neighbors.** The event organizer is responsible for mailing or otherwise delivering notices to each property within a 500 foot radius of the permit area. The notice should be made at least seventy-two (72) hours before the event.

**Number of hours.** The City’s sound ordinance does not allow more than twenty (20) hours of excess amplification per year at any place of public entertainment having a capacity of one thousand (1,000) or more persons or ten (10) hours of excess amplification at any other location.

**Time periods allowed.** Sound Permits only allow sound amplification between the hours of 9:00p.m. and 9:00a.m., except in places of public entertainment having a capacity of one thousand (1,000) or more persons.

**Fees.** The fee for a sound permit is \$25.00.

### FOOD - COOKING ON SITE AT AN EVENT

The City of Kannapolis Fire Department has several requirements in place to ensure the safety of the public and the outdoor operators of temporary food service at assembly events. Any public assembly having any cooking device in use and over one hundred (100) persons in attendance at any one time or limited access and restricted egress will be required to complete the appropriate appendix as a part of the Special Event Application.

Additionally, the sale or preparation of food at a special event may require a Temporary Food Establishment Permit from the Cabarrus Health Alliance or the Rowan County Health Department (depending on the county in which the event is being held). The organizer is solely responsible for submitting applications on behalf of any food vendors they allow at their event. The Special Events Coordinator can provide contacts and assist the applicant in determining if your event will require this permit



### FOOD TRUCKS

The use of mobile food trucks or vendors at an event is subject to the codes and ordinances directed by the City of Kannapolis Planning Department. Although the food truck's responsibility is to obtain a zoning permit for the event, the event organizer is ultimately responsible for ensuring compliance. Below are the criteria for mobile food vending from the City of Kannapolis Unified Development Ordinance.

- » A mobile food vendor or the property owner on which mobile food vending will be placed shall obtain a zoning clearance permit from the Planning Department
- » Permits are valid for one year and can be renewed on an annual basis



### OTHER LIMITATIONS ON FOOD TRUCKS DOWNTOWN

Food trucks are permitted in Downtown in “Secondary Private Use Zones” but only when they are exclusively related to an already associated establishment downtown. The City Manager or designee shall have the authority to waive this restriction in cases where the purpose or intent of the Private Use Zone ordinance is maintained

### RESTROOMS

Event organizers must provide restroom facilities for participants and attendees, with at least 5% (and at least one) being ADA compliant. The minimum requirement is one toilet per every 250 attendees. Event organizers can meet this minimum either by renting portable toilets or by attaining written permission to use the facilities of adjacent businesses. The Special Events Coordinator can provide options for companies that rent portable toilets if needed.

### WASTE MANAGEMENT PLAN

The City requires that event spaces be thoroughly cleaned during and following each event. Event organizers must have a detailed plan of how they intend to manage and dispose of trash and recyclable materials, and a general plan to clean up after the event and to ensure a clean space throughout the event.

Event organizers may use volunteers or professional cleaning or contracted companies for these services. Still, all materials must be completely removed from the site and all trash and recycling receptacles must be emptied after the event. For an additional fee, the City's Environmental & Transportation Department can assist with waste management.



### ILLEGAL CONDUCT

Illegal conduct by event participants, vendors, or talent that may offend patrons at the event will not be tolerated. It is the event organizers responsibility to report any illegal conduct to the Kannapolis Police Department. Specific consideration should be given to occasions with free admission and openly accessible event spaces.

### TOBACCO USE AND SMOKING

City facilities are a smoke-free environment. Smoking and vapor are prohibited in/on City property.

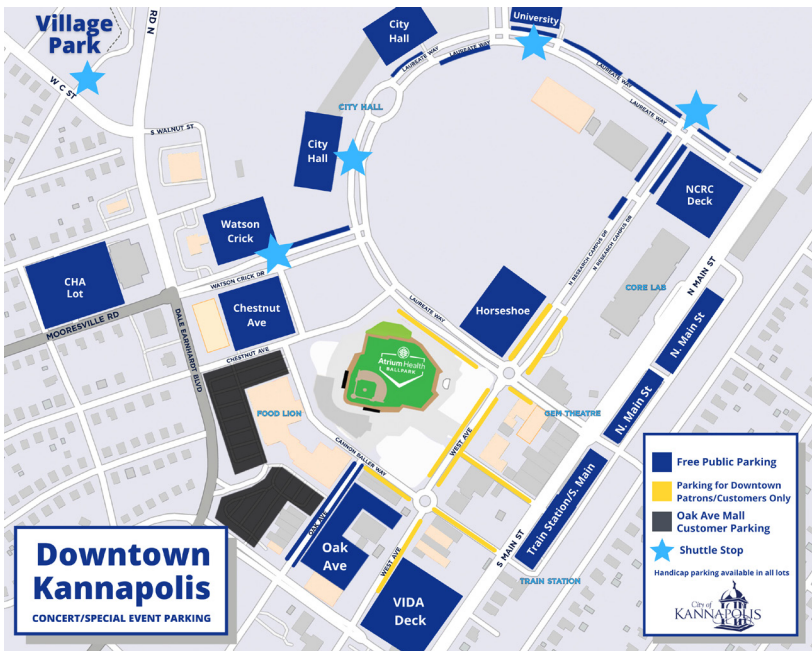
### ATTENDANCE

The event organizer must make best efforts to count attendees at the event, and provide such information to the City within five (5) days following the conclusion of the event. The information will be used internally to document attendance levels for future planning and administrative purposes.

### TRANSIT AND PARKING OPTIONS

Public transit can be an excellent option for the transportation of your event attendees. CK Rider and the Rowan County Convention and Visitors Bureau can assist with local and regional bus or trolley services. Attendees can also choose to bike or walk through the pedestrian friendly downtown streets.

Downtown Kannapolis has many parking lots available for public use, including some that can be used as shuttle stops for your event.



### EVENT SIGNS

No signs, banners, posters or other advertisements may be affixed to trees, buildings or street fixtures during your event. Event banners advertising your event may be placed in up to seven days in advance, with permission on designated City right-of-ways.

### FESTIVALS, CARNIVALS, AND EXHIBITS

In addition to the Special Event Permit, the following types of events will require additional Fire Department Permits:



- » Exhibits or trade shows (events that showcase products or services)
- » Street Festivals or carnivals (large public entertainment events, including performances, tents, rides, amusement structures, animals, etc.)

### TENTS, INFLATABLES, AND FLAME-RELATED ACTIVITIES

Your event will require additional Fire Department Permits if it involves:

- » A tent over 800 square feet
- » Any inflatable that persons will enter, such as a bouncy house, that is over 400 square feet in size or that requires constant motorized inflation
- » An amusement building, such as a fun house or haunted house
- » Firework displays
- » Pyrotechnic or fire performances
- » Bonfires, luminaries, or any other use of open flame (sky lanterns are always prohibited)



## ALCOHOL

### ALCOHOL ON CITY PROPERTY

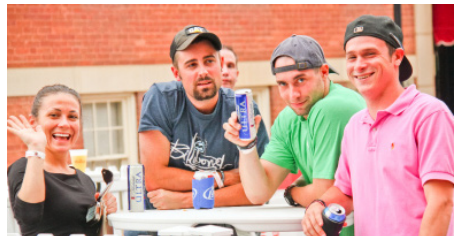
The consumption of alcohol beverages is a common occurrence at special events in Kannapolis. However, efforts should be made so that the use and consumption of alcohol beverages should not detract from the events and the use of facilities in the City. Having alcohol at your event may result in additional insurance and security requirements.

### CITY FACILITIES WHERE ALCOHOL CONSUMPTION MAY BE ALLOWED

- » City Hall
- » All Parks
- » Downtown Village
- » City Streets and Parking Areas
- » City Leased Premises

### ALCOHOL AT NON-TICKETED EVENTS

Non-ticketed events are public or private events where no money is exchanged for admission to the event **or** consumption of alcohol beverages. Such events typically may include birthday parties, reunions, wedding receptions. Beer and unfortified wine may be served without a permit. Spirituous liquor or fortified wine may be served but requires a “Limited Special Occasion Permit” from the NC ABC Commission.



### ALCOHOL AT TICKETED EVENTS (ALCOHOL SALES)

Ticketed events refer to public or private events where money is exchanged for admission, participation, food or drinks. An alcohol permit is required if your event involves selling alcohol in any capacity, including providing complimentary alcohol only to ticketed or registered participants. Alcohol beverages are allowed for sale **ONLY** if the organization is a non-profit or political organization with proper NC ABC permits

### ABC PERMIT REQUIREMENTS

Alcohol permits are controlled and issued by the North Carolina Alcoholic Beverage Control (ABC) Commission. More information on ABC Permit requirements can be found on the ABC website or by phone at 919-779-0700. Event organizers are responsible for all aspects of their alcohol permit and they should ensure that patrons comply with relevant policies. Failure to comply can result in the revocation of the permit or the issuing of citations to the event organizer and/or patrons.

For a “Special One Time Permit” the ABC Commission’s current deadlines require that a completed application be submitted to the Kannapolis Police Department at least 21 days before the event for their approval. In addition, along with the KPD approved application, you will need to submit the following the ABC Commission:

- » Signed copy of your rental agreement for the facility and/or your special event permit
- » Certified copy of your criminal background check from the county you live in (obtained from the Clerk of Court)
- » \$50.00 application fee (certified check, cashier’s check, or money order)

Attaining an ABC Permit can be a complex process. It is crucial to plan ahead and coordinate with the City to ensure that this process runs smoothly.

## EVENT SAFETY

### SAFETY BARRICADES

Events involving the closure or obstruction of a public street will require safety barricades, variable message boards, and/or hiring sworn law enforcement officers. The number and placement of barricades are determined by the Special Events Committee in conjunction with the Police and Transportation Departments. This is a critical measure and is strictly enforced to help ensure public health and safety at special events. Additional fees will apply for street closures.



### STREET CLOSURE GUIDELINES:

- » Closure Times: Streets are only permitted to close and open according to times listed on the Special Event Permit
- » Closure Set-Up: Executing the street closure must be done by law enforcement officers only
- » Fire Lane: 10' Wide Fire-Lane must be maintained throughout all street closures
- » Vendors: All festival vendors should be contained within the street closure, not on sidewalks
- » Handicap Sidewalk Ramps: Handicap sidewalk ramps should remain unblocked throughout the closure

### SIDEWALK CLOSURE GUIDELINES:

- » Businesses on Sidewalk: There CANNOT be any businesses along the proposed sidewalk closure that disapproves of closure
- » Notification: Applicant MUST notify all businesses and residencies affected by the sidewalk closure
- » Closure Times: Sidewalks are only permitted to close and open according to times listed on the Special Event Permit
- » Closure Equipment: Sidewalk closure must be executed with Kannapolis Barricades and Equipment
- » Closure Set-Up: Sidewalk closure should be physically executed by the event permit holder
- » Opposite Sidewalk: Access to the sidewalk on the opposite side of the street must be maintained at all times during the event
- » Vendors: All festival vendors should be contained within the street closure, not on sidewalks.
- » Event Perimeter: The event perimeter must NOT exceed the sidewalk area. No event equipment or event vendors should encroach into the street along the sidewalk closure



### WEATHER CONDITIONS

It is the event organizer's responsibility to track and monitor the weather and ultimately make the call on the potential cancellation of an event. The only exception to this is in times of a significant crisis or an occurrence that is a direct threat to public health and safety, in which case City staff reserves the right to cancel the event.



### SECURITY

Police officers are the most common and preferred method of security at special events in the City. During the event permitting process, the Kannapolis Police Department will review each application and provide recommendations on the number of officers or other security needed for your event. Personnel will be assigned to your event and all applicable fees will apply. If the situation arises that an event needs to hire additional off-duty officers, the event organizer will need to complete a contract with the Police Department. The Special Events Coordinator can assist with the coordination of this process.

### EMERGENCY ACTION PLANS

Some events may be required to submit an Emergency Action Plan (EAP) during the application process. This plan should identify emergency access, crowd managers, emergency notification methods, and how organizers will deal with emergencies. City personnel will review each plan and make recommendations.

These guidelines were created to help event organizers understand what information should be considered when creating an EAP for a special event.

### GENERAL CONSIDERATIONS FOR CREATING AN EAP

- » Who will serve as the EAP representative and point-of-contact at your event?
- » Will there be on-site medical care? If yes, provide details and contact information.
- » Will there be on-site security? If yes, provide details and contact information.
- » Do you have a pandemic (COVID) safety plan in place?
- » How will you broadcast emergency information to your vendors and event attendees, both before and during your event?
- » How do you plan to evacuate people from your event footprint in the case of emergency? Where are the emergency exits?
- » If evacuation is not possible, what is your plan to shelter in place?
- » How do you plan to ensure emergency vehicle access at this event?
- » How are you planning to monitor weather conditions and what will be your protocol for a weather-related event cancellation?
- » Are there any special hazards at this event? If yes, list them and explain how you are managing these hazards, including a list of all relevant safety equipment present at event.
- » As needed, provide additional contact information and special roles for anyone involved with emergency management at this event, such as crowd managers, additional event managers, security supervisors, etc.



### EAPS FOR LARGE-SCALE EVENTS

For major events that will draw large crowds, or otherwise high-risk events, event organizers will need to create an extensive EAP. These guidelines may not cover all of the necessary components for such an event. Please contact the Special Event Coordinator if you need assistance creating a comprehensive EAP for your large-scale event and we will provide you with a template.

## INSURANCE REQUIREMENTS

### CERTIFICATE OF INSURANCE

An event held on City Property or that requires a street or sidewalk closure requires, at a minimum, Comprehensive General Public Liability Insurance in the amount of \$1,000,000 per person per occurrence with a \$2,000,000 aggregate naming the City of Kannapolis as additionally insured. For a full list of insurance requirements, please email [parks@kannapolisnc.gov](mailto:parks@kannapolisnc.gov).

The event organizers (primary and/or secondary) shall purchase and maintain this insurance, providing coverage for the event with an insurance company authorized to do business in the State of North Carolina.

\*\*Certificate should be specifically worded: "The City of Kannapolis, its officers, employees, and agents are additionally insured". If alcohol is being served at the event, Liquor Liability must be included in the Certificate of Insurance. Proof of insurance is required at least 30-days before the event..

### THIRD PARTY INSURANCE

The event organizer must ensure all safety-sensitive contractors providing goods or services for the event maintain appropriate insurance coverage and limits. Examples of such contractors include but are not limited to inflatable companies, providers of amusement rides, vendors of all food and beverage items, etc.



## PUBLIC NOTIFICATION

### NOTIFICATION POLICY

Applicants are required to notify property owners affected by the event between 30 days and 15 days before the event. A copy of the notification form should be given to residents, businesses, schools and places of worship effected by your event. Any establishment that will be blocked, detoured, or heavily inconvenienced must also be notified. Neighborhood partnerships and Homeowner Associations must also be notified when applicable.

Each notification must include the following:

- » Name of event
- » Sponsoring organization
- » Date and time frame of the event
- » Description of road closures (locations and times)
- » Information and time frame for noise impacts (such as music)
- » Organizer's name, phone number, and email
- » Website associated with event



### APPROVED NOTIFICATION METHODS

**Option 1: Mailed Fliers or Postcards:** Event organizers may mail fliers or postcards detailing event information to all affected community members.

**Option 2: Individualized Establishment Notification:** Event organizers may contact affected community members individually, in person, over the phone, or via email and submit their tracked interactions to the Special Events Coordinator..

**Option 3: Apartment or Business Complex Notification:** Event organizers may coordinate with property managers to alert all tenants of a large complex via the preferred communication method of the complex.

Event organizers may use a combination of the above methods of notification or may submit a suggested alternate notification plan to the Special Events Committee in advance, which may be approved, modified, or denied. In all cases, proof of notification must be submitted to the Special Events Coordinator.

This covers the minimum requirements — we do encourage, for the benefit of both the event organizer and community members, organizers use additional notification means such as social and broadcast media, local calendars, and newspapers, etc.

NOTE: No advertisements should be made before receiving approval for your event. The City is not responsible for any losses incurred by advertisements made for an event that is subsequently denied.

## **AFTER ACTION EVENT DEBRIEFING**

### **SITE VISITS BY CITY PERSONNEL**

From time to time, City personnel may perform routine site visits for permitted special events in all locations, public or private. However, if an event is held on park property, staffing will be required to be on site. This staff person will ensure compliance with the regulations outlined in the Special Event Permit and with the regulations enforced by other City departments as applicable.

### **EVENT AFTER ACTION**

The Police Department will typically complete an after-action debriefing following an event. This report provides the committee with information on how your event followed and conformed to policies and permitted activities. Events with an unsatisfactory evaluation may have additional requirements imposed for future years or may be denied for all future events.

### **DAMAGES AND OUTSTANDING BILLS**

Event organizers will receive a post-event invoice for any damages to City property or unanticipated event needs such as additional utilities access and staffing needs.

## FILM AND PHOTOGRAPHY GUIDELINES

The City of Kannapolis does not distinguish between types of filming, such as commercial, non-commercial, or news gatherings. Low-impact filming activities will not require a special event permit. High-impact filming activities will require a permit to address their potential impacts on City resources and services.

### LOW-IMPACT FILMING

Low-impact filming is defined as outdoor filming activities in areas open to the public, except areas managed as wilderness, involving five people or less and equipment that will be carried at all times, except for small tripods used to hold cameras. Those participating in low-impact filming activities do not need a permit and are not required to contact the City in advance. However, if low-impact filmmakers have questions about areas they want to film, they should contact the City.

If ALL of the below characteristics apply to your production, and your production takes place on public property, streets or sidewalks, your production will not require a permit.

- » No disruption of day-to-day operations of community and other permitted activities
- » Uninterrupted flow of pedestrian and vehicular traffic
- » Production may not blockade any street, sidewalk, alleyway, or public park trail
- » Minimal number of persons in cast and crew
- » No exclusive use of City property
- » Produce no amplified sound or other prohibited noises as outlined in Kannapolis City Code
- » Involves no disruptive or alarming special effects
- » No lighting, or minimal lighting used
- » Minimal camera equipment
- » All production staff must follow all vehicular and pedestrian laws at all times



When on City property, videographers, filmmakers, producers, directors, news and other staff associated with filming are reminded that rules and regulations, including park hours and closed/restricted areas, still apply to filming activities even if a permit is not required. Check with the City staff for more information on closures, sensitive resources, and other safety tips.



### HIGH-IMPACT FILMING

Filming activities that do not meet the description of low-impact filming require at least 15-day advance notice to the City of Kannapolis by contacting us in writing by email. The Event

Committee, in conjunction with the City's Communication Director will determine whether the filming activities will require a special event permit.

Based on the information provided, a permit may be required to:

- » Maintain public health and safety
- » Close any public street
- » Protect environmental or scenic values
- » Protect natural or cultural resources
- » Allow for equitable allocation or use of facilities
- » Avoid conflict among visitor use activities

In addition, commercial film or photography productions taking place on public streets or sidewalks that have any of the following characteristics will require a permit issued through the Special Events Committee:

- » Partial or full blockade of any street, sidewalk, alleyway, or public park, trail or greenway
- » Reserved use of City parks or other public spaces
- » Road closures
- » Amplified noise or other loud sounds prohibited by City Code
- » Requires the reservation of public parking spaces
- » Production has a significant impact on the community's day-to-day operations
- » Involves disruptive or alarming special effects, lighting, technical equipment, or props
- » Requires infrastructure set-up on City property

### OTHER COMMERCIAL FILMING RULES AND REGULATIONS

Application Deadline: 15 days to 90 days depending on the complexity of the request. The Special Events Committee will attempt to accommodate late film requests whenever possible but reserves the right to deny any request if there is insufficient processing time.

Production organizations must keep their Special Event Permit accessible for the duration of all productions, must produce this permit upon request by any City official, and must abide by the conditions and permissions as outlined within the permit.

The on-site production contact listed on the permit must be accessible by cell phone for the entire duration of any film or photography shoot

Use of explosives, pyrotechnics, fire, smoke, gunfire (including blanks), weapons (including fake), speeding cars, sirens, public safety personnel actors, and similar special effects are prohibited unless specifically approved in writing by the City



Alteration to any City property, including removal or trimming of vegetation or the removal or relocation of City vehicles, equipment or infrastructure is prohibited unless specifically approved in writing by the City

Production vehicles may not block fire hydrants, fire lanes, or other emergency access points unless specifically approved in writing by the City

Production vehicles may not block driveways and other access points and may not violate general posted parking restrictions unless specifically approved in writing by the City and by the affected property owner if applicable

Lighting for filming must be oriented away from residences and may not be used between the hours of 11:00pm and 6:00am unless specifically approved in writing by the City

Production companies are responsible for cleaning and restoring the filming site and the surrounding areas to its original condition in a timely manner and will be held responsible and billed accordingly for any damages made to City property

General Liability Insurance naming the City of Kannapolis as additional insured is required for any commercial filming activities on public property. Productions involving certain other elements may be subject to additional insurance requirements

Notification Policies: Production organizers are expected to work with the local community to accommodate access needs during the production. At least 72 hours in advance, production organizers must notify every resident, business, and places of learning or worship located within the immediate area of the production. This includes everyone in close enough proximity they will be inconvenienced by the road closures, lights, traffic, parking, and/or noise impacts associated with the production activities. For extensive filming productions, additional notification requirements and deadlines may be imposed. The organizer can use any form of communication, provided that the notification covers all required components listed below:

- » Name of production
- » Name of production organization
- » Date and time frame of filming production
- » Description of associated road closures
- » Description of any noise impacts or unusual special effects, such as a staged crime scene
- » Name, phone number, and email address for on-site production organizer

### PRIVATE PROPERTY

The City of Kannapolis does not regulate filming or photography on private property. However, any special equipment or effects (such as explosives, smoke, stunts, fight scenes, bright lighting, etc.) that are visible or audible from public streets or sidewalks should be communicated to the City of Kannapolis Communications Department as soon as possible.

### CITY OF KANNAPOLIS VENUES

Occasionally, event organizers will request to host events on property and in facilities that the City of Kannapolis owns. The City has a diverse group of indoor and outdoor facilities available to rent for events of all sizes. These facilities can be requested and used through the Parks and Recreation Office.

#### INDOOR CITY FACILITIES

FACILITY NAME	SQ FT	Theater # of people	Banquet # of people	Classroom # of people	Reception # of people
Laureate Center I	1,590	100	50	50	150
Laureate Center II	2,120	160	80	85	250
Laureate Center III	1,590	100	50	50	150
Laureate Center all sections	5,300	450	260	215	700
Train Station Multi-Purpose	2,130	168	80	72	300
Village Park Multi-Purpose	1,400	120	60	54	175

#### OTHER CITY FACILITIES

##### OUTDOOR/OPEN SPACE

Village Park Amphitheater	approx. 3 acres	West Avenue Pump House Patio	approx. 800 sq-ft
Veterans Park Gazebo	approx. 1.5 acres	West Avenue Event Lawn	approx. 2,425 sq-ft
Dale Earnhardt Plaza	approx. 1 acre	West Avenue Platform 1; L-Shaped Deck	
Research Campus Horseshoe	approx. 8 acres	West Avenue Platform 2; (3) 20x20 decks	
West Ave Reading Rm Terrace	approx. 1,600 sq-ft	West Avenue Pergola	approx. 800 sq-ft
West Ave Reading Room	approx. 1,600 sq-ft	West Avenue Putting Green	approx. 800 sq-ft

### RESERVATION REQUIREMENTS

Reservations are confirmed on a first-come, first-served basis, up to two years (24 months) in advance. Only the facilities or room(s) paid for and confirmed through a reservation may be used.

A rental is confirmed when 100% of the security deposit is received. The remaining balance of rental and equipment fees are required two weeks before the use of the facility. A \$250.00 security deposit is required for all conferences, meetings, or other business uses, and a \$500.00 security deposit is required for all social events.

Rentals must use approved facility caterers at the Laureate Center; these caterers are suggested at other facilities. You may also bring your own or have drop-off service provided by restaurants. Alcohol may be served with appropriate permits, some restrictions may apply. We will be glad to work with you on your event needs such as stages, additional AV, lighting, etc.

### ABC LICENSE

Similar to the requirements for Special Event Permits, alcohol at an indoor event may require an NC ABC Permit.

- » **Beer/Wine/Champagne** (can be purchased at the grocery store, etc.) you do not need an ABC permit
- » **Spirituos Liquors** (have to be purchased at the ABC store) you do need an ABC permit

Should you decide to have liquors at your event, you will need to come in a get the paperwork from our office; it needs to be notarized before sending it to Raleigh for processing. Along with the application, you will need to submit the following the NC ABC Commission:

- » Signed copy of your rental agreement for the facility
- » Certified copy of your criminal background check from the county you live in (obtained from the Clerk of Court)
- » \$50.00 application fee (certified check, cashier's check, or money order)

### INDOOR FACILITIES

#### LAUREATE CENTER

ADDRESS: 401 Laureate Way

Located in the Kannapolis City Hall & Police Headquarters, the Laureate Center is the perfect location for you to host conferences, seminars, professional development classes, and social events. There are three flexible meeting areas totaling 5,300 square feet as well as various conference/meeting rooms. The center has a lovely gallery where receptions or other pre-function events can be held. There is a beautifully landscaped outdoor terrace available to complement your event.



- » Rental prices vary.  
Please see the City's current fee schedule for pricing.
  - » One Section - accommodates 64 banquet style
  - » Two Sections - accommodates 160 banquet style
  - » Three Sections - accommodates 272 banquet style
- » Catering Kitchen includes ice maker, warming cabinet, refrigerator, freezer, and sinks
- » We provide all the tables, chairs and linens (cream, navy, or black)
- » All AV is included in the hourly rental price (podium, laptop, Wi-Fi, projector/screens, mic, etc.)
- » There are also other spaces, indoor and outdoor, that can be rented at this location

### KANNAPOLIS TRAIN STATION

ADDRESS: 201 South Main Street

This is a working Amtrak Train Station. The multi-purpose room is perfect for holding board meetings, receptions, seminars, or workshops.

- » Rental prices vary. Please see the City's current fee schedule for pricing.
- » Accommodates 96 banquet style
- » There is NOT a catering kitchen
- » We provide all the tables and chairs
- » There is limited A/V equipment in this space
- » We do NOT provide table linens.

### SWANEE THEATRE

ADDRESS: 200 West Avenue

The Swanee Theatre is typically used as a live music or performance venue. The entire facility and its smaller meeting rooms is available for rentals. It is located in the heart of downtown on West Avenue and within easy walking distance of restaurants and shops. The marquee is available for special occasion messaging.

- » Rental prices vary. Please see the City's current fee schedule for
- » Catering Kitchen includes ice maker, warming cabinet, refrigerator, freezer, and sinks
- » We provide all the tables, chairs and linens (cream, navy, or black)
- » AV is not included in the hourly rental price. There is an additional charge for AV and bar service.



### VILLAGE PARK PROGRAM ROOM

ADDRESS: 700 West C Street

The Village Park Multi-Purpose Room and the outdoor patio is a popular rental for parties, meetings, showers, and weddings. All of the park's amenities such as the Rotary Express, splash pad, carousel, playground, and greenway are available seasonally. Many people choose to use the space for their wedding festivities.

- » Rental prices vary. Please see the City's current fee schedule for pricing.
- » Accommodates 80 banquet style
- » City staff does do the room set-up
- » There is NO A/V equipment in this facility
- » We do NOT provide table linens
- » There is a kitchenette area (sink, refrigerator, microwave, sink, and counter space)
- » There is an outdoor patio that can be rented separately; an additional \$20.00 per hour
- » 4-hour rental minimum for evenings, weekends, and City observed holidays (includes set-up, event time, and clean-up)
- » 2-hour rental minimum for business events, Monday - Friday from 7:00a.m. to 6:00p.m. (includes set-up, event time, and clean-up)

### AMENITIES AT VILLAGE PARK

**ROTARY EXPRESS TRAIN** Children and adults love to ride the Rotary Express Train, a replica of an authentic CP Huntington. The original CP Huntington was the first locomotive purchased by the Southern Pacific Railroad in 1864, during construction of the western portion of the First Transcontinental Railroad in North America. Prices may vary.

**CAROUSEL** Manufactured in Italy, it features 1,800 lights, Brazilian oak decking, and charming hand-painted Venetian murals. The distinctive carousel horses delight children and adults. It is the only double-decker carousel in North Carolina, and accommodates approximately 60 people. Children 12 months and under FREE. Prices may vary.

**SPLASH PAD** Designed for users of all ages and abilities. Water is the main ingredient for fun. There are two specific areas: • Ages 5 and under – approximately 1,250 sq/ft • Ages 6 to 12 – approximately 2,850 sq/ft. Admission fee may vary. Children 12 months and under FREE.

### OUTDOOR VENUES

#### VILLAGE PARK AMPHITHEATER

The Amphitheater is home to many FREE popular summer events including the award-winning Concert & Movies Series, it is also available for private rentals and events. The 45' x 55' covered stage can be used for music festivals, church choir concerts, special events and corporate events.

- » The Amphitheater lawn has a crowd capacity of approximately 10,000 - 12,000
- » A Special Event Permit is required for the use of this outdoor facility. In addition, the indoor facility rental may be required for your event. The Special Event Coordinator can give you more information on what will be required
- » 400 amp, 3-Phase power is available at the Amphitheater
- » Rental fees include rental of the main stage, lawn area, all utilities, and park restrooms, though not exclusively
- » Renter should furnish all equipment related to their reservation. Sound equipment, tents, tables or chairs are not available or part of the rental agreement
- » Additional equipment may be brought into the facility with proper approval and the possibility of additional fees, all equipment should be listed on the rental application
- » Personnel will be required as part of the Amphitheater rental
- » Renter is responsible for removing all equipment, food, trash, etc., from the leased space and depositing it in the canisters provided



### VETERANS PARK

ADDRESS: 119 North Main Street

Brick walkways, fountains, a gazebo, and green spaces create a beautiful community gathering place for concerts and special events. Striking features such as the eternal flame, granite Ring of Honor, and the Memorial Plaza Monument with a bronze wreath creates an atmosphere of respect and celebration.

- » Veterans Park has a crowd capacity of approximately 1,750 - 2,000 people
- » Rental of the gazebo area gives you exclusive access to the gazebo, however, as a public park, we cannot close the park area
- » No tables/chairs are provided at this facility. You are welcome to provide these yourself
- » Power is available under the gazebo covering
- » There is no grilling allowed in the park; food trucks should remain on pavement in the adjacent parking lot.
- » Parking for all events is located adjacent lots at the corners of Main and MLK Street; street closures or detours are typically not allowed
- » A special event permit is most likely required for the use of this facility.

### WEST AVENUE LINEAR PARK

ADDRESS: 202 West Avenue

West Avenue has been transformed into a beautiful tree-lined street that can accommodate live music, open air dining, walking, running, a putt-putt lawn, and offers other green spaces perfect for reading, exercise classes or other special events. The new streetscape also has fountains, public restrooms, swings, public art and murals.



While visiting the linear park on West Avenue be sure to visit Atrium Health Ballpark, home to the Kannapolis Cannon Ballers. Many shops and restaurants are also open

- » Rental prices vary. Please see the City's current fee schedule for pricing.
- » Power is provided in many areas
- » The use of facilities does not obligate the City to provide any furnishings or equipment not currently assigned to the area or listed in the rental contract
- » Cars are not permitted on sidewalks or grass areas
- » Additional permits may be necessary to utilize these space



Areas that can be reserved for events on West Avenue include:

- » West Avenue Reading Room
- » West Avenue Reading Room Terrace
- » West Avenue Event Lawn
- » West Avenue Pergola
- » West Avenue Pump House Patio
- » West Avenue Putting Green
- » West Avenue Platform 1
- » West Avenue Platform 2

### NCRC HORSESHOE

Use of this facility is by special event permit only. Please contact the Special Events Coordinator for more information..



# KANNAPOLIS

## FOR MORE INFORMATION

Please contact:  
Parks and Recreation Department  
401 Laureate Way  
Kannapolis, NC 28081  
704-920-4343 | [parks@kannapolisnc.gov](mailto:parks@kannapolisnc.gov)

[WWW.KANNAPOLISNC.GOV](http://WWW.KANNAPOLISNC.GOV)

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