



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 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 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: \_\_\_\_\_  
\_\_\_\_\_