



POLICE DEPARTMENT

Outdoor Amplified Sound Application Checklist

Thank you for expressing interest in obtaining an Outdoor Amplified Sound Permit. It is our goal to assist you with planning a successful event. Below are a few things to consider while completing your application:

*Outdoor Amplified Sound Permit Applications can be obtained in the Greenville Police Department Records Unit Monday-Friday between 9:00 a.m. and 4:30 p.m..

* A non-refundable application fee of \$50.00 must be paid at the Greenville Police Department Unit located inside the police department at 500 S. Greene Street. Checks or money orders should be made payable to the City of Greenville. The fee is required for each application.

*Types of events requiring an Outdoor Amplified Sound Permit include, but may not be limited to:

- Events involving a live band
- Events involving a Disc Jockey
- Any event involving the use of sound amplification equipment. This includes the use of a megaphone.

*Applicants will be required to indicate whether or not alcohol will be provided, or otherwise available at the event.

*The Greenville Police Department may require the hiring of off-duty Greenville Police Officers to staff the event. In these cases, the applicant will be required to sign a contract outlining the terms of such employment prior to the application being approved. A 3rd party vendor, Extra Duty Solutions, handles off-duty contracts and payments. You may contact them at 252-481-8810 or via email at GreenvilleNC@ExtraDutySolutions.com. **Payments must be received prior to your event.**

*The Greenville Police Department reserves the right to deny Outdoor Amplified Sound Permit Applications based on provisions outlined in the Greenville City Code.

*Applications must be turned in no later than 7 work days prior to your event.

*Once your application has been approved, you will be contacted and advised to pick up a copy of your permit at the Greenville Police Department Records window. This is located in the front lobby of the Greenville Police Department and is open Monday-Friday from 9:00 a.m. until 4:30 p.m..

Any questions relating to this application process should be directed to the Logistics Division Commander at (252-329-4101).