

CITY OF GOLDSBORO SPECIAL EVENT APPLICATION

Application received
Fee Paid
Event Site Plan
Event Impact Notification

I. Event Organizer & Contact Information

Organization Name: _____ Non-profit? ☐ Yes ☐ No

If yes, are you: ☐ 501c (3) ☐ 501c (6) ☐ Place of Worship

Applicant Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____ Email: _____

II. Name and Type of Event

Event Name: _____

Event Location: _____

Type of Event: (please check all that apply)

☐ Parade ☐ Run/Walk ☐ Festival ☐ Street Closure ☐ Carnival ☐ Other

If Other, Explain: _____

If Street Closure, list time and all streets requesting to be closed: Time: _____

III. Date of Event

Date of the event: _____ Inclement Weather/Rain Date: _____

Event Start Time: _____ Event End Time: _____

Set-up Start Time: _____ Dismantle (Completion) Time: _____

IV. Past Attendance / Predicted Attendance

Has this event been issued a permit for five (5) Consecutive years? ☐ Yes ☐ No

If Yes, Will this event remain substantially the same? ☐ Yes ☐ No

Attendance trend in past events: ☐ N/A ☐ Fewer than 200 ☐ 201-500 ☐ 501-1000 ☐ over 1001

What attendance is predicted? ☐ Fewer than 200 ☐ 201-500 ☐ 501-1000 ☐ over 1001

V. Vendors

Will there be Vendors at your event? ☐ Yes ☐ No If Yes, approximate number: _____

VI. Permit Application Fees & Timeline

The City of Goldsboro differentiates events by tiers. Each tier differs based on projected attendance, City services and street closures. Special Events and Street Closures will be determined based on the tiers below. The application fee is listed below. The Permit and Application Fee includes a \$25.00 non-refundable application fee if not approved. The fee is to be in the form of a check made payable to the City of Goldsboro.

Check the appropriate Tier for your event:

TIERS	DETAILS	PERMIT AND APPLICATION FEE	DEADLINES
TIER 1 <input type="checkbox"/>	<ul style="list-style-type: none">Fewer than 200 peopleMinimal City servicesPossible closure of City owned lots, No closure of public right-of-way, and/or streetsAlcohol can be present with proper approval & permits.Approved by the City Manager	\$100.00	Must be submitted for approval at least 30 days prior to the event.
TIER 2 <input type="checkbox"/>	<ul style="list-style-type: none">201-500 peopleMultiple City servicesPossible closure of City owned lots, public right-of-way, and/or streets (Not to include Center Street).Alcohol can be present with proper approval & permits.Approved by the City Manager	\$200.00	Must be submitted for approval at least 60 days prior to the event.
TIER 3 <input type="checkbox"/>	<ul style="list-style-type: none">501-1000 peopleMultiple City servicesPossible closure of City owned lots, public right-of-way, and/or streets (Not to include Center Street).Alcohol can be present with proper approval & permits.Approved by the City Manager	\$300.00	Must be submitted for approval at least 60 days prior to the event.
TIER 4 <input type="checkbox"/>	<ul style="list-style-type: none">1001 people or moreMultiple City servicesClosure of any portion of Center StreetAlcohol can be present with proper approval & permitsApproved by City Council unless an exception applies.	\$400.00	Must be submitted for approval at least 60 days prior to the event.

VII. Event Description, Statement of Public Benefit and Public Services (Required)

Description of Event:

Impact on the community/City Services:

Overview of benefits to the community:

VIII. Event Marketing Strategy & Budget (Advertising to the Public)

IX. Event Site Plan (attach copy to application)

Event Site Plan Checklist:

<input type="checkbox"/>	Directions indicated by directional arrow symbol.
<input type="checkbox"/>	The overall event area including: any requested street closures and/or the location and number of any parking closures.
<input type="checkbox"/>	The location and dimensions of all physical equipment being placed, including, but not limited to, any stage(s), vendors, booths, sponsors, tents, signs, barricades, portable toilets, vehicles, shelters, etc.
<input type="checkbox"/>	Location of temporary alcohol sales where both sales and consumption occur.
<input type="checkbox"/>	Indicate 14' wide fire lane clearances in all areas and the location of all fire hydrants.
<input type="checkbox"/>	Include electrical plans for vendors and stages, specifying how much each site requires, in terms of amps & volts.
<input type="checkbox"/>	Any other details you think are helpful in the physical description of your event.

X. Event Impact Notification (attach copy to application)

Event Impact Notification Checklist:

<input type="checkbox"/>	Event Impact Notification completed.
<input type="checkbox"/>	Understand to distribute the Impact Notification to the impacted areas at least 20 days prior to the event by either email, hand or mail delivery.
<input type="checkbox"/>	Event Impact Notification included the name of the event, event date(s), time(s) of event and overall impacts (including set-up and tear down), specific location of impacts, type of activity and telephone number where the public can contact your organization about the event.
<input type="checkbox"/>	Event Impact Notification included contact information for the City Clerk for objections or questions from business owners/merchants.

XI. General Liability Insurance (attach copy to application)

If Proof of Insurance or applicable rider is not submitted at the time the application is submitted, the Proof of insurance or applicable rider **MUST** be submitted prior to receiving the Special Event Permit.

General Liability Insurance checklist:

<input type="checkbox"/>	Acknowledge that the Proof of Insurance or applicable rider must have coverage of at least \$1 million per event / \$5 million for Carnival applicants per event. *
<input type="checkbox"/>	Acknowledge that the City of Goldsboro will be listed as an Additional Insured on the Certificate of Insurance.

* If the event requires additional insurance, the Finance Director will notify the Police Department and City Manager's Office.

XII. Police Support

The Goldsboro Police Department shall determine the number of police officers needed to appropriately manage security, as well as the time when such services shall commence. The applicant may be responsible for hiring and paying off-duty law enforcement officers or reimbursing the City of Goldsboro for the costs of providing on-duty law enforcement officers, to appropriately manage the event. Please contact the City of Goldsboro's Police Department Off-Duty Coordinator at 919-580-4223. **Complete the Police Support Checklist:**

<input type="checkbox"/>	Acknowledge that off-duty law enforcement officers may be needed to appropriately manage security.
<input type="checkbox"/>	Acknowledge that the applicant may be responsible for hiring and paying the off-duty law enforcement officer or reimbursing the City of Goldsboro for the costs of providing on-duty law enforcement officers, to appropriately manage the event.
<input type="checkbox"/>	Acknowledge that if alcohol is present at the event (not including the social district area), off-duty officers are required to be on-site during the event.
<input type="checkbox"/>	Acknowledge that the Goldsboro Police Department's Off-Duty Coordinator can be contacted at 919-580-4223.

XIII. Indemnity Statement

The "Special Event Release of Liability Waiver" (below) must be completed and signed by the applicant or duly authorized sponsor. Read and sign the "Special Event Release of Liability Waiver" below.



Special Event Release of Liability Waiver

The undersigned person is applying for Use of City-Owned Property for Special Event on behalf of _____, 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)

XIV. Electrical Requirements (when applicable)

Public Works Building Maintenance Division provides electrical support where available and should be contacted to ensure your electrical requirements can be met. Electrical check list:

	YES	NO
Will you require electrical hook-ups for this event?	<input type="checkbox"/>	<input type="checkbox"/>
Will you require electrical support for the event?	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Electrical availability is limited and must be coordinated at least 30 days prior to the event by contacting the Public Works Building Maintenance Division.	
<input type="checkbox"/>	The Contact number for the City of Goldsboro Public Works Building Maintenance Division is (919) 739-7434.	

XV. Portable Toilets

One Port-A-Jon is recommended per 100 people and is based on event duration instead of number of participants.

How do you plan to handle restroom services? ☐ Portable Toilets ☐ Other

If portable toilets will be provided, please list the name/contact of the company:

If no portable toilets are provided, how will these requirements be handled?

XVI. Trash receptacles/Waste

Solid waste plans must be provided and approved by the Public Works Department. Solid waste plans shall include provisions for both trash and recyclables. **Trash receptacles/Waste checklist:**

	YES	NO
Will you need the use of city receptacles?	<input type="checkbox"/>	<input type="checkbox"/>
If in need of city receptacles, how many?		
<input type="checkbox"/>	Acknowledge that City receptacles must be requested separately and no less than 30 days prior to the event by contacting the City of Goldsboro Public Works Department number is (919) 750-7450.	
<input type="checkbox"/>	Acknowledge that an additional fee in the amount determined by the City Manager's Office may be charged if the property is not cleaned to its prior condition.	

XVII. Alcoholic Beverages

1. Goldsboro has a Social District in the area of the HUB complex downtown. A social district is a defined area in which a person may consume alcoholic beverages from an official container sold by an approved ABC permittee located within defined social district boundaries and defined days and hours of operation. Having a Social District affects the choices available to patrons wishing to rent the HUB.
2. All necessary ABC permits must be issued by the State and copies provided with this application. Follow steps outlined at www.abc.nc.gov/permits.
3. Signs shall be posted and visible at all exit points at the special event stating that it is unlawful to remove alcoholic beverages from opened or sealed containers from the premises.
4. 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.
5. Off-duty law enforcement officers are required to be on-site if alcohol is present at the event. The number of officers required will be determined by the Goldsboro Police Department.

Does the event intend to sale alcohol?

- ☐ Yes (complete "The sale of Alcohol Check list" below and continue to section XVIII)
- ☐ No (complete "OPEN or CLOSED to the Social District" below and continue to section XVIII)

The sale of Alcohol checklist:

<input type="checkbox"/>	The ABC Permit, issued to you by the NC ABC Commission, must be submitted to the Goldsboro Police Department prior to the event. NC ABC Commission: 919-779-0700
<input type="checkbox"/>	The event permit will not be issued until the ABC Permit is submitted.
<input type="checkbox"/>	Your event must be CLOSED to the Social District. This means your patrons CANNOT leave your event with an alcoholic beverage. It also means people outside of your event cannot bring alcohol from the Social District into your event.

OPEN or CLOSED to the Social District:

Choose either OPEN or CLOSED to the Social District:

OPEN <input type="checkbox"/>	No Alcohol being sold at the event, but patrons CAN bring alcohol from the Social District into your event.
CLOSED <input type="checkbox"/>	Alcohol is completely prohibited from your event; you are not selling alcohol, nor can a patron bring alcohol in from the Social District.

XVIII. Tents

Does the event intend to have tents or canopies?

☐ Yes (complete the section below)

☐ No (Continue to section XIX)

Approximate number of tents	
Approximate size of tents (example – 10' X 10')	
Will any tent exceed 400 sq. ft. (example - more than 20'x20')	YES <input type="checkbox"/> NO <input type="checkbox"/>

<input type="checkbox"/>	Acknowledge that it is the renter's responsibility to contact the Inspections Department to arrange for all tent inspections that are required by the City of Goldsboro ordinance. City of Goldsboro Inspections Department number is (919) 580-4385.
<input type="checkbox"/>	A permit is required when using any type of tent.

XIX. Special Event Applicant Priority Ranking

The City Manager's Office or his designee will use the following priority list if there are conflicting requests for a particular time and date. **Check all that apply to your event.**

<input type="checkbox"/>	Event has established historic precedence and is in good standing.
<input type="checkbox"/>	Event is organized by the City of Goldsboro.
<input type="checkbox"/>	Event is organized by the Wayne County Public County Schools.
<input type="checkbox"/>	Event is organized by the Wayne County Government.
<input type="checkbox"/>	Events organized by City of Goldsboro based non-profit organizations with proceeds providing assistance to the organizer or another Goldsboro based non-profit organization (requires proof of 501c(3) status).
<input type="checkbox"/>	Events organized by private businesses, non-profit organizations; without or pending 501c(3) status, not based in Goldsboro, and/or individuals for the purpose of profit, personal gain, and/or proceeds that will be used to benefit other than those Goldsboro based non-profit organizations.

XX. Criteria Considered for All Street Closures & Other Event Impacts

Factors considered prior to recommending approval of the proposed events, particularly those which require street closures. Organizers wishing to close any portion of a street will need to justify that need with a compelling case composed of information in the following list below.

Acknowledge all the boxes below to indicate the criteria for consideration.

<input type="checkbox"/>	Total number of event attendees, both historical trends and predicted increases.
<input type="checkbox"/>	Total number of event vendors, both historical trends and predicted increases.
<input type="checkbox"/>	Event Marketing Strategy & Budget
<input type="checkbox"/>	Verification that the event applicant or sponsor has committed to completing the “Event Impact Notification.”
<input type="checkbox"/>	Impact of the proposed event on residents, occupants or businesspersons of the block.
<input type="checkbox"/>	Impact of the proposed event on the accessibility of emergency vehicles in the closure areas.
<input type="checkbox"/>	Impact of the proposed event on vehicular traffic such as circulation, traffic movement and availability of alternate routes for traffic.
<input type="checkbox"/>	Potential interference with commercial and business activities in the immediate vicinity.
<input type="checkbox"/>	Conditions existing in the surrounding area that, when occurring in conjunction with a street closure, might create a hardship or an unnecessary inconvenience to the public or people residing in the area.
<input type="checkbox"/>	Relationship regarding timing of proposed closure to other approved or proposed closures.

XXI. Other Rules and Regulations

Acknowledgement of the Other Rules and Regulations.

<input type="checkbox"/>	The special event must be allowed by the underlying zoning district.
<input type="checkbox"/>	The hours for the special event shall be no earlier than 9:00 a.m. and end no later than 10:00 p.m. unless approved by Goldsboro City Council.
<input type="checkbox"/>	No political or campaign promotions are permitted during the special event.
<input type="checkbox"/>	No firearms are permitted on City-owned property.
<input type="checkbox"/>	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) and/or fine. 2nd Offense: Termination of Special Event and/or fine.
<input type="checkbox"/>	During setup and the event, the Event Organizer or designee must be always on-site. The Event Planner should be prepared to handle questions and problems regarding the event, such as resolving disputes among vendors, rain delays and coordination of City services.
<input type="checkbox"/>	The Event Organizer shall ensure that public property is protected from damage other than normal wear and tear, including, but not limited to, vandalism; damage to grass, shrubbery, or trees; damage to monuments, benches, or other amenities; damage to utilities and damage to sidewalks, asphalt in streets and parking lots.
<input type="checkbox"/>	The Event Organizer is responsible for removal of any flyers, banners, posters and/or temporary signs placed in public areas to publicize the event immediately following the end of the event.
<input type="checkbox"/>	All animals must be leashed as outlined in the City of Goldsboro's Code of Ordinances 91.15; 91.18
<input type="checkbox"/>	Vehicles will only be allowed in designated parking areas.
<input type="checkbox"/>	Applicant understands that it will not be the responsibility of the Police Department to relocate vehicles parked along any portions of the streets to be closed prior to the event.

Policy of Non-Discrimination:

City facilities are available on a non-discriminatory basis. Appropriate activities need to accommodate individuals regardless of age, sex, race, color, religion, national origin, physical or mental disabilities, affection preference or marital status. The City of Goldsboro does not discriminate on the basis of disability in admission, access, treatment or employment in its programs or activities.

Parking:

You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.

Additional Rules Pertaining to Events:

1. Vehicles will only be in designated parking areas.
2. All animals must be leashed as outlined in COG Code of Ordinances 91.15;91.18.
3. Applicant will respect neighboring property/business owners with respect to noise.
4. Applicant understands that it will not be the responsibility of the Police Department to relocate vehicles parked along any portions of the streets to be closed prior to the event.
5. Applicant is required to ensure the areas used are clean and free of debris. Please note that there will be a cleaning fee charged if the area is not clean.

**** Submitting this Special Event/Parade Permit Application does not provide permission to conduct your planned event. Please do not send out publicity, flyers, or other media prior to receiving confirmation of approval. Your confirmation will be in the form of a Permit, issued to the organization and/or person responsible for conducting the event.**

Agreement

I have read and understand this application and the requirements placed upon this applicant and organization. I agree to abide by the City of Goldsboro rules, regulations and ordinances should my permit application be approved. I will fulfill the requirements placed upon this permit application.

Authorized Signature: _____ Date: _____

Organization: _____

Please return this application and all supporting documentation by email, mail or in person to:

Goldsboro Police Department
Community Police Services
204 S. Center Street
Goldsboro, NC 27530
gpdpermits@goldsboronc.gov.

CANCELLATION POLICY: Written notification of intent to cancel your event must be received in writing a minimum of 21 days prior to the scheduled event date to Community Police Services Division at gpdpermits@goldsboronc.gov.

NOTICE OF EVENT IMPACT

{EVENT NAME}

The organizers of _____ are seeking approval from the City of Goldsboro to host

{EVENT NAME} on _____ from

{EVENT START TIME} to _____

{EVENT CONCLUSION TIME}

Complete for ALL Street Closures

_____ includes the closure of _____ between

{EVENT NAME} {STREET NAME}
_____ and _____

{CROSS STREET NAME} {CROSS STREET NAME}

To accommodate event set-up and tear down, this street will close between _____

{TIME & DATE}
to _____. The Closure will be for the exclusion of vehicles only. A 14'

{TIME & DATE}
emergency lance shall be provided on all streets within the said closure at all times.

Should you have questions or concerns regarding _____ and the related event

{EVENT NAME}
impacts, you can speak with our team by calling: _____ at _____

{EVENT COORDINATOR} {PHONE NUMBER}

AUTHORIZED SPONSOR REPRESENTATIVE

PHONE NUMBER

Please contact the City Clerk at 919-580-4330 or cityclerk@goldsborongov for objections or questions regarding the event.