



Hospitality Programs Guide

CITY OF RALEIGH

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The Office of Special Events

It is our goal to enhance the quality of life and economic prosperity of Raleigh through the support of local businesses. The [Office of Special Events](#) is responsible for processing applications, performing field inspections, checking for compliance, applying [City Code](#) regulations, notifying permit holders of any violations, and educating permit holders of the need to remedy those violations.

Applying For A Permit

Who Needs a Permit?

A permit from our office is required when the use of public spaces (sidewalks and other public rights of way) is requested. In doing so, it also recognizes the inherent relationship between the vitality of private property and the increased economic and pedestrian activities of the street.

Permit Types

- **Nightlife Permits** allow nightlife establishments to play live or recorded entertainment after 11:00pm
- **Newsracks** are any self-service container used for the distribution of printed material.
- **Pushcart Vending** allows permit holders to operate from a mobile vending unit at a specified location on City sidewalks.
- **Outdoor Seating**
 - **Sidewalk seating** allows a portion of City sidewalk to be used by a business as an outdoor seating area during its hours of operation.
 - **Streeteries** convert on-street parking spaces outside of an applicable business to provide an outdoor seating area during its normal hours of operation.
- **Street performer permits** allow a person or group to conduct performances for entertainment purposes or voluntary donations on City sidewalks.

Other Private Use of Public Space (PUPS) permits are managed by Planning and Development

Permit Area

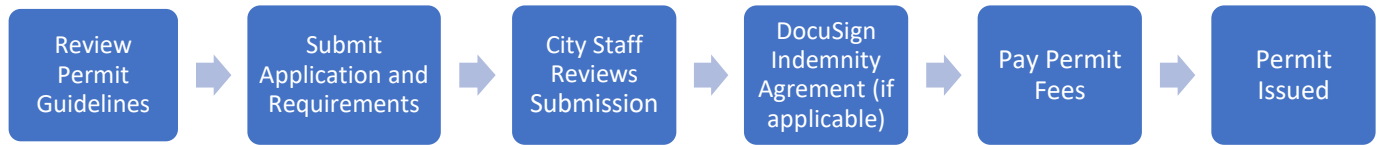
Nightlife Permits are citywide. Sip n' Stroll Downtown has its own [boundary](#). Other hospitality permits apply to the following areas:

- Fayetteville Street District
- Glenwood South District
- Warehouse District
- Moore Square District
- Capital District
- Seaboard & Person Street District
- Hillsborough Street (near NC State University)

*Requests outside of the permitted areas shown below will be reviewed on a case-by-case basis

Permit Process Overview

The Process



How does it work?

As we begin processing your materials, we will contact you with updates and requests to facilitate the approval process. Simultaneously, we will coordinate with multiple City departments and other agencies to assess the needs of your permit request and to determine if the City will approve or deny the request.

How long does it take?

The process varies amongst permit requests. Permits requiring multiple City department approvals may take upwards of six weeks while others can be approved on the same day. Please contact us for a specific timeline.

Fees

Permit fees are collected upon a permit's approval. Approved permits are valid for one year (from July 1st through June 30th) and are not transferable to another location. Additional fees may apply.

Permit Type	Permit Fee
Nightlife	\$500 (new applicant) \$100 (renewal)
Newsrack	\$17 (per location)
Parklet	Varies
Pushcart Vending	\$172 (per location)
Sidewalk Seating	Fees Waived through FY24
Street Performer	\$47
Streeterly	Fees Waived through FY24

Note: Fees are subject to change each fiscal year (FY)

Application Materials

An application is not considered complete until all required documentation has been received. A Certificate of Insurance and Site Plan are among those required documents. Street Performer and Nightlife permit applications do not require any additional documents to be submitted along with the application, other than contact information.

Insurance

A Certificate of Insurance (COI) is required to protect against any liabilities that may happen while on City property. Most insurance companies offer business insurance for all types of businesses, including small business owners.

The review of your insurance is focused on a few areas of the COI:

- Commercial General Liability limits
 - Per Occurrence: \$1 million (\$2 million for streeteries and parklets)
 - General Aggregate: \$2 million (\$4 million for streeteries and parklets)
- Policy hasn't expired
- Proof of worker's compensation
 - \$500,000 minimum OR Worker's Comp Affidavit Waiver for businesses with 2 or less employees
- Description of Operations
 - Additional Insured Endorsement must be included
- Certificate Holder
 - Must read: *City of Raleigh PO Box 590 Raleigh, NC 27602*

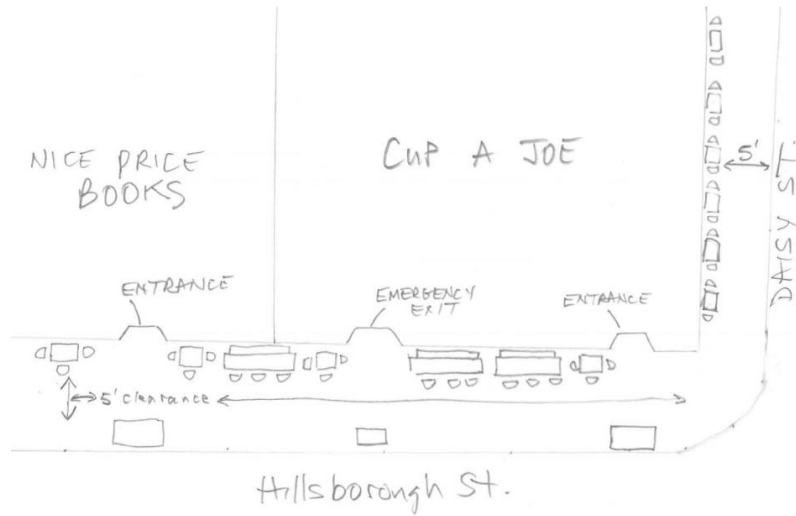
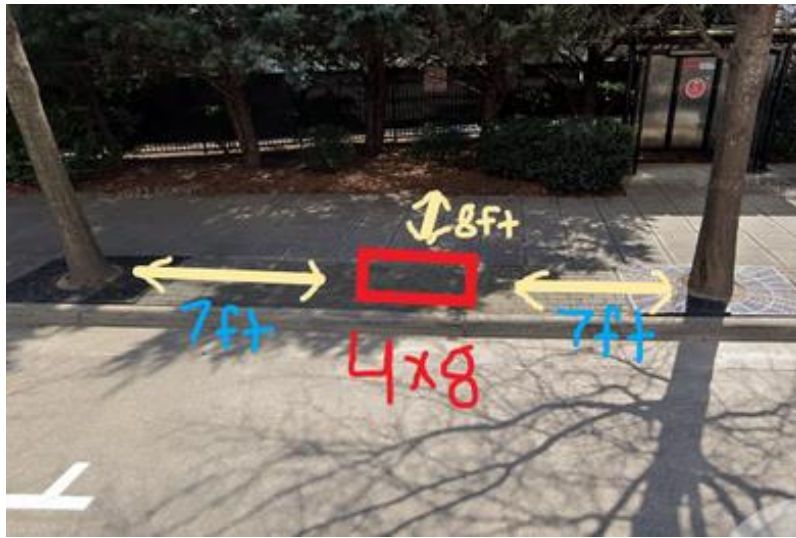
Reference the following templates in the Appendix when you obtain your Certificate of Insurance.

- [Base insurance](#) for newsracks, pushcarts, and sidewalk seating
- [Increased insurance](#) for streeteries and parklets

Site Plan

Site plans are required to show surrounding streetscape elements, proposed location, dimensions, and details covering the area of the proposed Pushcart, Newsrack, Sidewalk Seating, or Streeteries location. The operation area must include property lines, sidewalks, curb lines, lighting, trees with indication of size, tree grates, planters, parking meters, benches, street signs, bus stops, and fire hydrants.

Site plans can be submitted as an architectural scaled drawing, personal drawings, screenshots of google maps, or a photo of said area with your newsrack, pushcart, or outdoor seating arrangement setup.



More information on location details to include will be provided by each permit description.

Responsibilities of the Permit Holder

Permit holders have the following responsibilities while attaining a permit from the City of Raleigh:

- Submit annual renewal applications within the timeframe June 1st - June 30th
- Remove private materials or accessories temporarily to allow street, sidewalk, or utility access for maintenance operations
- Maintain permitted area and conduct any maintenance or upkeep as needed
- Be responsive to correspondence from the Office of Special Events
- Assure compliance to all other conditions outlined in this guide and City Code

Special Events

Special event permits supersede annual permits for street performers and pushcart vending. During special events, the annual permit for street performers and pushcart vending will be temporarily suspended within 400ft of the event footprint. The permit holder may obtain special permission from the event organizer to use the public space within the designated boundary of the special event area. The permit holder is responsible for keeping track of upcoming special events and the designated boundaries that may affect their business.

All outdoor seating permits supersede special events. Businesses that have an outdoor seating permit may continue to utilize their space. It is recommended that the space is marked with signage or stanchions to avoid unwanted guests within the space. Businesses shall post appropriate alcohol signage to notify guests where alcohol can and can't go.

For more information on special events, contact the Office of Special Events at 919-996-2200 or check the [Special Event Calendar](#).

Business Registration

All businesses obtaining a pushcart, newsrack, or outdoor seating permit must be registered with the [North Carolina Secretary of State \(NCSOS\)](#). Businesses must maintain an 'Active' status throughout their permit period. Any pause in status is subject to permit revocation.

Violations

All permit holders are expected to adhere to the location, design, operation, and maintenance standards and procedures. Non-compliance with respective standards and procedures is a violation. The Office of Special Events notifies permit holders of violations. Permit holders are expected to remedy the violation within the timeframe specified in the notice. If the violations are not remedied within the time granted, violators may be subject to fines and possible permit revocation.

Revocation Criteria

Permits can also be revoked if any of the following occur:

- Permit holder fails to maintain initial qualifications
- Data or information is falsely represented in the application
- Violation of Local, State or Federal health regulations
- Conducts business in an unlawful or disorderly manner of which has been recorded by an officer of the Raleigh Police Department
- Three violations within a fiscal year

Maintenance

Any private party receiving a permit for use of public space assumes responsibility for maintaining the spaces used by that activity. Areas must be kept clean and free of obstructions that impede pedestrian movement. The permit holder is liable for all damages and repairs to the streetscape, trees and vegetation, sidewalks, streets, or other public amenities that directly relate to the use of the permitted space. Permit holders are also responsible for the temporary removal of private materials or accessories from the permitted space for specific maintenance services deemed necessary by the responsible City Department. The Office of Special Events will notify permit holders of any road closures or maintenance.

Nightlife Permit

A nightlife permit is required for any nightlife establishment of an assembly intended for food and/or drink consumption where the following are met:

1. The establishment falls within any one of the following:
 - a. Assembly Group A-2 under the NC Fire Code
 - b. Amusement arcade, bowling arcade, community hall, or pool and billiard parlor under Assembly Group A-3 of the NC Fire Code
 - c. Bar, tavern, nightclub, or similar business that falls within section 2 of the most recent edition of the NC Fire Code

Application Process



Fees

First time applicant fee: \$500

Annual permit renewal fee: \$100

Operations

The following guidelines must be met:

- A [shunt trip breaker](#), if required by Fire Marshall, must be installed and working properly
- Off-street parking, private property, and the public right-of-way abutting the nightlife establishment must be cleaned of litter by 7:30 a.m. each morning
- Establishments must provide names and contact information for managers to the Office of Special Events to maintain accurate records
- Permit holders shall provide at least one uniformed sworn law enforcement officer or one uniformed security guard to be present in the parking area between 10:00pm and one hour after closing, unless establishment has maintained a nine month history of safe and effective operation
- Permits are not transferrable, and a new permit is required if there is a change in ownership or a name change

Exemptions

Certain activities are exempt from the regulations controlling amplified sound, including:

- Fairs, circuses, other similar public entertainment events, sanctioned sporting events, sporting activities taking place in areas set aside for such activities, or any activities normally associated with any of the above
- Stadiums, arenas, and outdoor sports or entertainment facilities, specifically including amphitheatres, as defined under the Unified Development Ordinance (UDO)
- Shopping centers containing more than 100,000 square feet of retail space so long as no such event continues more than seven consecutive days, and twenty days or four weekends in a calendar year
- Permitted Parades and their spectators and participants

- Outdoor events, races, festivals, or concerts held on public property permitted by the City

Violations

Violations will result in the following penalties:

- First Offense - \$500
- Second Offense - \$2,500
- Third Offense - \$5,000 and permit suspension until the City determines that the Permittee has come into compliance
- Fourth Offense - One year suspension of permit

Note: It is a NEW violation (a separate offense) if three or more hours have passed after an earlier violation.

Officers have the discretion of verbal warnings, civil violations, and criminal charges. More information on these violations can be found in [Sec 12-2124](#) of City Code.

Private Property Events

Nightlife permits DO NOT apply to events on private property or private residences. The City of Raleigh does not issue permits for private-property events not associated with a bar/restaurant. Anyone who wishes to host an event on private property must abide by the [noise ordinance](#), and be good neighbors and give fair warning to any nearby residents of plans involving amplified entertainment. If you have further questions, please contact your local [police district](#).

Temporary Event Permit

A temporary event permit may be required for events on private property that last more than one day, with a maximum four events per year. These events do not have an exemption from the [noise ordinance](#) or any other City regulations. All outdoor activities should be discontinued at 11:00 p.m. when closer than 500ft to a residential area. To apply, submit a [Temporary Event Application](#) to ZoningPermits@raleighnc.gov.

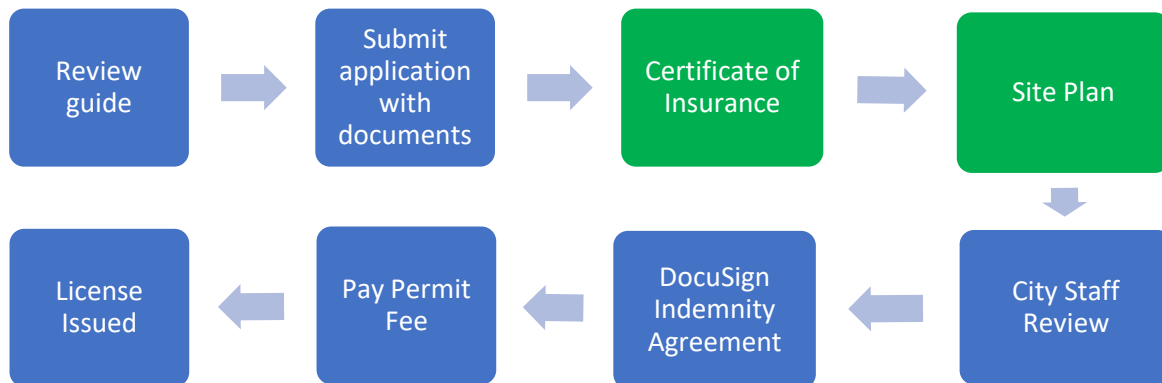
For more information, visit the [Temporary Event Permit](#) webpage or reach out to the Planning and Development Department at development.services@raleighnc.gov.

Newsracks

Newsracks are self-service containers used for the distribution of printed material. These newsracks can be in the form of free-standing/private or modular kiosks.

- **Free-standing Kiosk** – an individual kiosk that has a single enclosed compartment
- **Modular Kiosk** – a kiosk with multiple enclosed compartments for separate publications

Application Process



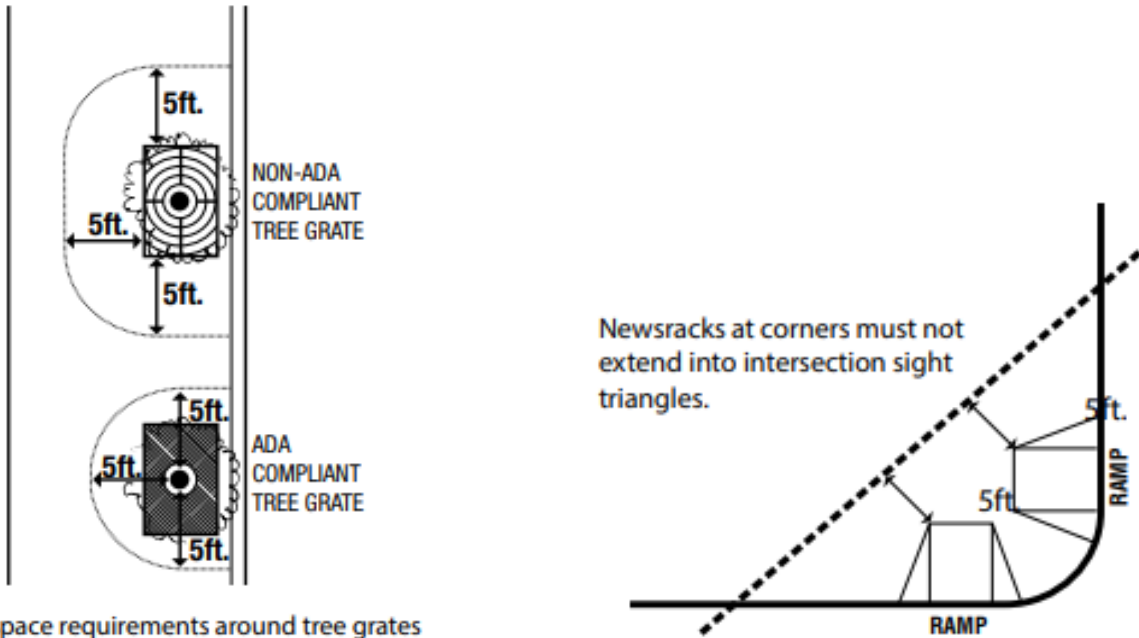
Fees

Annual newsrack permit fee: \$17 per location (subject to change – not to exceed a total of \$200 per publication)

Location Standards

Newsrack permits are location-specific and must abide by the following standards:

- Only one qualifying location is permitted per block, with a maximum seven free-standing newsracks
- No two free-standing racks of the same publication are permitted at a given location
- A minimum five-foot-wide pedestrian pathway must always be maintained on the sidewalk
- A minimum five-foot clearance must always be maintained from the edge of any driveway, edge of a crosswalk, utility boxes and vaults, handicapped ramp, building entrances, exits or emergency access/exit ways, emergency call box, or fire hydrants
- Must not be located within a five-foot radius of any building corner at a street intersection
- Must not block building display windows without consent of building owner
- The rear of a free-standing rack can be no more than six inches from the edge of the private property line parallel to the street
- Fayetteville Street locations are limited to the City-provided modular newsracks
- Modular units one compartment wide count as one free-standing rack
- Free-standing racks must be a minimum one hundred feet from the edge of Fayetteville Street



Clear space requirements around tree grates

Operations

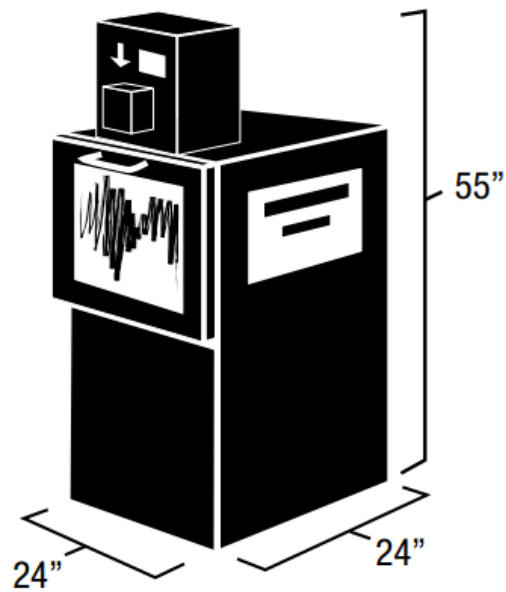
Permit holders are responsible for keeping newsrack units:

- Reasonably free of dirt and grease
- Reasonably free of chipped, faded, peeling, and cracked paint
- Reasonably free of rust
- Structural parts in working order
- Free of graffiti
- Free of third-party advertising stickers or fliers
- Clear plastic or glass parts must be reasonably free of cracks, dents, scratches, etc.

Fayetteville Street modular kiosks will be maintained by the City of Raleigh

Design Standards

- Newsrack units can be no larger than 55"h x 24"w x 24"d
- Plastic newsracks are permitted, provided they are internally weighted to a minimum of fifty pounds, with no weighting materials visible externally
- Second-party advertising is not allowed on the newsracks
- Newsracks must not be attached to any building or tree
- Newsrack units must be enclosed



Maximum dimensions for newsrack in Downtown Overlay District

Violations

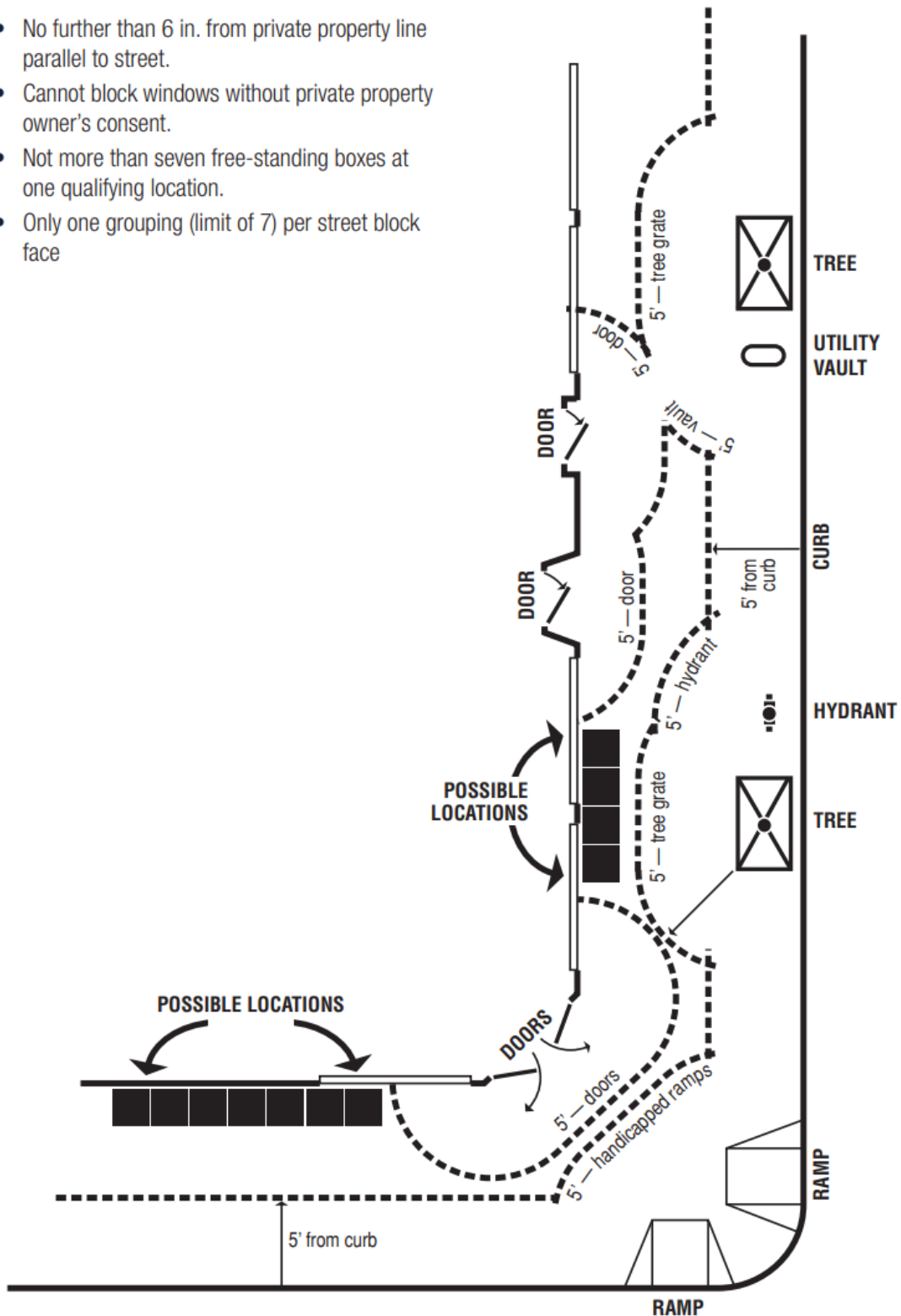
City staff will conduct regular checks on newsracks to ensure compliance with all locations, design, operation, and maintenance standards. Staff will also note any unpermitted newsracks and reach out to publications as needed.

The following steps will be taken for any violations of newsrack standards:

1. Staff will reach out directly to offer voluntary compliance
2. The newsrack will be tagged with a ten-day notice to correct the violation
3. After ten days, the newsrack will be removed by the City and stored
4. The newsrack will be stored for forty-five days before being disposed of if not contacted by the associated publication

Downtown Overlay District
NEWSRACKS: Location Parameters

- No further than 6 in. from private property line parallel to street.
- Cannot block windows without private property owner's consent.
- Not more than seven free-standing boxes at one qualifying location.
- Only one grouping (limit of 7) per street block face

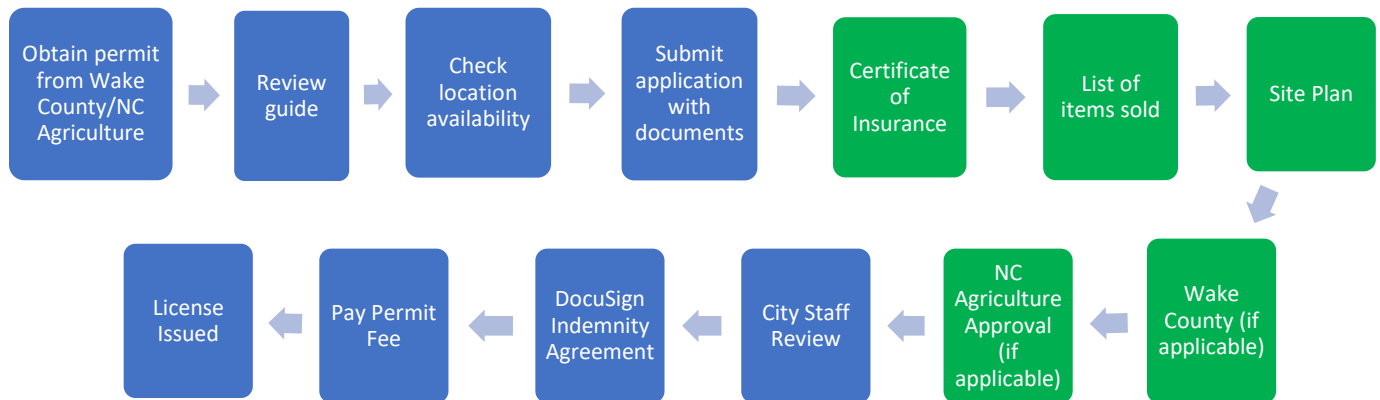


Pushcart Vending

Pushcart vending is the selling, serving, or giving away of food and/or beverages to the public from a mobile vending unit on City sidewalks. Use of such public right-of-ways requires a Private Use of Public Spaces permit. All vendors may be required to have additional permitting from Wake County Environmental Services or NC Department of Agriculture.

Who Do I Contact for Approval of My Menu Item	
Wake County Environmental Services 919-868-9244	NC Department of Agriculture 984-236-4820
Hot dogs Other permissible hot foods	Ice cream Snow cones Smoothies Snack Items (pretzels, popcorn, etc.) Coffee/Hot chocolate Lemonade Baked goods

Application Process



Fees

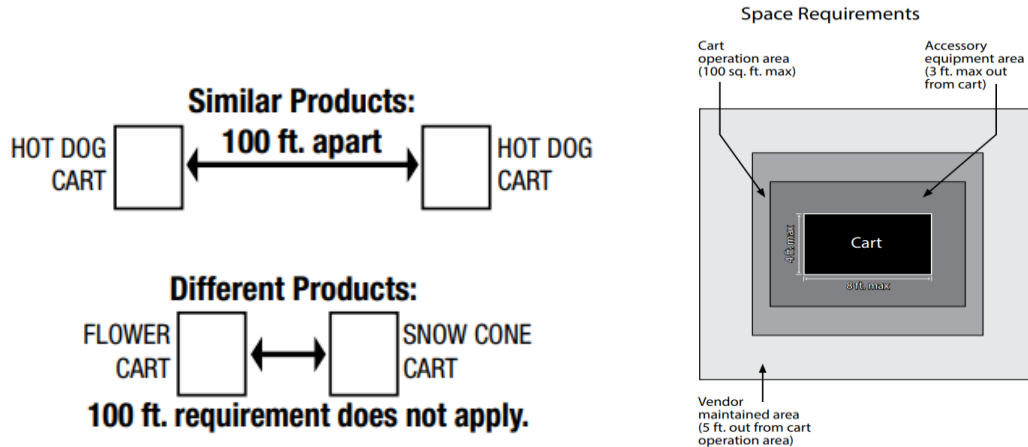
Annual pushcart permit fee: \$172 per location (subject to change)

Location Standards

Pushcart permits are location specific. Reference the [Pushcart Availability Map](#) to find available locations. To be permitted, all locations must meet the following standards:

- Carts may not be placed in any location that impedes, endangers, or interferes with pedestrian or vehicular traffic
- A minimum five-foot-wide pedestrian pathway must always be maintained on the sidewalk (seven feet on Fayetteville Street). Existing obstructions (such as fire hydrants) will be taken into consideration
- Carts may not operate on landscaped areas between the sidewalk and the edge of curb
- Carts may not be locked or attached to trees

- Carts must be located at least five feet from the edge of any driveway, edge of a crosswalk, utility boxes and vaults, handicapped ramp, building entrances, exits or emergency access/exit ways, or emergency call box
- Must be at least fifty feet from a fixed establishment selling similar products. The vendor may obtain written permission to locate within fifty feet of the establishment
- A maximum of two carts are permitted per block and must be at minimum five feet apart if selling different primary products, and a minimum one hundred feet apart when selling similar primary products



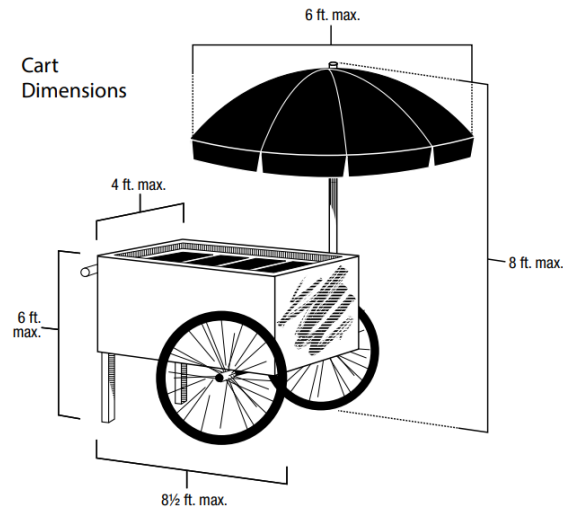
Pushcarts are not allowed in the following areas:

- Within construction areas
- Within 400 feet of the boundary of any special event area without the granted written permission from the event sponsor/coordinator
- Within a five-foot radius of any building corner adjacent to a street intersection

Design Standards

- All carts must be non-motorized with operable wheels. Persons with disabilities are permitted to use a motorized system to propel the pushcart
- All food vending carts should be equipped with an appropriate grease blanket/guard to trap grease from dripping onto public space
- All carts must be self-contained with a waste receptacle. All equipment required for the operation (exceptions apply to food vendors for use of coolers), must be contained within the cart. Vendors must not empty waste into City-owned trash receptacles
- Cart dimensions must not exceed 6 feet H x 8.5 feet L x 4 feet W
- Total cart operation area must not exceed one hundred square feet
- Cart umbrellas or canopies must be attached to the cart and must not exceed eight feet in height (above grade). Maximum umbrella diameter must not exceed eight feet. Canopies must not extend more than two feet in any direction beyond the width and length of the cart. Umbrellas and canopies must not interfere with tree canopy, signage, or free movement of pedestrians
- Carts are limited to two umbrellas each
- Vendor pushcarts must be made of durable material and no plastic, unfinished, or pressure-treated wood may be visible. All materials must be in accordance with all Local, State, Federal and Wake County Environmental Services rules and regulations

- Pushcarts must be covered with an appropriate material to prevent exposure of food products to wind, dust, and insects and follow all applicable Local, State and Federal Health Department sanitary regulations
- Pushcarts and umbrellas must incorporate professional self-contained signage and meet other sign regulations (Refer to [Sec. 12-1001](#) of the City Code for sign regulations). Total signage on carts must not exceed twenty-four square feet
- No free-standing signage is permitted as part of the pushcart vending operation



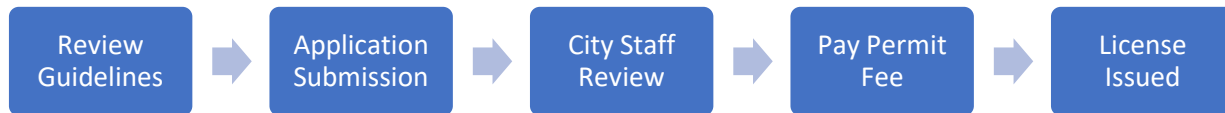
Operations

- Hours of operation: 6:00 a.m. to 1:15 a.m.
 - Location is to be cleared by 1:45 a.m.
- Sales of goods and merchandise are limited to food and beverage items, fresh cut flowers, original artwork, and handicrafts produced by the vendor/artisan
- All items being offered for sale must be confined to the cart
- Food vendors can place a maximum of three coolers (a maximum capacity of eighty quarts total) on the public space within the cart operation area. Coolers must be stored and stacked neatly to not create visual clutter
- All accessories used for the operation of food vending carts must be placed within three feet of the outer edges of the cart
- Pushcart vendors may maintain one chair for their own use within the cart operation area. No seating is allowed for patrons
- Pushcarts must not be stored, parked, or left overnight on any street, sidewalk, or in any City parking space
- Pushcart operator or their designee must always be present at the pushcart except in cases of an emergency
- Permits are not transferable or assignable
- The wastewater disposal standards of the Local and State sanitary regulations must be met for the cart operation. State Rules [Governing the Sanitation of Food Service Establishments](#). (15A NCAC 18A.2600)
- Permitted locations that are left vacant for more than three months after permit issuance will be revoked. The permit holders will have to reapply for permits thereafter. Permits for the revoked location will be issued on a first-come, first-served basis. For multiple requests received for this location, a lottery will be executed for assigning the spot.
NOTE: This does not apply to locations that are affected by construction work or other permitted temporary obstructions

Street Performers

Street performers are any person or group that conducts performances for entertainment purposes or voluntary donations on the public right-of-way. Performers add vibrancy to public areas and are encouraged to perform in downtown public spaces where pedestrian traffic is high and clear space is available for observation without blocking public access.

Application Process



Fees

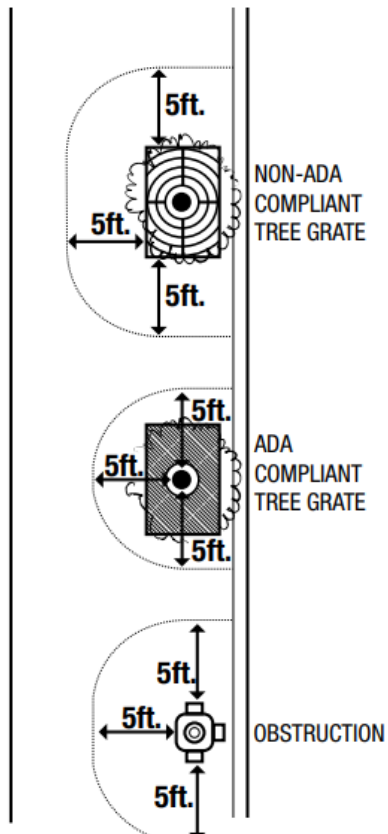
Annual permit fee: \$47 (subject to change)

Location Standards

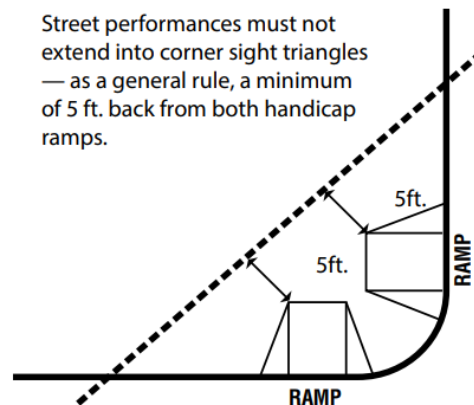
Street performer permits are not location-specific, and performers may perform anywhere within the permit area so long as the following standards are met:

- A minimum five-foot-wide pedestrian pathway must always be maintained on the sidewalk next to a performance area (seven feet on Fayetteville Street). Existing obstructions (such as fire hydrants) will be taken into consideration
- Performers must not perform in locations that obstruct the visibility of motorists (within a line five feet back diagonally from the handicap ramps at each intersection)
- Performers must not block access to any public benches, waste receptacles or other public amenities
- Performers must perform at a minimum distance of five feet from the edge of any driveway, edge of a crosswalk, utility boxes, or handicapped ramp
- Performers must not perform within City of Raleigh Parks without permission from the park manager

Clear space requirements around tree grates and other obstructions.



Street performances must not extend into corner sight triangles — as a general rule, a minimum of 5 ft. back from both handicap ramps.



Street performances are excluded in public areas that are:

- Within construction areas
- Within 400 feet of the boundary of any designated special event area without granted written permission from the event sponsor/coordinator
- Within a five-foot radius of any building corner adjacent to a street intersection

Fayetteville Street Location Standards:

Performers are allowed only in the specified areas of the Garden Zone, which is the street side of the sidewalk with the planters, outside permitted outdoor seating areas, pedestrian malls, and public plaza areas

Operation

A street performer must abide by the following operational regulations:

- Noise levels must meet [Sec. 12 Ch. 5 City Code](#) requirements of a fifty-five decibel (dB) limit and amplification cannot be heard from fifty feet away
- Must not block pedestrian access through a public area. If a crowd blocks public access through a public area, a police officer may disperse that portion of crowd blocking pedestrian traffic

- Must not obstruct access to private property, except with prior granted written permission from the adjoining property owner. A copy of the agreement must be filed with the permit application
- Must not consume or be under the influence of alcoholic beverages or controlled substances while performing
- Must not use power, electrical cords, or fire during their performance
- Must not leave their performance equipment unattended on the permitted space for more than ten minutes, unless during an emergency
- Permits are not transferable or assignable
- Must not use any device or sharp objects that are likely to pose a physical injury or public safety hazard
- The performer is responsible for removing any debris, trash, or litter associated with the performance from the performance area

Permitted Performances:

- Acting
- Singing
- Playing of musical instruments
- Pantomime
- Mime
- Magic
- Dancing
- Juggling
- Sale of visual art and wares produced by the artist on site

**Performances outside of this realm will be reviewed by City staff for consideration*

Hours of Performance:

- Monday through Thursday, 8:00 a.m.-10:00 p.m.
- Friday & Saturday, 8:00 a.m.-12:00 a.m. (midnight)
- Sunday, 12:00 p.m. (noon)-10:00 p.m.

Moore Square

This street performer permit does not permit performances within Moore Square. To perform in Moore Square, reach out to the park directly at **919-996-6485** to learn more about their [Busker Series](#). This series hosts scheduled performances every Sunday, Wednesday, and Friday from 11:00 a.m. to 1:00 p.m.

Outdoor Seating

The City of Raleigh's Outdoor Seating Program transforms the public right-of-way to accommodate different needs of all users of the public realm. Outdoor seating allows activations of streets, sidewalks, and plazas by providing pedestrian amenities supporting local businesses and fostering community interactions.

Outdoor seating is a portion of adjacent city sidewalks or parking spaces operated by restaurants, bars or other businesses. The outdoor seating space is privately managed by the business and open for use by its customers during business hours.

For more information on the current Outdoor Seating program, view our [website](#) and [guide](#).

Sip n' Stroll Downtown

Sip n' Stroll Downtown, Raleigh's social district, allows people to drink beer, wine, or cocktails as they walk through a defined area of downtown Raleigh. Social districts have been implemented in various towns and cities across the state since the North Carolina General Assembly enacted legislation in 2021 allowing municipalities to designate social districts.

A social district is a defined outdoor area where alcoholic beverages, sold by an ABC permittee for on-premises consumption, can be consumed.

For more information on the current Sip n' Stroll program, view our [website](#) and [guide](#).

Frequently Asked Questions

How do I register for an account on the Permit and Development Portal?

The following videos are available to help guide you through the registration process:

- [Registration video tutorial in English](#)
- [Registration video tutorial in Spanish](#)

If you have additional questions, please visit the [Permit and Development Portal FAQ site](#).

How can I submit a complaint?

To report issues related to un-permitted use or potential violations, reach out to hospitality.programs@raleighnc.gov and a staff member will investigate further. All noise complaints can be submitted through the [Noise Feedback Form](#).

For how long is a Hospitality permit valid?

Permits are valid for one year (from July 1st through June 30th). All permit renewal applications must be submitted by June 30th.

What is the difference between a parklet and a streetery?

A streetery converts on-street parking that is outside of a business into an outdoor seating area for patrons during its hours of operations. A parklet converts on-street parking into a vibrant community space that is always open to the public.

Does my wedding venue need a Nightlife permit?

A nightlife permit will be needed for the venue if any of your events throughout the year offer the consumption of alcohol on the premise and go beyond 11:00pm.

Do I need a nightlife permit if my business is not downtown?

The nightlife permit is city-wide and must be obtained by any establishment that meets all three qualifications:

1. Establishment falls within one of the following
 - a. Assembly Group A-2 under NC Fire Code
 - b. Amusement arcade, bowling alley, billiards hall under Assembly Group A-3 of NC Fire Code
 - c. Bar, tavern, nightclub under section 203 of NC Fire Code
2. Live or recorded entertainment is provided after 11:00 pm
3. Alcoholic beverage consumption is allowed

My business has a live DJ/band performance, but we are a dry bar, do we need a nightlife permit?

No, your establishment does play live/recorded entertainment past 11:00pm, but since you are a dry bar and do not offer consumption of alcohol then a nightlife permit will not be needed. You must still abide by the [noise ordinance](#).

Do I need a Nightlife Permit to host a party with a live band at my house?

No, nightlife permits do not cover sound at a private residence. All amplified sound must abide by the [noise ordinance](#). It is recommended that if such event is occurring, the host is a good neighbor and notifies any nearby residents that may be affected by the sound to minimize the risk of complaints.

Frequently Asked Questions (Cont'd)

Is there a permit for amplified entertainment for an outdoor event on private property?

A temporary event permit from Planning and Development may be required for events that last more than one day on private property. Exemptions apply to events that are permitted by the City of Raleigh on public property. All events on private property must abide by the [noise ordinance](#) and end by 11:00 p.m.

Can I have amplification with my street performance?

Yes, a battery-powered amp is allowed so long as the sound levels do not exceed limits outlined in the [noise ordinance](#). No power cords of any kind are permitted in the public right-of-way.

Does a street performer permit cover all areas of downtown Raleigh?

Yes, a street performer permit is not location specific. Performances may be held on any public sidewalk where a five-foot pedestrian path is maintained around the performance.

A street performer permit does not cover performances within public parks. Activities within City parks are managed by the Parks, Recreation and Cultural Resources Department and have their own process for permitting activities. Moore Square has their own [Busker Series](#) that performers can sign up to participate in.

Am I able to move around to different locations with my pushcart?

All pushcart permits are location-specific, meaning multiple locations will need to be applied for and paid for to be permitted appropriately. You can see the [pushcart availability map](#) to help find available locations to apply for.

Do I need to have a permit from both Wake County and NC Department of Agriculture to be permitted as a pushcart vendor?

No, depending on the item you wish to sell, you will either go to Wake County or NC Department of Agriculture. Wake County has their own vending permit that will cover the operations of the cart itself and the menu item approval. The NC Department of Agriculture will let you know if you need anything from them for operations. You must obtain a permit or approval from one of them before obtaining a permit from the City of Raleigh for the location.

Wake County: hot dogs

NC Department of Agriculture: ice cream, baked goods, snacks, coffee, smoothies

If my permitted pushcart location is within a special event footprint, can I proceed to operate in that location during the event?

No, special event permits supersede all pushcart permits. All cart locations that are 400 feet from the event footprint may continue to operate, otherwise permission from the event organizer is required. You can find contact information for the event organizer by viewing the [special event calendar](#).

Can I continue to utilize my outdoor seating during a special event?

Yes, outdoor seating permits supersede the special event permit. It is recommended that you use appropriate signage to mark your seating area for guests only, and alcohol coming and leaving the area.

Helpful Contacts

These contacts may be helpful when obtaining your permits:

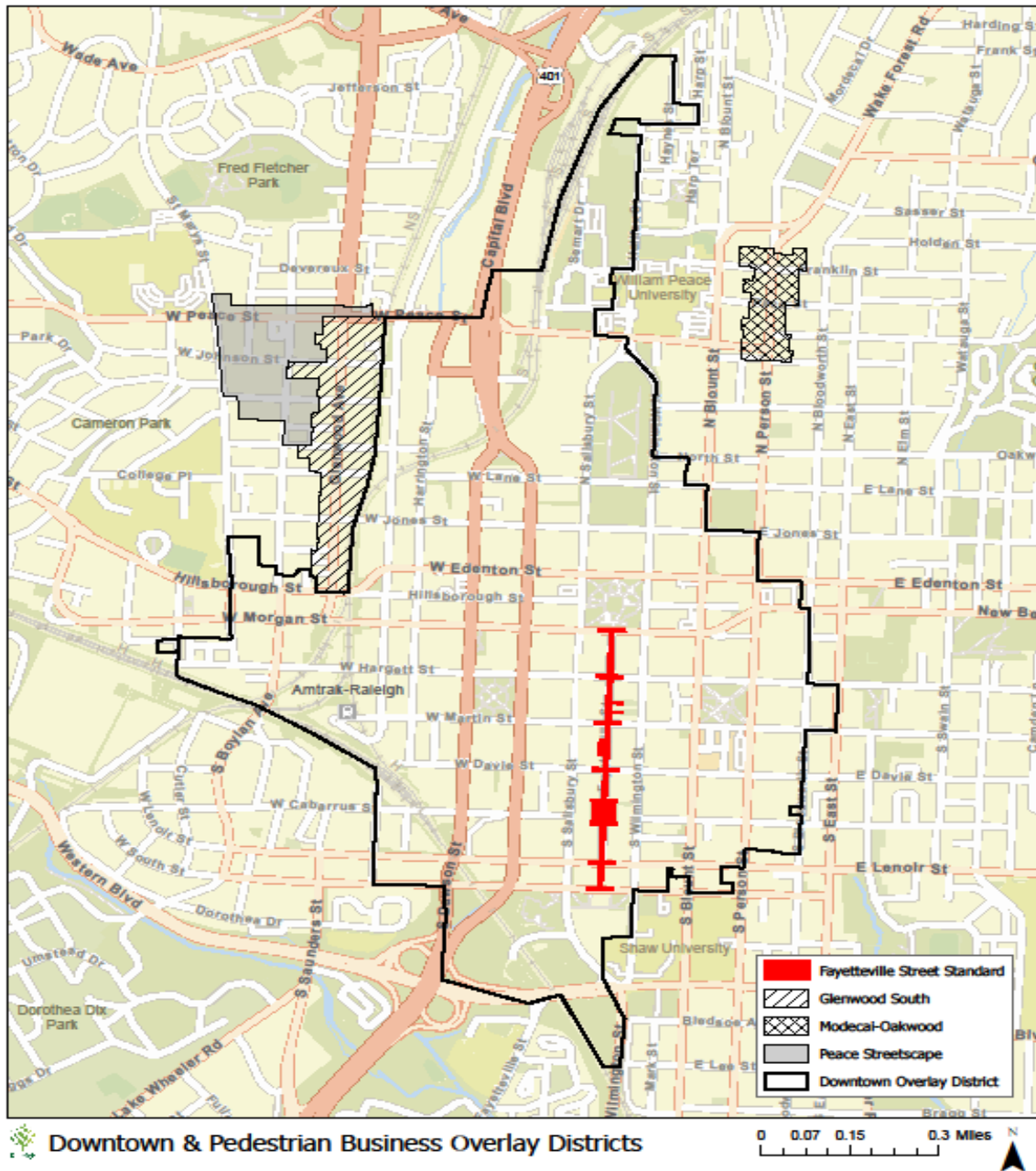
Purpose	Department	Phone
ABC Permit	NC ABC Commission	919-779-0700
Beer/Wine License	Revenue Services, City of Raleigh	919-996-3200
Busker Series	Moore Square, City of Raleigh	919-996-6485
Fire related questions	Office of the Fire Marshal, City of Raleigh	919-996-6392
Food Trucks	Planning & Development, City of Raleigh	919-306-2235
Parks related questions	PRCR, City of Raleigh	919-996-3285
Police related questions	RPD Downtown District, City of Raleigh	919-996-3855
Encroachments	Transportation, City of Raleigh	919-996-2500
Special Events	Office of Special Events, City of Raleigh	919-996-2200
Temporary Event Permit	Planning & Development, City of Raleigh	919-996-2714
Vending (Hot Dog Carts)	Wake County Environmental Services	919-868-9244
Vending (Baked Goods, Ice Cream, Other Snacks)	NC Department of Agriculture	984-236-4820

Helpful City Codes

These are links to associated City Codes:

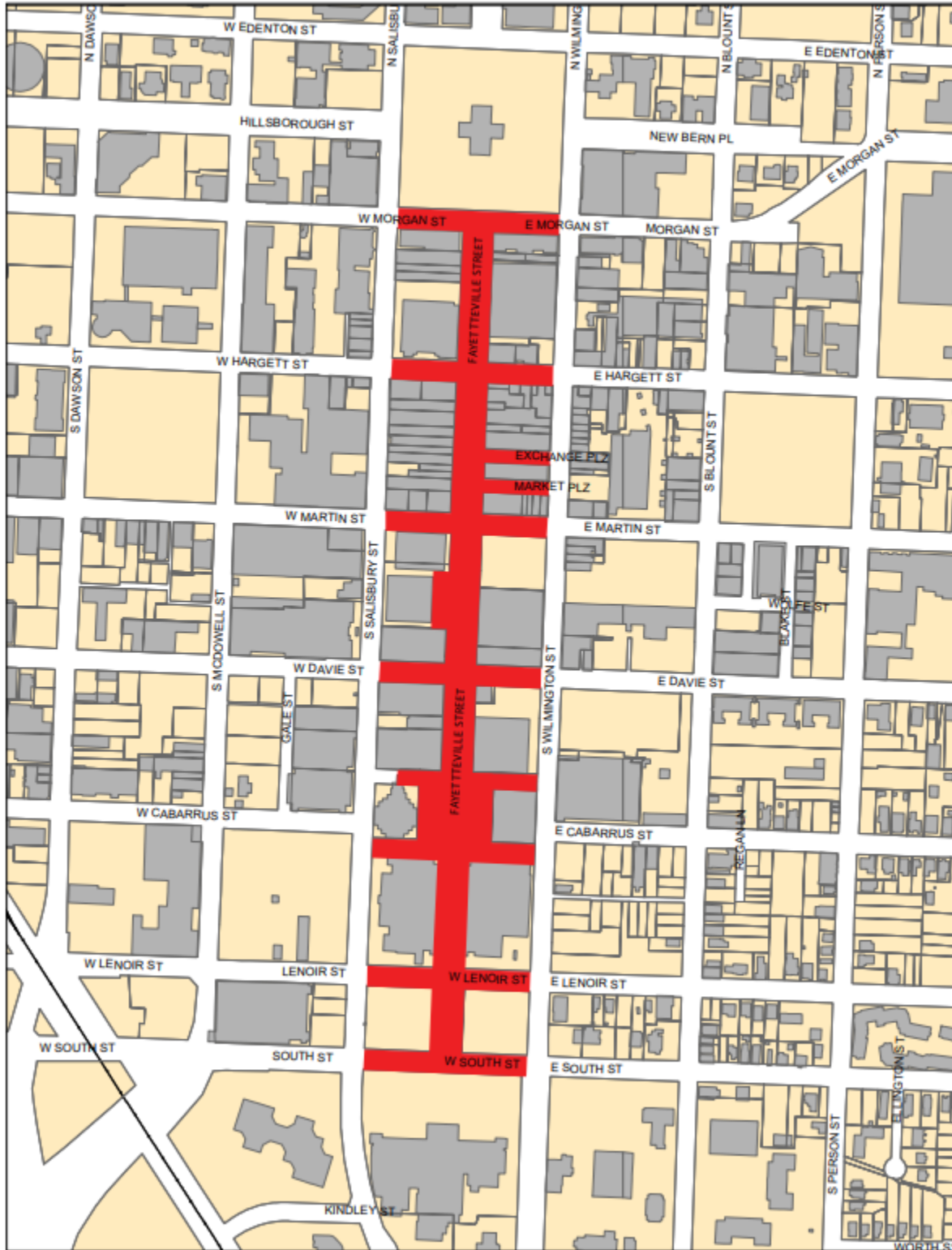
Permit Type
Nightlife
Outdoor Seating
Newsracks
Pushcarts
Social District
Noise

Appendix



District Overlay Map: This map outlines the different districts located within the downtown corridor where outdoor seating and PUPS permits would apply. Other areas can be considered on a case-by-case basis.

Areas of Applicability:
Fayetteville Street



Fayetteville Street District: Permits within the red area must abide by the Fayetteville St standards and have 7ft of ADA accessibility compared to 5ft in all other areas

INSURANCE REQUIREMENTS AND MINIMUM LIMITS – PUPS Permits

Private use of public spaces (excluding street performers) requires that a Certificate of Insurance be provided showing Commercial General Liability insurance and Worker's Compensation & Employer's Liability insurance. that includes the City of Raleigh as additional insured with limits determined by the City's Risk Management Division. The permit applicant(s) shall purchase and maintain this insurance, providing coverage for the permit with an insurance company authorized to do business in the State of North Carolina.

The Certificate of Insurance showing current Commercial General Liability insurance and Worker's Compensation & Employer's Liability insurance. Commercial General Liability insurance must list the City of Raleigh as an additional insured by the specific additional insured endorsement CG 20 12 07 98. The insurance must protect the City of Raleigh, its officers, officials, employees, and agents from any and all claims for damages to property and/or bodily injury which may result from or in connection with any of the operations carried on by the private use. The City's Risk Management Division must receive a copy of all certificates of insurance for all coverages before a permit will be issued.

Commercial General Liability

Per Occurrence: \$1,000,000
Personal & Advertising Injury \$1,000,000
Products/Completed Ops. \$1,000,000
General Aggregate \$2,000,000

Worker's Compensation & Employers Liability

E.L. Each Accident: \$500,000
E.L. Disease - EA Employee \$500,000
E.L. Disease – Policy Limit \$500,000

Additional Insured Status

The permit applicant(s) agrees to list the City of Raleigh as additional insured by specific additional insured endorsement CG 20 12 07 98 to the Commercial General Liability. Certificate of Insurance should state, in the "Description of Operation" section: The City of Raleigh, its officers, employees and agents are listed as an additional insured by the CG 20 12 07 98 endorsement OR the actual completed CG 20 12 07 98 endorsement must be provided with the Certificate of Insurance.

Certificate of Insurance

The permit applicant(s) agrees to provide the City of Raleigh a Certificate of Insurance evidencing current Commercial General Liability limits and CG 20 12 07 98 endorsement required herein are maintained and in full force and effect.

The Certificate Holder address should read:

City of Raleigh
PO Box 590
Raleigh, NC 27602-0590



CERTIFICATE OF LIABILITY INSURANCE

HOPSC-2

OP ID: AT

DATE (MM/DD/YYYY)
08/12/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance Agent/Broker Name Insurance Agent/Broker Street Address or P.O. Box Insurance Agent/Broker City, State & Zip Code Contact & Phone Number	CONTACT NAME: Name	
	PHONE (A/C, No, Ext): Phone Number	FAX (A/C, No):
E-MAIL ADDRESS: Email Address		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Name of Insurance Company		Enter NAIC#
INSURER B: Name of Insurance Company (if applicable)		Enter NAIC#
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC			Enter Policy #	Effective Date	Expiration Date	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ included/amount
A	AUTOMOBILE LIABILITY - check all that apply <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Liquor Liability						

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required) **COLOR KEY - COI example form**
 Yellow: required limits for all permit applicants

This must read:

The City of Raleigh, its officers, employees, and agents are listed as additional insured on the specific endorsement CG 20 12 07 98.

CERTIFICATE HOLDER City of Raleigh P.O. Box 590 Raleigh, NC 27602	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Signature of authorized representative
---	--

ADDITIONAL INSURANCE GUIDELINES AND DEFINITIONS

Defined terms correspond to specific sections of the Certificate of Insurance (COI). Questions? Contact City of Raleigh Risk Management Division, 919-996-4956

Producer: This information will be the contact information for the insurance broker or carrier. Please ensure the contact's name and phone number is included in case contact is needed to clarify or ask questions concerning the COI.

Insured: This information will be the name and contact information of the named insured on the insurance policies. This should match the **exact name of the permit applicant** requesting the Private Use of Public Spaces Permit.

Insurer(s) Affording Coverage: This section will list the names of the insurance companies providing insurance coverage to the insured. The NAIC # is a number assigned to each individual underwriting company by the National Association of Insurance Commissioners.

Coverages: All COIs should have the minimum insurance requirements for the Commercial General Liability insurance.

- Insured Letter
- Type of Insurance
- Policy Effective Date
- Policy Expiration Date
- Policy Number
- Additional Insured
- Limits

Policy coverage must remain in force during the permit period.

Only Risk Management is allowed to lower the limits or waive insurance requirements.

Description of Operations/Locations

- A description of the purpose of the request for use of public space should be listed in the description of operations for identification purposes.
- **The City of Raleigh should be listed as an additional insured by the endorsement CG 20 12 0798 for Commercial General Liability.**

Certificate Holder: Per standard COR contract, the Certificate Holder address should read as follows:

- City of Raleigh
PO Box 590
Raleigh, NC 27602-0590

INSURANCE REQUIREMENTS AND MINIMUM LIMITS – Streetery Permits

A streetery requires that a Certificate of Insurance be provided showing Commercial General Liability insurance and Worker's Compensation & Employer's Liability insurance. The Commercial General Liability insurance must include the City of Raleigh as additional insured with limits determined by the City's Risk Management Division. The permit applicant(s) shall purchase and maintain this insurance, providing coverage for the permit with an insurance company authorized to do business in the State of North Carolina.

The Certificate of Insurance showing current Commercial General Liability insurance and Worker's Compensation & Employer's Liability insurance. Commercial General Liability insurance must list the City of Raleigh as an additional insured by the specific additional insured endorsement CG 20 12 07 98. The insurance must protect the City of Raleigh, its officers, officials, employees and agents from any and all claims for damages to property and/or bodily injury which may result from or in connection with any of the operations carried on by the private use. The City's Risk Management Division must receive a copy of all certificates of insurance for all coverages before a permit will be issued.

Commercial General Liability

Per Occurrence: \$2,000,000
Personal & Advertising Injury \$2,000,000
Products/Completed Ops. \$2,000,000
General Aggregate \$4,000,000

Worker's Compensation & Employers Liability

E.L. Each Accident: \$500,000
E.L. Disease - EA Employee \$500,000
E.L. Disease – Policy Limit \$500,000

Additional Insured Status

The permit applicant(s) agrees to list the City of Raleigh as additional insured by specific additional insured endorsement CG 20 12 07 98 to the Commercial General Liability. Certificate of Insurance should state, in the "Description of Operation" section: The City of Raleigh, its officers, employees and agents are listed as an additional insured by the CG 20 12 07 98 endorsement OR the actual completed CG 20 12 07 98 endorsement must be provided with the Certificate of Insurance. Certificate of Insurance The permit applicant(s) agrees to provide the City of Raleigh a Certificate of Insurance evidencing current Commercial General Liability limits and CG 20 12 07 98 endorsement required herein are maintained and in full force and effect.

The Certificate Holder address should read:

City of Raleigh
PO Box 590
Raleigh, NC 27602-0590



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/12/2014

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IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance Agent/Broker Name Insurance Agent/Broker Street Address or P.O. Box Insurance Agent/Broker City, State & Zip Code Contact & Phone Number	CONTACT NAME: Name
	PHONE (A/C, No, Ext): Phone Number FAX (A/C, No): E-MAIL ADDRESS: Email Address
INSURED Company Name Company Street Address or P.O. Box Company City, State & Zip Code	INSURER(S) AFFORDING COVERAGE NAIC #
	INSURER A: Name of Insurance Company Enter NAIC#
	INSURER B: Name of Insurance Company (if applicable) Enter NAIC#
	INSURER C:
	INSURER D:
	INSURER E:
INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
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							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 50,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 2,000,000
							GENERAL AGGREGATE	\$ 4,000,000
							PRODUCTS - COMP/OP AGG	\$ included/amount
A	AUTOMOBILE LIABILITY - check all that apply <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000	
A	Liquor Liability							

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	AUTHORIZED REPRESENTATIVE Signature of authorized representative

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Coverages: All COIs should have the minimum insurance requirements for the Commercial General Liability insurance.

- Insured Letter
- Type of Insurance
- Policy Effective Date
- Policy Expiration Date
- Policy Number
- Additional Insured
- Limits

Policy coverage must remain in force during the permit period.

Only Risk Management is allowed to lower the limits or waive insurance requirements.

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Certificate Holder: Per standard COR contract, the Certificate Holder address should read as follows:

- City of Raleigh
PO Box 590
Raleigh, NC 27602-0590

WORKER'S COMPENSATION INDEMNITY AGREEMENT

_____ is a _____ which seeks to contract as an independent contractor with the City on a project. _____ has fewer than three employees and therefore has told the City of Raleigh that it is not required to and does not carry workers' compensation coverage. The City requires that its independent contractors carry workers' compensation coverage. Rather than obtaining coverage to contract with the City, _____ agrees to indemnify and hold the City harmless from any and all claims, damages, losses, or expenses (including attorney's fees) that may be asserted against the City of Raleigh that otherwise might have been covered by workers' compensation insurance. _____ hereby covenants not to sue the City of Raleigh and not to assert a claim against the City for any matter that otherwise might have been covered by workers' compensation insurance.

This provision is a part of and integral to the contract for _____.

 (Type name here)

 (Signature)

 (Date)

Sworn to and subscribed before me
 this the _____ day of _____, 20__.

 Notary Public

My commission expires: