

***CITY OF GOLDSBORO***  
***SPECIAL EVENTS/PARADE/STREET CLOSING***  
***PERMIT APPLICATION***

**\*\*In the event of a street closing or carnival, an application should be submitted at least 30 days prior to your parade or special event.**

**I. General Information**

**Type of Event:** (please check all that apply)

☐ Parade ☐ Run/Walk ☐ Festival ☐ Street Closure ☐ Carnival ☐ Other (explain): \_\_\_\_\_

**Event Name:** \_\_\_\_\_

**Event Date(s):** \_\_\_\_\_ **Event Website:** \_\_\_\_\_

**Inclement Weather/Rain Date(s):** \_\_\_\_\_

**Description of Event** (Please briefly describe the event.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Requested Event Location:** \_\_\_\_\_

**Event Start Time/End Time:** \_\_\_\_\_

**Set-Up:** Date & Time (start/end): \_\_\_\_\_

**Dismantle** (Completion): Date & Time (start/end): \_\_\_\_\_

**Estimated Daily Attendance:** \_\_\_\_\_

**Will this event require street closures?** ☐ Yes ☐ No **Closure Times** \_\_\_\_\_

**If yes, please list the streets that you are requesting to be closed:**

\_\_\_\_\_  
\_\_\_\_\_

**II. Applicant and Sponsoring Organization Information**

**Sponsoring Organization Name:** \_\_\_\_\_

Are you a 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:** \_\_\_\_\_

**Day of Event Contact:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**III. Event Map**

*For Run/Walk/Parade/Carnival- FORMATION AREA LOCATION:* \_\_\_\_\_

*For Run/Walk/Parade/Carnivals- STARTING POINT:* \_\_\_\_\_

*For Run/Walk/Parade/Carnival- ENDING POINT:* \_\_\_\_\_

**\*Please provide a detailed map of your event, including race/walk/parade route(s), stage(s), inflatables, rides, booths, tents, parking, etc. (Please attach additional pages as needed.)**

**IV. RESTROOMS & SITE CLEANUP (Bathroom facilities are required for events lasting longer than two hours and must be ADA compliant.)**

**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 will be provided, how will these requirements be handled?

\_\_\_\_\_

How do you plan to remove garbage and/or recycling? (City receptacles must be requested separately no less than 30 days prior to the event. Contact the Public Works Department at 919-750-7450.)

\_\_\_\_\_

**V. Event Details:** *Please answer the following questions regarding your event.*

☐ Yes ☐ No Does the event involve the sale of food?

☐ Yes ☐ No Does the event involve the sale of alcohol?

If "YES" has the health department been notified?

- For events with food, a letter from the health department must be submitted 30 days prior to the event.
  - Health Department: (919) 731-1000
- The ABC Permit, issued by the NC ABC Commission, must be submitted to the Goldsboro Police Department prior to the event. The event permit will not be issued until the ABC Permit is submitted.
  - NC ABC Commission: (919) 779-0700

☐ Yes ☐ No Will there be **musical entertainment** at your event?

If "YES", please provide the following information:

- Amplification? ☐ Yes ☐ No

**Note: Any Live or Loud Music cannot begin prior to 10am, must end by 10pm and is subject to all city noise ordinances, unless approved in advance by the Goldsboro City Council. Please contact the City of Goldsboro Planning Department at 919-580-4333 for questions regarding City Ordinances.**

☐ Yes ☐ No Will there be any **tents or canopies** in the proposed event site? If "YES", please provide the following information:

- Approximate Number of tents: \_\_\_\_\_
- Approximate Sizes: \_\_\_\_\_
- Will any tent exceed 400 sq. feet in area? ☐ Yes ☐ No

**Note: It is the renter's responsibility to contact the Inspections Department to arrange for all tent inspections that are required by City of Goldsboro ordinance. A permit is required when using any type of tent.**

▪ **City of Goldsboro Inspections Department (919) 580-4385**

☐ Yes ☐ No Will you require **electrical hook-ups** for this event? (Please note that electrical availability is limited.)

☐ Yes ☐ No Will **admission fees** be charged to attend this event?

If "YES", provide the cost(s) of all tickets: \_\_\_\_\_

☐ Yes ☐ No Will **fees be charged to vendors** to participate in this event?

If "YES", please provide the schedule of fees: \_\_\_\_\_

☐ Yes ☐ No Applicant has read, in its entirety, the City of Goldsboro Use of City-Owned Property for Special Events Policy. The Policy Regarding the Use of City-Owned Property for Special Events is available at <http://www.goldsboronc.gov/special-events/>.

**\*The temporary closing of a NC Department of Transportation Street would be at the discretion of the NC Department of Transportation.**

**VI. Miscellaneous:**

**Parking:**

- How will overall patron parking be accommodated for this event? \_\_\_\_\_

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

## **Special Information and Conditions of receiving a Special Event/Parade Permit:**

### **Insurance:**

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 is required. This Proof of insurance or applicable rider **MUST** be attached before submitting. Contact your insurance provider for assistance. If the event requires additional insurance, the Finance Director will notify the Police Department and City Manager's Office. Carnival applicants must provide proof of liability insurance of at least \$5 million. The city must be listed as an additional insured on the Certificate of Insurance and shall be in place at the time such structure is to be occupied or such place of assembly is established for use by the public.

### **Application Fee:**

An application fee of \$100.00 for special events and \$200.00 for parades will be required at the time the application is submitted unless the permit is denied. This non-refundable fee is to be in the form of a check made payable to the City of Goldsboro.

### **Event Cancellation:**

At this time, we do not anticipate canceling any events already permitted, however with ongoing national security concerns and the possible unavailability of city and police resources, this could occur. If this action is necessary, applicants will be given notice in a timely manner. New requests may be denied or adjusted for the same reason.

### **Public Safety:**

The City of Goldsboro reserves the right to require security and medical personnel for your event.

**Police:** 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.

### **Prohibited Items:**

No firearms or illegal drugs are allowed.

### **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.

### **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.

### **Alcoholic Beverages:**

***(If consumption of alcohol is planned on property for event, the following additional requirements MUST be met.)***

1. All necessary ABC permits must be issued by the State and copies are provided with this application.
2. Signs shall be posted and visible at all exit points at the special event stating that it is unlawful to remove alcoholic beverages in opened or sealed containers from the premises.
3. 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.
4. 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](http://www.abc.nc.gov/permits).

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.

**\*\* 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.**

**\*\*For street closing applications: the Goldsboro Police Department will notify the applicant when the Goldsboro City Council has approved the permit.**

## **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  
[spowers@goldsboronc.gov](mailto:spowers@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 Sgt. Steven Powers at [spowers@goldsboronc.gov](mailto:spowers@goldsboronc.gov).

### **For Inner Office Use Only:**

\_\_\_\_\_  
Goldsboro Police Department Representative      Date

\_\_\_\_\_  
Downtown Goldsboro Representative      Date

\_\_\_\_\_  
Public Works Department Representative      Date

\_\_\_\_\_  
Parks and Recreation Department Representative      Date

\_\_\_\_\_  
Finance Director      Date

\_\_\_\_\_  
City Manager's Signature      Date  
(Use of City Owned Lots/Non-Street Closings and Carnivals)



## Special Event Release of Liability Waiver

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)

**This form must be completed, signed and returned with the completed application.**