



Town Common Rental Application

Sunrise to 10 p.m.

General Information

Type of Event: (please check all that apply)

Application Date: _____

Parade/March Run/Walk/Bike Free Concert Festival Rally Exhibit Gender Reveal

Other (explain): _____

Requested By: _____

Organization Name: _____

Event Title: _____

Address: _____

City: _____ Zip Code: _____

Phone: (H) _____ (M) _____ Email: _____

City Resident: YES NO (please circle)

Date Requested: _____ Event Time: From _____ To _____

Anticipated Attendance: _____ Set Up Time: _____ Final Clean-up Time: _____

Greenville Recreation and Parks Fee:

Rental Fee: _____ Staff Fee: _____

Date Reviewed: _____ Date Renter Notified: _____

Other fees may be charged depending upon the nature of the event, such as but not limited to, Sound Permit and Off Duty Police Officers.

Rental Fees

Rental fees are based on the user classification of the event, which are described below. Any user group or individual found to be intentionally misclassifying their event could be subject to financial penalty or restricted from future rentals.

User Classifications:

A. Class I

Any event for which admission is charged or any other type of compensation is realized, including donations. This does not include non-profit organizations. All Class I rentals must receive administrative approval.

B. Class II

Any event where no admission is charged nor any other type of compensation is realized. This would include a private event where alcohol is served but not sold.

C. Class III

Any event hosted by an organization which can provide proof of non-profit and federal tax exempt status. Letter of proof of 501C3 or A527 status is required.

Amphitheatre (Town Common)	CLASS I		CLASS II		CLASS III	
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident
	\$600/day + \$35/hour/ per staff Staffing fee	\$900/day + \$35/hour/ per staff Staffing fee	\$300/day + \$35/hour/ per staff Staffing fee	\$450/day + \$35/hour/ per staff Staffing fee	\$150/day + \$35/hour/ per staff Staffing fee	\$225/day + \$35/hour/ per staff Staffing fee

Staffing fees

Fees will be assessed based on nature of event and staff time required. A minimum of one staff will be required; additional staff may be required depending upon the type of the request. They include, but are not limited to: access to facility amenities, onsite event staff support, signage and sign set up for alcohol service area and site cleanup.

Regulations and Procedures

Reservations – Town Common rentals are on a first paid, first reserved basis and should be made at least 45 days in advance. Reservations are allowed from sunrise to 10 p.m. (except City sponsored and co-sponsored programs). Events with alcohol sales or service require a 45-day advance reservation. Alcohol is allowed only between Noon and 10 p.m. and must end 30 minutes prior to close of event. A hold will be placed for the date requested for three (3) business days while the request is being reviewed by Staff. Once contacted, the responsible party will have three (3) business days to pay Departmental fees to keep the requested date. Failure to pay Departmental fees within three (3) business days will result in losing the requested date.

Liability Insurance - The renter must provide proof of insurance no later than 14 days prior to the event. Event

will be cancelled if proof of insurance coverage is not received at least 7 days prior to the event. The insurance coverage must be a minimum \$1,000,000 each occurrence, \$100,000 damage to rented premises, \$1,000 medical expenses, \$1,000,000 personal injury, and \$2,000,000 general aggregate. The City of Greenville must be listed as an additional insured for the time of the event. The Renter is assuming full responsibility for all accidents at the site during his/her event. If alcohol is served, the event insurance policy must specifically acknowledge that the Town Common Event includes alcohol sales and/or service, possession, and consumption. 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.

Restroom Facilities - There are limited public restrooms located at the Town Common or Amphitheatre. If needed, additional portable toilets must be provided by the Renter. Placement of toilets must be approved by GRPD.

Food Trucks— Food trucks would most likely be located on First Street. Special permits are required for food vendors (see Permits). A copy of this application will be forwarded to Pitt County Environmental Health Department by GRPD. The City may require a permit or fee for blocking First Street for food truck set up.

Parking - No vehicles are allowed in the park without permission from GRPD. Vehicles will be allowed to enter the park to unload and load equipment. Some limited parking may be available at parking lot on east end of the park.

Rental agreement and permits - Keep a copy of your Town Common Rental Application and all permits. Have them available onsite upon request.

Miscellaneous safety - No glass containers, weapons, or illegal drugs allowed. Smoking is not permitted inside the Town Common Playground. Pet owners are responsible for cleaning up after their pets.

Responsible party - The renter is in charge of using the facility and is responsible for the conduct of individuals in the group and will also be held responsible for any damage to the City of Greenville property. Groups or individuals failing to comply with the rules and regulations of the Recreation and Parks Department may lose the privilege to rent in the future.

Cancellation/Inclement weather - If inclement weather prevents your use of the facility, you may reschedule your reservation or receive a credit. You must make a written request within 5 days of the reservation. A credit will be given if you cancel your reservation in writing at least 30 days prior to the reservation date **and** turn in your Facility Reservation Contract. You may also reschedule your reservation but must do so in writing 30 days prior to the reservation date **and** must also turn in your previous Facility Reservation Contract.

Clean up - Trash must be placed in litter receptacles or rented dumpster when event is complete. Clean up must be complete before leaving the premises.

Flags - Flag poles located on park property may be utilized only for City-owned flags.

Permits and Services

Upon completion of application, the Special Events Coordinator will contact the renter with further information. Renter is responsible for obtaining all necessary permits and arranging all services through the Special Events Coordinator at specialevents@greenvillenc.gov or 252-329-4433. Additional permitting fees may apply.

Please check the following permits and/or services your event will require (Check all that apply):

- Parade
- Street Closure
- Outdoor Amplified Sound
- Designated EMS
- Off-Duty Police
- Barricades
- ABC Special One-Time Permit OR Limited Special Occasion Permit

Alcohol - Completion of ABC Special One-Time Permit or Limited Special Occasion Permit is required.

<https://abc.nc.gov/Permit>

Alcohol Sales

In accordance with state law, alcohol sales are permitted only by non-profit/political organizations. Event promoter must have a partnership agreement with organization to manage alcohol sales and the venue must be reserved by the partnering organization. Service of beer and unfortified wine is permitted at private gatherings with proper ABC permit. Alcohol sales and service are allowed only in designated area in accordance with City of Greenville ordinance. Special duty officers are required for events with alcohol and will be paid for by the permit holder.

Food - If food is sold or distributed, the vendors must be inspected and have a permit from Pitt County Health Department. Contact: (252) 902-3206

<https://www.pittcountync.gov/228/Food-Lodging-Institutional-Sanitation>

Security – Requirements for special duty police officers are established by and coordinated through the Greenville Police Department and will depend on factors of the event, including alcohol plans, street closures, and crowd expectations. For events involving alcohol, at least two (2) additional special duty police officers will be required to be present at the Designated Area for the duration of the sales, service, possession, and consumption period. Depending upon the size of the designated area, additional police officers may be required, as determined by the City in its sole discretion. The ABC Permit Holder will be responsible for all expenses for the special duty City police officers assigned for the Town Common event. There will be a minimum charge to the contract holder of four (4) hours for each special duty police officer assigned to the Town Common event. Applicants should contact the special events coordinator at 252-329-4433 or specialevents@greenvillenc.gov.

Noise – An outdoor amplified sound permit is required for most events at the amphitheater. This permit can be obtained by contacting the Special Events Coordinator at 252-329-4433 or specialevents@greenvillenc.gov. The renter is responsible for providing electrical cords and equipment to support the event.

Event Details

List details of the event below (i.e. food vendors, tents, tables, chairs – provided by renter, trash/recycle, receptacles needed, etc.):

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Signature:

I, _____ have read and understand fully the provisions and regulations of this reservation request.

City of Greenville Staff:

Date Received: _____ Entered in Rectrac by: _____

Reservation fee paid: _____

Staff fee: _____

Staff Initials: _____ Parks Superintendent Initials: _____

Application emailed to mclark@greenvillenc.gov:

