

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  
APPLICATION COVER PAGE AND CHECKLIST

“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: \_\_\_\_\_

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Statement of Public Benefit: \_\_\_\_\_

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Public Services Required: \_\_\_\_\_

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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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

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: \_\_\_\_\_

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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.				

PERFORMING ACTS:

Act Name: \_\_\_\_\_

Last Three Events at Which Act Performed:

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

Act Name: \_\_\_\_\_

Last Three Events at Which Act Performed:

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

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 5:**  
 VENDOR PERMITS AND ELECTRICAL REQUIREMENTS

Complete the form below based on the number of vendors and types of electrical connections required for the event. If there are questions about the electrical requirements for the event, please contact the City of Greenville Public Works Department at (252) 329-4522.

Name of Special Event: \_\_\_\_\_

Authorized Vendor Coordinator: \_\_\_\_\_ Phone #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Please calculate the event vendor fees and electrical usage fees below:

Types of Vendors	Fee	Total
# of Retail Vendors:	x \$15.00	
# of Food Vendors:	x \$30.00	
Total Vendor Fee:		

Electrical Requirements: Location of electrical needs to be included on Event Site Plan.

Amp Amount	Total Number of Connections	Number of Days	Fee Amount	Total
20 Amps or Less			\$25.00 per Day	
21 to 50 Amps			\$50.00 per Day	
50 or More Amps			\$100.00 per Day	
Total Electrical Usage Fee:				

CITY OF GREENVILLE SPECIAL EVENT PERMIT  
**ATTACHMENT 6:**  
STREET CLOSURE / SIDEWALK IMPACT NOTIFICATION & PETITION  
(FOR COMMERCIAL AREA)

NOTIFICATION: I hereby certify that all property owners, managers or lessees adjacent to the proposed closure area have been notified of the event and notified of the event's proposed date, time, location and purpose. I also certify that I understand that the sale and/or consumption of alcohol is prohibited in the street.

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Signature (Applicant)	Date(s) of Notification
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**Applications will not be processed without a completed petition form inclusive of attachments with signatures.**

The Event Applicant for (Event Name): \_\_\_\_\_

is requesting the closure of \_\_\_\_\_ between \_\_\_\_\_

and \_\_\_\_\_. Projected Attendance: \_\_\_\_\_

The closure would occur between the hours of: \_\_\_\_\_ (am/pm) and \_\_\_\_\_

(am/pm) on \_\_\_\_/\_\_\_\_/20\_\_ through \_\_\_\_/\_\_\_\_/20\_\_.

The closure, if granted, will be for the exclusion of vehicles only. A 20' emergency lane shall be provided on all streets within the said closure at all times. The undersigned persons, being owners, managers, or lessees of property immediately adjacent to the area to be closed as described above, hereby convey their approval of the above-noted request.

Each notification should include the following:

1. Name of the Event and Sponsoring Organization
2. Date and timeframe of event
3. Description of road closures (locations and times)
4. Information and timeframe for noise impacts (such as music)
5. Organizer's name, phone number and email
6. Website associated with event

CITY OF GREENVILLE SPECIAL EVENT PERMIT  
**ATTACHMENT 6:**  
STREET CLOSURE / SIDEWALK IMPACT NOTIFICATION & PETITION  
(FOR COMMERCIAL AREA)

By signature, I hereby certify that I am a property owner, manager, or lessee adjacent to the proposed closure area and have been notified of the event and the following:

- The event's proposed date, time, location, purpose, and projected attendance
- The site plan detailing road closures and designated parking areas
- Information and timeframe of noise impacts
- Name of sponsoring organization

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1. Contact Name (Printed) Business Name or Property Address & Phone

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Signature Date

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2. Contact Name (Printed) Business Name or Property Address & Phone

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Signature Date

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3. Contact Name (Printed) Business Name or Property Address & Phone

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Signature Date

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4. Contact Name (Printed) Business Name or Property Address & Phone

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Signature Date

CITY OF GREENVILLE SPECIAL EVENT PERMIT  
**ATTACHMENT 6:**  
STREET CLOSURE / SIDEWALK IMPACT NOTIFICATION & PETITION  
(FOR COMMERCIAL AREA)

By signature, I hereby certify that I am a property owner, manager, or lessee adjacent to the proposed closure area and have been notified of the event and the following:

- The event's proposed date, time, location, purpose, and projected attendance
- The site plan detailing road closures and designated parking areas
- Information and timeframe of noise impacts
- Name of sponsoring organization

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5. Contact Name (Printed) Business Name or Property Address & Phone

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Signature Date

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6. Contact Name (Printed) Business Name or Property Address & Phone

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Signature Date

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7. Contact Name (Printed) Business Name or Property Address & Phone

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Signature Date

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8. Contact Name (Printed) Business Name or Property Address & Phone

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Signature Date

CITY OF GREENVILLE SPECIAL EVENT PERMIT  
**ATTACHMENT 6:**  
STREET CLOSURE / SIDEWALK IMPACT NOTIFICATION & PETITION  
(FOR COMMERCIAL AREA)

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 6:**  
STREET CLOSURE / SIDEWALK IMPACT NOTIFICATION & PETITION  
(FOR COMMERCIAL AREA)

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:**  
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: \_\_\_\_\_

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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: \_\_\_\_\_

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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: \_\_\_\_\_

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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: \_\_\_\_\_

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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: \_\_\_\_\_

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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: \_\_\_\_\_

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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)

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

Application not approved: \_\_\_\_\_ Reason(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## CITY OF GREENVILLE SPECIAL EVENT PERMIT

### ATTACHMENT 8:

#### POLICY AND PROCEDURE FOR THE CONDITIONAL SALE AND/OR SERVICE, POSSESSION, AND CONSUMPTION OF ALCOHOL AT THE TOWN COMMON

1. This Policy and Procedure governs each and every event at the Town Common, which includes the conditional sale and/or service, possession and consumption of alcoholic beverages.
  
2. Definitions:
  - a. City: City of Greenville
  
  - b. Town Common Event: Every event at the Town Common which is conducted, sponsored, and/or sanctioned by the City
  
  - c. Applicant: Persons, groups, nonprofits, businesses and/or other such organizations requesting to lease the Town Common
  
  - d. ABC: North Carolina Alcoholic Beverage Control
  
  - e. ABC Commission: North Carolina Alcoholic Beverage Control Commission
  
  - f. Town Common Event Site: A specified and designated portion of the Town Common for the Town Common Event
  
  - g. Alcohol Zone: A designated and clearly delineated area within the Town Common Event Site, developed to the City's specifications and established in cooperation with City staff, where the sale and/or service, possession and consumption of alcohol must only take place
  
  - h. Alcoholic Beverage (in accordance with N.C.G.S. §18B-101):
    - Malt Beverage: Beer, lager, malt liquor, ale, porter, and any other brewed or fermented beverage (except unfortified or fortified wine), containing 0.5%, and not more than 15%, alcohol by volume.
  
    - Unfortified Wine: Any wine of 16% or less alcohol by volume made by fermentation from grapes, fruits, berries, rice, or honey; or by the addition of pure cane, beet, or dextrose sugar; or by the addition of pure brandy from the same type of grape, fruit, berry, rice, or honey that is contained in the base wine and produced in accordance with the regulations of the United States.

3. Applicants may request to lease the Town Common for a Town Common Event that includes the sale and/or service, possession and consumption of alcoholic beverages. Applicants must request to lease the Town Common through the City's Special Events Application.
4. Malt Beverages and/or Unfortified Wine: Applicants may request to lease the Town Common for a Town Common Event that includes the sale and/or service, possession and consumption of Malt Beverages and/or Unfortified Wine in accordance with the following:
  - a. Serve, Possess and Consume: The following Applicants may request to serve, possess and consume Malt Beverages and/or Unfortified Wine:
    - o The City
    - o A nonprofit organization
    - o A political organization
    - o Any other person, group, or business

Note: An ABC permit is not required in order to request to serve, possess and consume Malt Beverages and/or Unfortified Wine.

- b. Sell, Serve, Possess and Consume: The following Applicants may request to sell, serve, possess and consume Malt Beverages and/or Unfortified Wine (in accordance with N.C.G.S. §18B-1002):
  - o The City
  - o A nonprofit organization
  - o A political organization

Note: A Special One-Time Permit must be issued to the Applicant by the ABC Commission as required by law. See #5 below for requirements related to permits issued by the ABC Commission.

5. In compliance with North Carolina law, all Applicants required to obtain an ABC permit must:
  - a. Obtain written permission from the City, through the lease application process, to sell and/or serve, possess and consume alcohol at the Town Common Event before submitting an application to the ABC Commission for an ABC permit.



- b. Supply a copy of the ABC permit issued by the ABC Commission to the City at least 30 days prior to the Town Common Event.
  - c. Only sell and/or serve, possess and consume alcoholic beverages pursuant to and in conformity with the issued ABC permit.
  - d. Comply with all state and local laws including the provisions of Chapter 18B and the Administrative Rules adopted by the ABC Commission as found in the North Carolina Administrative Code.
6. The Applicant must apply to lease the Town Common Event Site by way of the execution of an approved lease agreement with the City. As part of the approved lease agreement, Applicants MUST complete the Alcoholic Beverages at Town Common Authorization form.
7. By completion of the City's lease application, the Applicant agrees to any and all restrictions, as included in the lease application, on the use of the Town Common Event Site and the sale and/or service, possession and consumption of alcohol at the Town Common Event.
8. As included in the City's lease application, and in addition to restrictions as established by applicable law, the following restrictions apply to the sale and/or service, possession and consumption of alcohol by the Applicant at the Town Common Event:
- a. Applicants may only sell and/or serve alcohol to individuals 21 years old and older who are attending the Town Common Event.
  - b. The sale and/or service, possession, and consumption of alcohol must take place within the Alcohol Zone ONLY. The Applicant will be responsible for all costs associated with establishing and delineating the Alcohol Zone. Any portion of the Town Common outside the Alcohol Zone will be alcohol free.
  - c. Documentation showing proof of training on how to provide safe and responsible alcohol service is required to be shown prior to any sale and/or service, possession, and consumption of alcohol. Training would include completion of programs such as:
    - 1) Responsible Alcohol Seller Program (R.A.S.P.) conducted by the ABC Commission; or
    - 2) Responsible Alcohol Sale Education (R.A.S.E.) conducted by the Pitt County ABC Law Enforcement Division.

- d. All sale and/or service of alcohol shall conclude by 10:00 p.m. All possession and consumption of alcohol shall conclude by 10:30 p.m.
- e. A minimum of two (2) special duty City police officers are required to be present at the Alcohol Zone for the duration of the sale and/or service, possession, and consumption period. Depending upon the size of the Alcohol Zone, additional officers may be required to be present, as determined by the City in its sole discretion. The Applicant will be responsible for all expenses for the special duty officers assigned for the Town Common Event. There will be a minimum charge to the Applicant of four (4) hours for each special duty City police officer assigned to the Town Common Event.
- f. The Applicant and/or a representative of the Applicant must be present at the Alcohol Zone for the duration of the sale and/or service, possession, and consumption period.
- g. The Applicant must adhere to the following requirements concerning insurance:
  - 1) The Applicant must provide to the City proof of required insurance no later than 30 days prior to the event. The Town Common Event will be subject to cancellation if proof of required insurance coverage is not received by the City at least 30 days prior to the Town Common Event.
  - 2) The event insurance policy must specifically acknowledge that the Town Common Event includes alcohol sale and/or service, possession, and consumption.
  - 3) The insurance coverage must be public liability, property damage, and liquor liability insurance at amounts acceptable to the City and name the City of Greenville as an additional insured on all coverage.
  - 4) Additional liability insurance may be required with the City identified as coinsured. Determination will be made for this requirement prior to the issuance of the permit and is at the discretion of the City Manager, or designee, based on the nature, character, time, size, history and location of the event.
- h. A standard waiver of liability and/or hold harmless agreement shall be executed by the Applicant releasing the City of any liability associated with the sale and/or service, possession and consumption of alcoholic beverages on City property.
- i. No glass containers are permitted.
- j. Brown-bagging is not permitted.

- k. The Applicant must ensure that participants and attendees at the Town Common Event do not bring any alcoholic beverages into the Town Common Event Site and/or the Alcohol Zone.
  - l. In order to maintain safety, the City reserves the right to request guests who are perceived to be overly intoxicated to leave the Town Common Event Site. The Applicant shall be responsible for providing designated drivers or other means.
  - m. Failure to comply with any or all of the restrictions as identified in item #8 of this Policy and Procedure may result in the following:
    - 1) Denial of current and/or future lease application requests by the Applicant for the use of the Town Common Event Site.
    - 2) Cancellation or closure of a Town Common Event for which the City had previously approved a lease application for the use of the Town Common Event Site by the Applicant.
9. The provisions in items #6. through #8. of this Policy and Procedure apply to any person, group, business, and/or organization who is:
- Required to obtain an ABC Commission Permit to sell and/or serve, possess and consume alcohol as authorized under North Carolina law.
  - Not required to obtain an ABC Commission Permit to serve, possess and consume alcohol as otherwise authorized under North Carolina law.

CITY OF GREENVILLE SPECIAL EVENT PERMIT  
**ATTACHMENT 8:**  
ALCOHOLIC BEVERAGES AT THE TOWN COMMON AUTHORIZATION

Name of Special Event: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Requested Event Date(s): \_\_\_\_\_

As the Applicant to lease the Town Common for the above named Special Event, on the above requested event date(s), that includes the sale and/or service, possession, and consumption of alcoholic beverages, I hereby certify the following (initial all that apply):

Initial: \_\_\_\_\_ I am requesting to serve, possess, and consume Malt Beverages and/or Unfortified Wine and I am not required to obtain an ABC permit

Initial: \_\_\_\_\_ I am requesting to sell, serve, possess, and consume Malt Beverages and/or Unfortified Wine and I am required to obtain a Special One-Time Permit from the ABC Commission. I also certify that I am one of the following approved Applicant types:

Initial: \_\_\_\_\_ A nonprofit organization

Initial: \_\_\_\_\_ A political organization

Initial: \_\_\_\_\_ The City of Greenville

I also certify that as Applicant, I understand that I and / or one of my representatives must be present at the Alcohol Zone for the duration of the sale and / or service, possession, and consumption period.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CITY OF GREENVILLE SPECIAL EVENT PERMIT  
**ATTACHMENT 9:**  
APPLICATION FOR PARADE PERMIT

Application must be submitted not less than ninety (90) days prior to the date of the event.

1. Applicant Name: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Local Address: \_\_\_\_\_

Local Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

2. Name of Person, Firm, or Organization Whom Applicant is Representing:

\_\_\_\_\_

Headquarters Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Organization President or Other Responsible Party: \_\_\_\_\_

Email Address: \_\_\_\_\_

3. Parade Chairperson\*: \_\_\_\_\_

(\*Must carry the permit during the parade)

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

4. Requested Parade Date: \_\_\_\_\_ Time: Start: \_\_\_\_\_

Finish: \_\_\_\_\_

CITY OF GREENVILLE SPECIAL EVENT PERMIT  
**ATTACHMENT 9:**  
APPLICATION FOR PARADE PERMIT

5. Route to be Traveled: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Starting Point: \_\_\_\_\_ Termination Point: \_\_\_\_\_

7. Approximate number of persons, animals, and vehicles expected to participate: \_\_\_\_\_

\_\_\_\_\_

Persons and / or Groups on foot: \_\_\_\_\_

Floats / Vehicles (describe): \_\_\_\_\_

\_\_\_\_\_

Animals (describe): \_\_\_\_\_

8. Will the parade occupy: Entire width of the street: \_\_\_\_\_

Portion of the street: \_\_\_\_\_

9. Location (by streets) of proposed assembly area(s): \_\_\_\_\_

\_\_\_\_\_

10. Time units will begin assembling at the above assembly area(s): \_\_\_\_\_

I UNDERSTAND THE ISSUANCE OF A PARADE PERMIT IS CONDITIONAL UPON COMPLIANCE WITH ALL LAWS, REGULATIONS, AND CONDITIONS IMPOSED BY THE ORDINANCES OF THE CITY OF GREENVILLE. I AFFIRM THAT ALL INFORMATION CONTAINED IN THIS APPLICATION IS TRUE, CORRECT, AND ACCURATE TO THE BEST OF MY KNOWLEDGE

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CITY OF GREENVILLE SPECIAL EVENT PERMIT  
**ATTACHMENT 10:**  
VERIFICATION OF THE HIRING OF SECURITY OFFICERS

Name of Applicant: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Number of Required Security Officers (As designated by the Chief of Police):

City of Greenville Off-Duty Officers: \_\_\_\_\_

Private Security Officers: \_\_\_\_\_

Other Local Law Enforcement: \_\_\_\_\_

Total Required Offices: \_\_\_\_\_

Will Alcohol be Available, Provided, or Otherwise Present? (Circle One)    Yes        No

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notes / Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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