



SPECIAL EVENTS PLANNING GUIDE

City of Greenville

City Manager's Office
200 West Fifth Street
Greenville, North Carolina 27858
Phone: 252-329-4433
Email: specialevents@greenvillenc.gov
specialevents.greenvillenc.gov

greenvillenc.gov





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The City of Greenville assumes no liability if an event is cancelled or not approved. Selling tickets, advertising, securing sponsorships, and performing other activities prior to event approval is done at the risk of the event organizer.

**This guide was last updated October 2020*



APPLYING FOR A PERMIT

WHAT IS A SPECIAL EVENT?

A special event is defined as a pre-planned event, whether publicly and/or privately sponsored, which is proposed to be held on City property and/or City right of way. Such events include, but are not limited to, festivals, performances, competitions, or other organized public events in which public right of way or public property will be used or significantly impacted as result of the event.

WHO NEEDS A SPECIAL EVENT PERMIT?

If your event is defined in the definition above, then it will required a Special Event Permit.

WHERE DO I FIND A SPECIAL EVENTS PERMIT APPLICATION?

The Special Events Application as well as permit applications can be found on the City of Greenville's Special Events webpage. Copies of the Special Events Permit Application and Policy are also available at the City Hall Reception Desk.

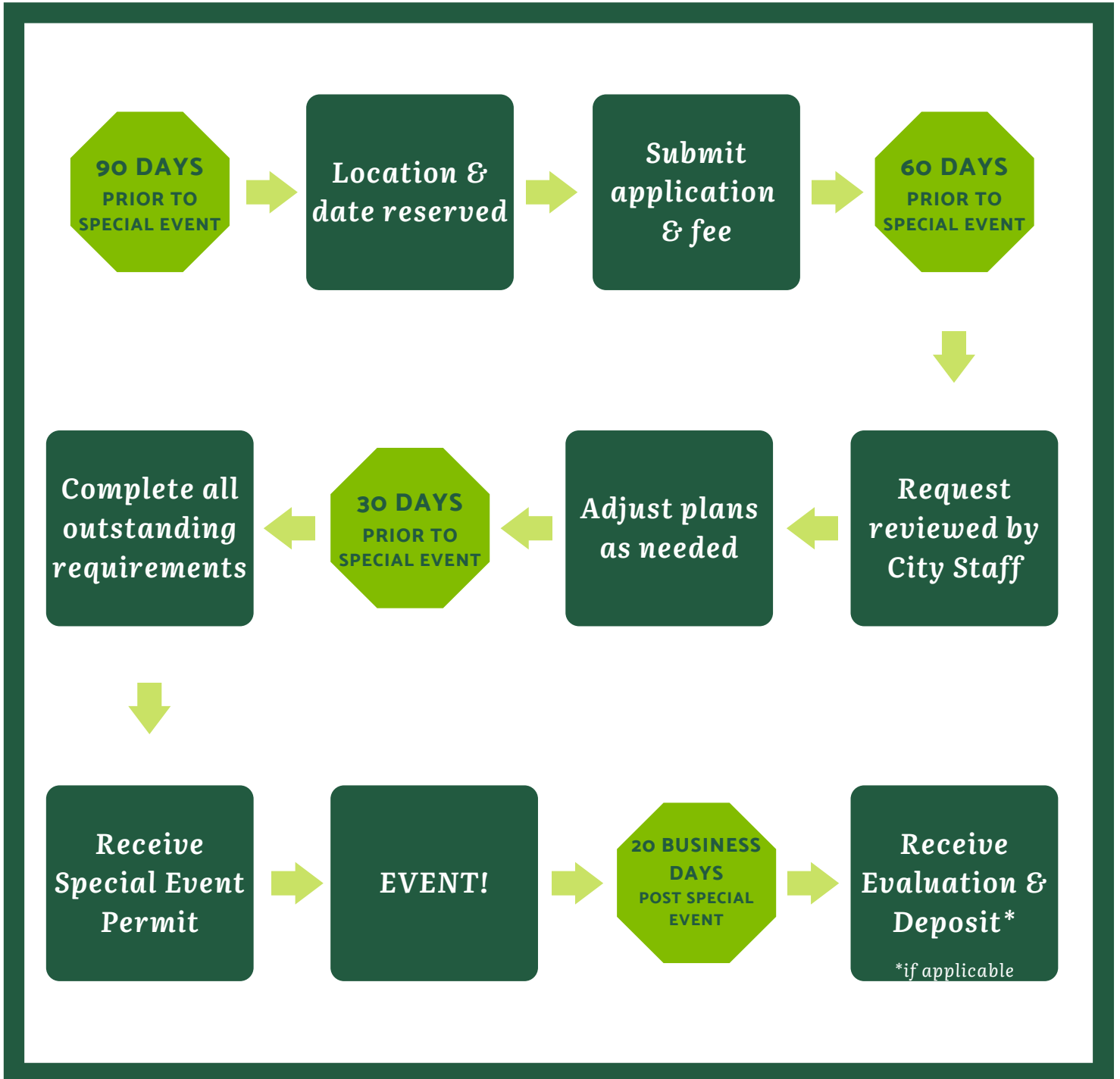
HOW TO APPLY

- In-Person:
City Hall Reception Desk
200 West Fifth Street
Monday - Friday from 8:00 AM - 5:00 PM
- Via Email:
You may complete your application and email it to the following address: specialevents@greenvillenc.gov





PERMIT PROCESS OVERVIEW





PERMIT DEADLINES

MINIMUM 90 DAYS PRIOR TO SPECIAL EVENT DATE: APPLICATION SUBMISSION

- Submission of Special Event Application Package.
- Non-refundable Application fee and Refundable deposit payment.

MINIMUM 60 DAYS PRIOR TO SPECIAL EVENT DATE: COMMITTEE REVIEW & RECOMMENDATION

- Includes review by Police Department, Fire/Rescue Department, Recreation and Parks Department, and Public Works Department.
- Applicant attendance is required at the Committee review meeting.
- Applicants will be notified between the 60 and 90 day period as to the exact date, time, and location of the Special Events Committee meeting.

MINIMUM 30 DAYS PRIOR TO SPECIAL EVENT DATE: FINAL STEPS

- Final Site Plan as Approved by Committee.
- Street Closure/Sidewalk Impact Notification & Petition as Approved by Committee.
- Certificates of Insurance: Public Liability, Property Damage, & Liquor Liability.
- Outdoor Amplified Sound as Approved by Committee.
- Approval of all Required Permits.
- Final Payment as Needed.
- ABC Permits.
- Verification of the Hiring of Security Officers.





PERMIT FEES

PARADE

- Application Fee: \$100.00
- Permit Fee: \$100.00
- Refundable Deposit: \$200.00
- Late Fee: \$250.00

FESTIVALS

- Application Fee: \$100.00
- Permit Fee: \$100.00
- Refundable Deposit: \$500.00
- Late Fee: \$250.00

RACE: 5K OR LESS

- Application Fee: \$100.00
- Permit Fee: \$100.00
- Refundable Deposit: \$100.00
- Late Fee: \$250.00

RACE: MORE THAN 5K

- Application Fee: \$100.00
- Permit Fee: \$250.00
- Refundable Deposit: \$100.00
- Late Fee: \$250.00

GENERAL EVENT

- Application Fee: \$100.00
- Permit Fee: \$250.00
- Refundable Deposit: \$100.00
- Late Fee: \$250.00

CONCERT

- Application Fee: \$100.00
- Permit Fee: \$250.00
- Refundable Deposit: \$500.00
- Late Fee: \$250.00

NEIGHBORHOOD BLOCK PARTY

- Application Fee: \$50.00
- Permit Fee: \$0
- Refundable Deposit: \$200.00
- Late Fee: \$75.00

OUTDOOR AMPLIFIED SOUND (NOISE)

- Application Fee: \$50.00
- Permit Fee: \$50.00
- Refundable Deposit: N/A
- Late Fee: N/A

TEMPORARY STREET CLOSING

- Application Fee: \$50.00
- Permit Fee: \$50.00
- Refundable Deposit: N/A
- Late Fee: N/A





STILL HAVE QUESTIONS?

Contact Us:

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*We do our best to respond to inquires within 24-48 hours.
Thank you for your understanding.*

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Planning Guide

