



APPLICATION FOR THE USE OF CITY-OWNED PROPERTY FOR SPECIAL EVENTS

This application is a requirement for consideration as established by the **Use of City-Owned Property for Special Events Policy** (attached).

Procedure: Applicant should allow at least 30 days for review of application prior to event date. Follow steps below in chronological order and indicate completion by checking corresponding box.

- 1) Meet with representative from City Planning Department to discuss request and get preliminary approval.

Signature of Planning Department Representative

- 2) Complete Application and Include All Necessary Information.

Applicant Signature

- 3) Submit Application and Supplemental Information to Chief of Police at City of Goldsboro Police Department.

Police Chief/Operational Major Signature

- 4) If event is downtown, Application has been forward to DGDC office. DGDC has reviewed and forwarded comments to City Manager’s office.

DGDC Director Signature

DGDC office will scan final application with supporting attachments and email to Police and Planning departments to verify consistency of application content. If verified, DGDC will forward application to City Manager’s office for action.

- 5) City Manager’s office will contact applicant notifying of approval, denial or conditional approval. **Action Taken:** _____

Applicant: Non-city entities for non-city sanctioned events requesting the use of City-owned property other than the Paramount Theatre or Parks & Recreation facilities for special events must complete the following:

Name:

Address:

Home Phone #:

Mobile Phone #:

Driver’s License #:

State of Issuance:

Detailed Description of Event:

Hours of Operations:

Security Needs & Plan:

Types of Food/Beverages (specify if alcohol is to be used and container – no glass permitted):

Other Products to be Sold:

Parking & Traffic Plans (*if event will block access via alley, street, or sidewalk to residences or businesses, applicant is required to notify affected parties and provide signatures of parties stating they have been notified. An acceptable signature form is attached for use, if necessary. Form should be attached to application upon submittal.*):

Trash Collection & Recycling Plans:

The following items need to be included as attachments to the application. Application will not be considered until all of this information is provided:

1. Please provide a drawing or site plan showing the city property to be used and indicate location of tables, barricades, portable bathroom facilities, parking, or any other structures to be used on site.
2. A copy general liability insurance coverage of at least \$1 million that holds the City and its taxpayers harmless from claims arising out of operation of the event.
3. A signed copy of the provided Indemnity Statement attached. An acceptable template is attached for use.
4. A copy of all permits and licenses issued by the State/City or County including health and ABC permits; if applicable.

The following requirements must be met; please indicate you are aware of these requirements and have provided evidence of such if necessary by checking the corresponding box:

1. The event/use is allowed by the underlying zoning district.
Call Planning & Development for verification (919) 580-4333.
2. Hours of the event shall be no earlier than 10:00 am and end no later than 10:00 pm.

3. Security in the form of providing off-duty police officers has been arranged and approved by the City of Goldsboro Police Chief.
4. A deposit of \$50 to ensure a clean site post-event is included with application and applicant understands the property is to be in the same condition post event as prior to and is the responsibility of the applicant. *Please make check payable to: City of Goldsboro*
5. No political or campaign promotions are permitted during the special event.
6. Applicant understands that excessive noise in violation of the City's Noise Ordinance will not be permitted and penalties may be invoked as addressed in the Policy.
7. Tents and other appurtenances meet all North Carolina Fire & Building Code requirements. Call the Inspections Department for verification at (919) 580-4346.
8. All properties within 100 feet of the event property that may be impacted from traffic, noise, parking or other effects have been notified by the applicant by certified or hand-delivered mail detailing the time, place and description of event. A copy of those notified are attached.
9. Applicant has read, in it's entirety, the City of Goldsboro Use of City-Owned Property for Special Events Policy.

Alcoholic Beverages:

If consumption of alcohol is planned on property for event, the following additional requirements must be met; please indicate you are aware of these requirements and have provided evidence of such if necessary by checking the corresponding box:

10. Applicant/event coordinator must be a non-profit entity. Proof of this in the form of a federal tax exemption status is provided with application.
11. All necessary ABC permits have been issued by the State and copies are provided with application.
12. Signs shall be posted, visited at all exit points from the special event stating that it is unlawful to remove alcoholic beverages in opened or sealed containers from the premises. Areas where alcohol will be consumed, served or sold must clearly be defined and delineated on the premises by barricades, caution tape or other acceptable means.
13. A background check of the applicant for the special event and the applicant for the ABC permit, if not the same, has been conducted and a copy is included with application.

CITY OF GOLDSBORO

**POLICY REGARDING THE USE OF CITY-OWNED PROPERTY
FOR SPECIAL EVENTS**

The City Manager or his or her designee may issue permits for the usage of City-owned property for special events provided such uses comply with the provisions of this Policy. The use of City-owned Recreation and Parks property and the Paramount Theatre is not regulated by this Policy.

1. Filing of Application for Use of City-Owned Property

Any person, firm or organization that proposes to utilize City-owned property for a special event shall prepare and file an application with the City Manager or his or her designee which shall contain the following information.

- a. The name, address and telephone number of the entity desiring to utilize the City-owned property.
- b. A detailed description of the event to be held including hours of operation, security needs and plans to address security issues, types of food, beverages, alcohol or other products to be served or sold, parking and traffic plans and trash collection and recycling plans.
- c. A drawing or site plan showing the City-owned property to be utilized depicting the proposed placement of tables, barricades, portable bathroom facilities, parking or any other structures or uses proposed to be conducted on the property.
- d. Evidence of adequate insurance or other form of security to hold the City and its taxpayers harmless from claims arising out of the operation of the special event as determined by the City Manager in consultation with the City Attorney and insurance carrier.
- e. An indemnity statement, approved by the City Attorney, whereby the event operator agrees to indemnify and hold harmless the city and its officers, agents and employees from any claim arising from the operation of the special event.
- f. A copy of all permits and licenses issued by the State or the City including health and ABC permits, licenses necessary for the conducting of the special event or a copy of the application for the permit if no permit has been issued.
- g. A fee as provided in the City fee schedule to cover the cost of processing and investigating the application and issuing the permit.

2. Issuance of Permit

No permit for the usage of a City-owned property for a special event may be issued unless the application is complete and unless the following requirements are met.

- a. The special event must be allowable by the underlying zoning district.
- b. Hours for the special event shall be no earlier than 10:00 a.m. and end no later than 10:00 p.m.
- c. Security plans, including the provision of providing off-duty police officers must be provided as approved by the City of Goldsboro Police Chief.
- d. Solid waste plans must be provided and approved by the Public Works Department. Solid waste plans shall include provisions for both trash and recyclables. A deposit must be provided and will be forfeited if property is not cleaned to its prior condition.
- e. No political or campaign promotions are permitted during the special event.

- f. No firearms are permitted on City-owned property.
- g. Excessive noise in violation of the City's Noise Ordinance will not be permitted and penalties may be invoked as follows:
 - 1st Offense: Warning (Verbal or Written)
 - 2nd Offense: Termination of Special Event
- h. Applicant must provide proof of general liability insurance coverage of at least \$1 million.
- i. All tents and other appurtenances to be utilized in conjunction with the special event shall meet all North Carolina Fire and Building Code requirements and obtain necessary permits. Events as required by the North Carolina Fire Code may require the provision of fire watch personnel.
- j. When the usage of City-owned property for a special event could impact adjoining properties from a traffic, noise, parking or other perspective, then it shall be the responsibility of the applicant to notify all affected parties. All properties within 100 ft. of the special event shall be notified by certified or hand-delivered mail in the form of a notice detailing the time, place and description of the event. The applicant shall certify that all parties have been notified on forms provided by the City.
- k. The City Manager may require additional provisions if he or she feels it is in the best interest of the City and its citizens.

3. Alcoholic Beverages on City-Owned Property for Special Events

The City Manager or his or her designee may approve the consumption of alcoholic beverages on public property in accordance with Section 130.03 of the Goldsboro City Code if the all of the following requirements have been satisfactorily addressed and that the granting of a permit is in the City of Goldsboro or the public's best interest.

- a. The event is for a non-profit organization and proof of such has been submitted.
- b. All necessary ABC permits have been issued by the State.
- c. Signs shall be posted, visible at all exit points from the special event that it is unlawful to remove alcoholic beverages in open or unsealed containers from the premises. Areas where alcohol will be consumed, served or sold must clearly be defined and delineated on the premises by barricades, caution tape or other acceptable means.
- d. The applicant or operator of the special event shall not have violated any law, regulation or ordinance relating to the possession, sale, transportation or consumption of intoxicating beverages or controlled substances for the three years preceding the commencement of the special event.

A satisfactory background check of the applicant for the special event shall be performed by the City Police Department prior to issuance of any approvals.

4. Denial of Request for Use of City-Owned Property for Special Events

An application may be denied if it is found that the granting would not be in the City of Goldsboro's or the public's interest. If the City Manager or his or her designee feels that the use of the City-owned property for a special event has been so utilized on an excessive or too frequent basis, the application may be denied. Any applicant denied a permit to utilize City-owned property for a special event shall receive a written statement outlining the grounds on which the denial is based. The applicant may appeal the denial of the application to the City Council within fifteen working days of the written denial and the City Council may take such corrective action as it shall find necessary. The findings and the determination of the City Council shall be final.

5. Permit Revocation

The City Manager or his or her designee may revoke a permit issued pursuant to this section if he or she finds that the applicant or operator of the special event has:

- a. Deliberately misrepresented or provided false information in the permit application;
- b. Violated any provision or City or County Health Department regulation;
- c. Violated any law, regulation or ordinance regarding the possession, sale, transportation or consumption of intoxicating beverages or controlled substances;
- d. Operates the special event in such a manner as to create a public nuisance or to constitute a hazard to the public health, safety or welfare, specifically including failure to keep the City-owned property clean and free of refuse.



NORTH CAROLINA

INDEMNIFICATION AGREEMENT

WAYNE COUNTY

The undersigned person is applying for Use of City-Owned Property for Special Event on behalf of _____ from the City of Goldsboro and hereby agrees to indemnify and hold the City of Goldsboro, its officers, agents and employees harmless from all claims, liabilities, demands, expenses, of any nature or kind, expresses or implied, whether sounding in tort or in contract that may be asserted against the City, its officials, agents and employees by any person, firm, or corporation, that may arise out of any acts or omissions, active or passive, related to operating an event on the City's property.

This the _____ day of _____, 20____,

_____(SEAL)

Applicant & Authorized Representative of Event

