

SPECIAL EVENT PERMIT
APPLICATION COVER PAGE AND CHECKLIST

An application for a permit to conduct a special event pursuant to City of Greenville Code of Ordinances. Please reference the City's Special Event Policy for additional information about the application process.

Note: The person responsible for the special event, or his/her designee, must be present for the duration of the event.

Name of Special Event: _____

Applicant Name: _____ Phone #: _____

Applicant Address: _____

Authorized Event Coordinator: _____

Cell Phone #: _____ Email: _____

Type of Event (please check all that apply)

- | | | | |
|--|---------------------------------------|---|-----------------------------------|
| <input type="checkbox"/> Run/Walk/Bike | <input type="checkbox"/> Free Concert | <input type="checkbox"/> Ticketed Concert | <input type="checkbox"/> Festival |
| <input type="checkbox"/> Rally/Protest | <input type="checkbox"/> Exhibit | <input type="checkbox"/> Other | |

If Other, Please Explain: _____

Proposed Location of Special Event: Town Common Five Points Plaza
 Other Location

If Other Location, Please Specify: _____

Requested Event Date(s): _____ Requested Event Hours: _____

Estimated Past Attendance: _____ Predicted Attendance: _____

Past Vendor Participation: _____ Predicted Vendor Attendance: _____

SPECIAL EVENT PERMIT
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“Hold Harmless Agreement”

By signing this agreement, the Sponsor/Applicant will hold harmless the City of Greenville, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional and attorney’s fee, or other expenses or liabilities of every kind and charter arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind and charter in connection with or arising directly or indirectly out of this event and/or the performance hereof and caused by negligence of the Sponsor. The Sponsor will take full responsibility. The City of Greenville will not be responsible for any personal property used as part of the event.

By signature, I hereby certify that I have read and understand the City’s Special Events Policy and agree to all rules and regulations as outlined in the policy. I also certify that I understand that I am responsible for all clean-up / additional expenses and that the City’s cost for such expenses will be deducted from the refundable deposit. If the City’s cost for clean-up/additional expenses exceeds the amount of the refundable deposit, I understand I will be billed by the City of Greenville for the difference:

Applicant Signature: _____

Date: _____

For Office Use Only:

This Application was Submitted On: _____

Received by: _____

Deposit and Application Fee Amount: _____

Method of Payment: _____

CITY OF GREENVILLE
APPLICATION CHECKLIST

Please reference the City of Greenville's Special Event Policy for additional information about the requirements listed in the checklist below.

- Event Description, Statement of Public Benefit, and City Services Required - (Attachment 1)
- Event Site Plan (REQUIRED) – (Attachment 2)
- Event Marketing Plan (REQUIRED) – (Attachment 3)
- Promoter and Performing Acts Identification Form (REQUIRED FOR OUTDOOR CONCERTS AND OUTDOOR FESTIVALS) – (Attachment 4)
- Vendor Permits & Electrical Requirements (Complete as needed)–(Attachment 5)
- Street Closure/Sidewalk Impact Notification & Petition (Complete as needed) (Attachment 6)
- Event Insurance (REQUIRED)
- Outdoor Amplified Sound (Complete as needed) (Attachment 7)
- Alcoholic Beverages at Town Common Authorization Form Including Policy and Procedures for the Conditional Sale, Service, Possession and Consumption of Alcoholic Beverages at the Town Common (Refer to as Needed) (Attachment 8)
- Application for Parade Permit (Complete as needed) (Attachment 9)
- Verification of the Hiring of Security Officers (Attachment 10)

SUBMIT APPLICATIONS & SUPPORTING DOCUMENTATION TO:

Margot Clark- Special Events Coordinator
Phone #:252-329-4433
E-mail: mclark@greenvillenc.gov
Address: 200 W. Fifth Street Greenville, North Carolina 27834

CITY OF GREENVILLE SPECIAL EVENT PERMIT

ATTACHMENT 1:

EVENT DESCRIPTION, STATEMENT OF PUBLIC BENEFIT, AND CITY SERVICES
REQUIRED

Please provide a detailed “Event Description” along with the “Statement of Public Benefit” and “Public Services Required” for review. Reference the City’s Special Event Policy for additional information about this application requirement.

Name of Special Event: _____

Proposed Location of Special Event: _____

Event Description: _____

Statement of Public Benefit: _____

Public Services Required: _____

CITY OF GREENVILLE SPECIAL EVENT PERMIT

ATTACHMENT 2:
EVENT SITE PLAN

Please provide a detailed "Event Site Plan." Reference the City's Special Event Policy for additional information about this application requirement. The Site Plan must be attached with this sheet.

Name of Special Event: _____

Proposed Location of Special Event: _____

Event Site Plan: _____

Event Parking Plan: _____

CITY OF GREENVILLE SPECIAL EVENT PERMIT
ATTACHMENT 3:
EVENT MARKETING PLAN

Please provide a detailed “Event Marketing Plan.” The plan should describe the methods that will be used to advertise and market the event and the sources used (i.e. social media, newspaper, magazines, television). Attach fliers / promotional materials to be distributed in relation to the event. Please reference the City’s Special Event Policy for additional information about this application.

Name of Special Event: _____

Proposed Location of Special Event: _____

Marketing Plan: _____

CITY OF GREENVILLE SPECIAL EVENT PERMIT
ATTACHMENT 4:
PROMOTER AND PERFORMING ACTS IDENTIFICATION FORM

Identify below the name(s) and requested information for the promoter and performing acts at the event:

PROMOTER:

Promoter Name: _____

Last Three Events Promoted:

#	Name of Event	Location	Date	Point of Contact
1.				
2.				
3.				

PERFORMING ACTS:

Act Name: _____

Last Three Events at Which Act Performed:

#	Name of Event	Location	Date	Point of Contact
1.				
2.				
3.				

CITY OF GREENVILLE SPECIAL EVENT PERMIT
ATTACHMENT 7:
OUTDOOR AMPLIFIED SOUND APPLICATION

Applications will not be processed without a completed Outdoor Amplified Sound application inclusive of attachments with signatures.

Greenville City Ordinance governs the use of Outdoor Amplified Sound in Chapter 5 of the Greenville City Code. In order to answer some of the most often asked questions, the following are offered:

Under a “RESIDENTIAL USE CATEGORY” permit, the maximum permitted level at all times is 60 dB(A). The only exception to this is in 12-5-3(e), each Fraternity and Sorority is allowed one “permit to exceed” during the fall and spring semester. For the purposes of this ordinance, the fall semester begins seven (7) days before the first day of classes and ends seven (7) days after the last scheduled day of exams. The spring semester begins seven (7) days before the first day of classes and ends one (1) day after commencement. The maximum permitted level under these circumstances is 80 dB(A).

PROPERTY OWNER is the legal owner, not the individual renting or leasing the property.

MONTH is defined as a calendar month.

ESTIMATED MAXIMUM NUMBER OF PEOPLE ATTENDING – “The Applicant is required to state the estimated number of people expected to attend. Be advised if more attend than are listed, the permit WILL BE IMMEDIATELY REVOKED, and the use of amplified sound must be terminated. It is the responsibility of the Applicant to ensure no more than the number listed is in attendance.”

Section 12-5-3(c) – Except as allowed in subsection (d), no person shall operate or cause to be operated any source of sound in such a manner as to create a sound level which at its peak exceeds the limits set forth for the use occupancy categories in Table 1 when measured at or beyond the property line of the property from which the sound originates.

Section 12-5-5(b) states that “all applications for a permit to exceed shall be submitted to the Chief of Police or his designee at least 90 days prior to the scheduled event; failure to comply with this requirement shall be grounds for denying the permit.”

Section 12-5-5(e) (4) states “No permitted event may last more than 4 hours in duration. This is a mandatory condition.”

CITY OF GREENVILLE SPECIAL EVENT PERMIT
ATTACHMENT 7:
OUTDOOR AMPLIFIED SOUND

Section 12-5-5(e) (5) states “No event may extend beyond 11:00 PM.” This is a mandatory condition.

“THIS PERMIT EXPIRES 4 HOURS FROM THE START OF THE EVENT OR 11:00 PM, WHICHEVER COMES FIRST. IF THE ACTIVITY CONTINUES, THEN THE APPLICANT AND OTHER RESPONSIBLE INDIVIDUALS WILL BE CITED FOR VIOLATIONS OF THE ORDINANCES OR APPLICABLE NORTH CAROLINA LAWS.”

SPECIAL CONDITIONS: (1) No outdoor sound speaker may be set up more than ten (10) feet off the ground. (2) The permit holder(s) must change the arrangement of amplifying equipment or sound instruments upon the request of any Greenville Police Officer so as to minimize the disturbance to others.

Application Fee: \$50.00 (Non-refundable) Date: _____

Sponsor/Club Name: _____

_____ APPLICATION FOR USE OF OUTDOOR AMPLIFIED SOUND EQUIPMENT TO EXCEED GENERAL SOUND LEVELS. MAXIMUM LEVEL 80 dB(A).

_____ APPLICATION FOR USE OF OUTDOOR AMPLIFIED SOUND EQUIPMENT RESIDENTIAL USE OCCUPANCY CATEGORY. MAXIMUM LEVEL 60 dB(A).

CITY OF GREENVILLE SPECIAL EVENT PERMIT
ATTACHMENT 7:
OUTDOOR AMPLIFIED SOUND
ORGANIZATIONS AFFILIATED WITH EAST CAROLINA UNIVERSITY

If the organization applying for this permit is an organization affiliated with East Carolina University, please fill out the information stated below:

(1) Place a check (✓) on the line below which appropriately describes your organization:

- FRATERNITY
 - SORORITY
 - UNIVERSITY-SPONSORED CLUB
 - OTHER Explain: _____
- _____

(2) Signature of Associate Vice Chancellor for Student Involvement & Leadership is **REQUIRED**.

Associate Vice Chancellor Name

Associate Vice Chancellor Signature

Date: _____

Guarantee and Indemnification. The undersigned on behalf of and with the full, complete and express authority of the following named organization and with the authority to bind the organization solemnly guarantees in the event the Applicant defaults, breaches or fails to comply with any term or condition stated in this application and the permit issued, the organization guarantees it will reimburse, indemnify and pay any civil fines, forfeitures, expenses or costs assessed against the Applicant as a result of any breach, default or violation of the application, the permit or ordinances of the City of Greenville. I certify that I am 21 years of age or older.

Applicant Signature: _____

Date: _____

Printed Name: _____

Date: _____

Complete Entity Name of Organization: _____

Address of Organization: _____

CITY OF GREENVILLE SPECIAL EVENT PERMIT
ATTACHMENT 7:
OUTDOOR AMPLIFIED SOUND
NOTIFICATION OF ADJOINING PROPERTY OWNERS

Adjoining property owners surrounding the location proposed as the site of the permitted event must be notified by the Applicant at least 90 days prior to the scheduled event, and advised of the time by which cleanup of the area will be accomplished. Notice to the adjoining property owners shall include a statement indicating that comments or concerns regarding the issuance of a permit at the proposed location may be made to the Chief of Police prior to the event. These conditions are mandatory on all "permit to exceed" applications:

Name of the Applicant: _____

Date(s) and Time of Event: _____

Time of Cleanup: _____

Signatures of Adjoining Property Owners and Date Notified

1. Adjoining Property Owner: _____

Address: _____ Telephone #: _____

Signature: _____ Date: _____

2. Adjoining Property Owner: _____

Address: _____ Telephone #: _____

Signature: _____ Date: _____

3. Adjoining Property Owner: _____

Address: _____ Telephone #: _____

Signature: _____ Date: _____

CITY OF GREENVILLE SPECIAL EVENT PERMIT
ATTACHMENT 7:
OUTDOOR AMPLIFIED SOUND
NOTIFICATION OF ADJOINING PROPERTY OWNERS

4. Adjoining Property Owner: _____

Address: _____ Telephone #: _____

Signature: _____ Date: _____

5. Adjoining Property Owner: _____

Address: _____ Telephone #: _____

Signature: _____ Date: _____

6. Adjoining Property Owner: _____

Address: _____ Telephone #: _____

Signature: _____ Date: _____

7. Adjoining Property Owner: _____

Address: _____ Telephone #: _____

Signature: _____ Date: _____

8. Adjoining Property Owner: _____

Address: _____ Telephone #: _____

Signature: _____ Date: _____

CITY OF GREENVILLE SPECIAL EVENT PERMIT
ATTACHMENT 7:
OUTDOOR AMPLIFIED SOUND
NOTIFICATION OF ADJOINING PROPERTY OWNERS

The following adjoining property owners either could not be contacted or refused to sign the notification:

1. Property Owner: _____ Could Not Be Reached
_____ Refused To Sign The Notification

Name of Property Owner: _____

Address of Property Owner: _____

Dates and Times Applicant Attempted to Notify: _____

2. Property Owner: _____ Could Not Be Reached
_____ Refused To Sign The Notification

Name of Property Owner: _____

Address of Property Owner: _____

Dates and Times Applicant Attempted to Notify: _____

3. Property Owner: _____ Could Not Be Reached
_____ Refused To Sign The Notification

Name of Property Owner: _____

Address of Property Owner: _____

Dates and Times Applicant Attempted to Notify: _____

CITY OF GREENVILLE SPECIAL EVENT PERMIT
ATTACHMENT 7:
OUTDOOR AMPLIFIED SOUND
NOTIFICATION OF ADJOINING PROPERTY OWNERS

The following adjoining property owners either could not be contacted or refused to sign the notification:

4. Property Owner: _____ Could Not Be Reached
_____ Refused To Sign The Notification

Name of Property Owner: _____

Address of Property Owner: _____

Dates and Times Applicant Attempted to Notify: _____

5. Property Owner: _____ Could Not Be Reached
_____ Refused To Sign The Notification

Name of Property Owner: _____

Address of Property Owner: _____

Dates and Times Applicant Attempted to Notify: _____

6. Property Owner: _____ Could Not Be Reached
_____ Refused To Sign The Notification

Name of Property Owner: _____

Address of Property Owner: _____

Dates and Times Applicant Attempted to Notify: _____

CITY OF GREENVILLE SPECIAL EVENT PERMIT
ATTACHMENT 7:
PERMIT FOR OUTDOOR AMPLIFIED SOUND
TO EXCEED GENERAL SOUND LEVELS

A permit is hereby granted to _____
(Applicant)

to use outdoor amplified sound to exceed general sound levels, _____ Db(A)

at _____
(Name and location)

from _____ M to _____ M on _____

Number of people attending (Estimated Maximum): _____

Will alcohol be available, provided, or otherwise present? (Circle one) Yes No

Number of officers required: _____
(To be determined by the Chief of Police)

I understand the issuance of this permit is conditional upon compliance with all regulations and ordinances of the City of Greenville. I agree to give my full cooperation to the Greenville Police Department in enforcing the noise ordinance, to be present at the site of the event, and to be capable of assisting the Greenville Police Officers in their enforcement duties during the entire time for which this permit is issued.

Applicant Signature

Date

Deputy Chief of Police

Date

Application Fee: \$50.00 (Non-refundable)

Permit Fee: \$50.00

Fee paid by: Cash, Credit Card, Check (Check # _____) Receipt # _____ Initials _____
(Circle one)

Application not approved: _____ Reason(s): _____

