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Crowd Gathering Activity General Information and Stipulations

Crowd Gathering Permit Tiers

Crowd gathering permit requirements are defined according to the following three tiers:

- (1) Tier I: Lowest impact activities that take place in off-street venues; have fewer than 250 total attendees; affect a minimal number of residents or establishments; and have no significant activity infrastructure. A Tier I activity cannot include any of the following:
 - a. Use of the public right-of-way
 - b. Use of fireworks, pyrotechnics, or open-flame performances
 - c. Use of special amusement buildings or rides
 - d. A concert or live performance with the use of an amplified sound system
 - e. Use of temporary structures that would require inspection by the building inspector or fire marshal
 - f. Activity location on the public beach
- (2) Tier II: Medium impact activities that take place in off-street venues and/or close only one street; have at least 250 but fewer than 750 total attendees; affect a minimal number of residents or establishments; and have no significant activity infrastructure. A Tier II activity cannot include or require any of the following:
 - a. Activity attendance of 750 or more people
 - b. Use of fireworks, pyrotechnics, or open-flame performances
 - c. Use of special amusement buildings or rides
 - d. Closure of more than one street
- (3) Tier III: Highest impact on the community, which may involve the closure of multiple streets; closure that inconveniences numerous residents or establishments; excessive noise; attendance of 750 or more people; and significant activity infrastructure that requires inspection and permitting. Any crowd gathering activity not meeting the requirements of Tier I or Tier II shall be classified as a Tier III crowd gathering activity.

Application Submittal Timeframe

Crowd gathering activity applications must be submitted no later than the dates specified below and will be accepted no more than one year prior to the date of the activity. Submission of an application does not guarantee the issuance of a permit.

- (1) Tier I: No later than 15 days prior to the event
- (2) Tier II: No later than 60 days prior to the event
- (3) Tier III: No later than 90 days prior to the event
- (4) Group Demonstrations (with attendance over 100): No later than 30 days prior to the event

Applications are not considered submitted until the application fee has been received.

Crowd Gathering Activity Application Fee:
Based on Tier Category and due at time of application.

- Tier I: \$100
- Tier II: \$200
- Tier III: \$300
- Associated with Group Demonstration (attendance over 100 people): \$25

Crowd Gathering Activity Permit Fees:
Due upon permit approval and before issuance of Crowd Gathering Activity Permit:

- Tent Inspection: \$75
- Electrical Inspection: \$75
- Vendor Permit: \$25 each or \$200 for all
- Message Board / Light Tower Setup: \$150 (if police assistance is needed)
- Use of Dowdy Park: \$200 (events 3 hours or less), \$100 per hour for each additional hour
- Use of other Town Parks (Town Park, Harvey Soundside, Whalebone Park): \$25 + \$50 refundable clean-up deposit

Traffic/Crowd Control and other Public Safety Requirements - Event Organizers are responsible for providing traffic and/or crowd control which shall be handled by the Nags Head Police Dept. Organizers are responsible for providing adequate safety resources to assure safety of the participants. Depending on the nature of the event, the Town reserves the right to mandate or require additional services. Additional fees for these services may be incurred.

Off-Duty Police Officer Security - Depending on the event, off-duty police officers may be required for security, crowd control, traffic control, etc. Fees for off-duty police officers and police vehicles apply and must be arranged through a separate agreement with the Police Department. Event organizers may provide designated event staff or private security personnel; however, these positions only supplement any required off-duty police officers and cannot replace them.

Placement of Message Boards/Light Towers - Message boards and/or light towers may be required for large gatherings that involve street crossings or high vehicular traffic. Fees apply if the event organizer is unable to place the equipment in locations specified by the police department.

Tents, Stages, Scaffold, etc. - Any tent, stage, scaffold, or fence on public property is limited to **2,000 sq. ft. total usage**. On-site approval by the Town is required prior to installation. Vehicles are not allowed on the beach without Town permission. Set-up may not occur more than **12 hours prior** to the event and must be removed **within 12 hours afterward**. A fire inspection permit shall be issued for tents, membrane structures, and temporary stage canopies based on the requirements of the 2018 NC Fire Prevention Code and shall be determined by the **Fire Chief or their designee**. Multiple tents must be placed at least 12 feet apart. Inspection fee applies.

Parking - A parking and transportation plan demonstrating that adequate parking and access will be provided to serve the reasonably anticipated attendance of the event is required. The plan may include a combination of on-site and off-site parking areas, supported by written permission from the property owner documenting the number of available excess spaces, as well as transportation options such as shuttle service, ride-share staging areas, or other measures; (Use of "NO ACTIVITY PARKING" signs may be required for neighboring businesses to ensure parking for their patrons.);

Temporary Signage - The amount, type, and location of temporary signage is subject to the following: Total signage must not exceed 2,000 sq. ft. All signs must be located within the event boundaries and directed internally. Signs may not be placed in public right-of-way. Signs must only be displayed during the event and removed afterward.

Jennette's Pier – Written consent from Director Mike Remige (mike.remige@ncaquariums.com) must be submitted with the application. All events held in the Jennette's Pier area must conclude by **5:00 p.m.**

The following fee is due and payable to Jennette's Pier:

- \$50 for 1-day event
- \$75 for 2 or more-day events

The management of Jennette's Pier reserves the right to charge and collect a restroom cleaning fee.

If using the Jennette's Pier beach area as an event location, the organizer shall notify adjoining property owners and/or property management companies north and south of their upcoming event and provide proof of notification to the Town. Contact information can be obtained from the Town.

Surfing Events – Events utilizing numerous or large tents, scaffolding, or similar structures must be held on the **south side of the pier**. This does not prohibit surfing on the north side, but Town Code states surfing is prohibited **within 300 feet of any fishing pier**.

Temporary structures, not including pop-up style tents, (i.e. scaffolding) placed on the beach for event purposes will require a CAMA General Permit. Please contact the NCDEQ-Division of Coastal Management Rep., by email at victoria.hampton@deq.nc.gov or by phone at 252-621-6453, with any questions regarding their permit.

Concessions/Vendors – An estimated number of vendors and a list of potential vendor names must be submitted with the application. A Vendor Permit is required for all vendors. Vendors must comply with all applicable local, state, and federal regulations, including any permits and licenses required by the Health Department or other agencies. Event organizers may purchase Vendor Permits individually for **\$25 each** or obtain a **\$200 all-vendor permit** covering all vendors. The event organizer is responsible for submitting a final vendor list no later than **15 days prior to the event**.

Merchandise sales - Nags Head Town Code Sec. 12-104.

(a) It shall be unlawful for any person to expose for sale, offer to sell, barter or exchange, or sell any foods, wares or articles of merchandise on the ocean beaches of the town.

(b) Licensed and permitted itinerant merchants must adhere to the location, signage and any other conditional requirements of the crowd gathering activity or outdoor stand permit under which they operate.

Submission of a signed application constitutes acknowledgment and understanding of the above ordinance.

Litter and Recyclables - Event organizers are responsible for trash and recycling removal. Balloons, strings, and artificial flower petals are prohibited on beaches, dune areas, and town-owned waters.

Portable Toilets – The number of portable toilets required is based on attendees and event duration. Handicap-accessible toilets may be required.

Alcoholic Beverages – Sales or service may require a NC ABC permit and off-duty police services. Separate fees apply.

Pit Fire Permit - A permit from Nags Head Fire & Rescue is required. Permits are issued on the day of the event—either online or at one of the two fire stations—beginning at 5:00 p.m. Permit issuance is dependent on current wind speed and fire danger conditions. A \$10 permit fee applies. Wish/sky lanterns and fireworks are prohibited.

For more information, please visit our website at [Crowd Gathering Permits](http://www.townclerks@nagsheadnc.gov) or contact us at townclerks@nagsheadnc.gov.