



# City of Goldsboro

<b>Subject:</b> Policy Regarding the Use of City-Owned Property for Special Events <b>Section:</b> City Manager's Office <b>Submitted by:</b> City Manager's Office	<b>Policy #:</b> CMOP - 003	<b>Effective Date:</b> 05/01/2023	<b>Rev. #:</b> 0	<b>Revision Date:</b> -	<b>Page:</b> 1 of 3
	<b>Resolution Number and/or Adopted Date:</b> Resolution No. 2023-36 <b>Supersedes:</b>			<b>Prepared by:</b> City Manager's Office <b>Approved by:</b> City Council	

## Purpose

The Goldsboro Police Department 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 Parks and Recreation property, Goldsboro Event Center and the Paramount Theatre is not regulated by this Policy.

### 1. Filing of an 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 Goldsboro Police Department, 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 the event name, proposed date and times of the event, description of the event, security needs and plans to address security issues, food, beverages, alcohol or other products to be served or sold, parking and traffic plans, trash collection and recycling plans.
- c. A drawing or site plan showing the City-owned property to be utilized depicting the proposed routes, placement of tables, barricades, portable bathroom facilities, parking or any other structures or uses proposed to be conducted on the property.
- d. 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.
- e. 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.
- f. An application fee of \$100.00 for special events and \$200.00 for parades will be required at the time the application is submitted. This fee will be returned if the permit is denied. Application fees for City owned property including the HUB/Freedom Field may be waived by the City Manager for events sponsored by the City of Goldsboro. All other application fees requested to be waived must be approved by City Council.
- g. If the HUB is requested for the venue, review and complete the "The HUB Rental Request" form (<https://www.goldsboronc.gov/wp-content/uploads/The-HUB-Rental-Information.pdf>).

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## 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 9:00 a.m. and end no later than 10:00 p.m. unless approved by Goldsboro City Council.
- c. Security plans, including the provision of providing off-duty police officers must be provided as approved by the Goldsboro Police Department.
- 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. 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.
- 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:
 

1<sup>st</sup> Offense: Warning (Verbal or Written) and/or fine

2<sup>nd</sup> Offense: Termination of Special Event and/or fine
- h. Evidence of adequate insurance 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. Applicant must provide proof of general liability insurance coverage of at least \$1 million. Carnival applicants must provide proof of liability insurance coverage of at least \$5 million. The city must be listed as an additional insured on the Certificate of Insurance.
- 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 department 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, all affected parties will be notified. All properties within 100 ft. of the downtown special event will be notified by the City of Goldsboro staff via hand-delivered flyer, mail or email detailing the time, place and description of the event.
- 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 may approve the consumption of alcoholic beverages on public

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property in accordance with Section 130.03 of the Goldsboro City Code if all 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. All necessary ABC permits have been issued by the State.
- b. 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.
- c. 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.

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 Goldsboro Police Department 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, 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.

***\*\*In the event of inclement weather or other emergency situations, the City of Goldsboro Manager's Office and/or Goldsboro Police Department reserve the right to cancel all events.***