	<b>Subject:</b> Special Event and Street Closing Policy				<b>Department:</b> City Manager's Office	
	<b>Policy #:</b> CMOP-003	<b>Adopted:</b> 05/06/2024	<b>Effective:</b> 05/06/2024	<b>Supersedes:</b> RES 2024-34	<b>Resolution #:</b> 2024-65	<b>Approved by:</b> City Council

## Introduction

The City of Goldsboro is a vibrant community with a variety of municipal resources which lend themselves to use for special events. Special events require the coordination of a variety of city and event organizers' resources to come together successfully. Whether held downtown, in one of our many attractive public parks or elsewhere in the city, they have very specific impacts which are best considered and weighed prior to the event itself.

The City Manager will approve all street closing applications based on the criteria listed in this policy which do not require the closing of Center Street, or a NC DOT maintained street.

All events require submission of an application and City Manager approval before a Special Event permit is issued. Recurring events granted approval for five (5) consecutive years may not require city council approval so long as the event remains substantially the same.

The use of City-owned Parks and Recreation property, Goldsboro Event Center, Goldsboro Municipal Golf Course and the Paramount Theatre is not regulated by this Policy.

Application fees may be waived by the City Manager for events sponsored by the City of Goldsboro. All requests for sponsorship must be approved by the City Council.

The following policy has been established to facilitate this planning process with the city. If you are planning a special event in the City of Goldsboro, it is essential that you review the policy well ahead of your planned event date to determine what you'll need to have in place for a successful event!



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## 1. Definitions

***Special Event*** - A special event is defined as an organized activity that has a stationary footprint requiring the closure of streets, public spaces, or plazas. These events often contain amplified noise, food, beverage, merchandise, and other entertainment. Examples would include festivals, markets, memorials, demonstrations, marches, and ceremonies. All special events require a Special Event Permit issued by the City of Goldsboro.

***Park and/or Street Festival*** - An organized neighborhood or public gathering on a public right-of-way (street, sidewalk, parking lot or alley) or public park on a specified date at a specific time and confined to a designated area that may or may not require an admission fee to enter and participate.

***Procession/Parade*** - A public or private march, run, walk, cavalcade, autocade, parade of any kind, other gathering of persons that occurs upon public right-of-way, park or both in an area used for vehicular traffic.

***Organized Competitive Event*** - Any planned race, walk, derby, or event that involves a contest of skill and/or strength and takes place upon public right-of-way or park.

## 2. Application of this Policy

This policy shall apply to all events taking place in the public right-of-way or for which the event organizer is requesting use of city resources, services, or personnel. Examples of special events include, but are not limited to, festivals, concerts, parades, street markets, runs and rallies.

Note: The following activities are exempt from this special event policy:

- a. Funeral processions.
- b. Group demonstrations or lawful picketing on sidewalks, subject to the Goldsboro Code of Ordinances.
- c. Sidewalk dining, subject to the Goldsboro Code of Ordinances.



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### 3. **Special Event Application: Timelines**

The City Manager or their designee reviews all event applications within the city. Event organizers are strongly encouraged to advertise their event after final approval. The City of Goldsboro is not responsible for fees, costs or expenses incurred by the Event Organizer if the event was advertised and not approved. The timeline below outlines minimum requirements for Special Event Permit Applications.

#### **Special Event Application Submission & Approval Timeline**

##### **Minimum 60 Days Prior to Special Event Date – Application Submission**

Submission of Special Event Application Package with Street Closure Request(s)  
Special Event Site Plan

##### **Minimum 45 Days Prior to Special Event Date**

Final Site Plan, Event Timeline & On-Site Contacts  
Applicable Permits  
Formal Event Notice

##### **Minimum 30 Days Prior (If necessary)**

City Council Review & Approval

### 4. **SUBMIT SPECIAL EVENT/STREET CLOSING APPLICATIONS TO:**

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

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## 5. Tier Explanation

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. The event organizer must review the table below to understand which tier their event will be classified as:

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



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## 6. Special Event Application: Component Parts

Event Application Cover Page:

- a. Event Organizer & Contact Information
- b. Name of Event
- c. Date(s) of Event
- d. Past Attendance Trends & Predicted Attendance for Upcoming Event
- e. Past Vendor Participation Trends & Predicted Vendor Participation for Upcoming Event

## 7. Event Description, Statement of Public Benefit and Public Services Required: A basic overview of the event and its impact on the community and city services. Provide an overview of the event and how it will benefit the community. In addition, include information about what you, as the event coordinator, will need in terms of city services. Examples might include additional trash pick-up/Public Works Department support, Police support, Parks and Recreation staff support, and Fire Department support.

Minimal City Services is defined as services that require no more than one hour of City department staff time.

Multiple City Services is defined as services that require more than one City department service and more than one hour of City department staff time.

## 8. Event Marketing Strategy & Budget: A snapshot of the people and places you are targeting in your effort to “get the word out” about your event and the budget you are employing to reach your target market. Reviewing this snapshot is an important component of understanding the public benefit.

## 9. Event Site Plan: A visual representation of all the operational elements of your proposed event. To properly assess the event, the site map should be submitted along with the Special Event Application and include the following elements:

<b>A</b>	Directions indicated by directional arrow symbol.
<b>B</b>	The overall event area including: any requested street closures and/or the location and number of any parking closures.
<b>C</b>	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.
<b>D</b>	Location of temporary alcohol sales where both sales and consumption occur.



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<b>E</b>	Indicate 14' wide fire lane clearances in all areas and the location of all fire hydrants.
<b>F</b>	Include electrical plans for vendors and stages, specifying how much each site requires, in terms of amps & volts.
<b>G</b>	Any other details you think are helpful in the physical description of your event.

**10. Event Impact Notification:** All event organizers must notify impacted residents, businesses, places of worship and schools that are affected by street and sidewalk impacts related to the event by formal notice. The formal "Event Impact Notice" must be submitted with the special event application and will be reviewed by the City Manager or their designee. The formal Event Impact Notification must:

- Be completed by all event applicants.
- Be submitted to the City Manager or their designee prior to distribution to impacted areas.
- Be distributed to impacted areas, at least 20 days prior to the event by either email, hand or mail delivery.
- Include 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.
- Include contact information for the City Clerk for objections or questions from business owners/merchants.

**11. Electrical Requirements (when applicable):** If your event includes food or retail vendors and any of those vendors or you as the event coordinator require electric, you must note the request on the application.

**12. General Liability 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 submitted prior to receiving the Special Event Permit. 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. Additional requirements will be conveyed to the event organizers.

**13. Indemnity Statement:** 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.



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**14. 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.

**15. Alcoholic Beverages:**

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

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](http://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.

**If the event sells or distributes alcohol, you are required to submit an ABC permit with your application before the Special Event permit is issued.**

**16. 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.

Priority will be given in the following order:

- a. Events that have established historic precedence and are in good standing.
- b. Events organized by the City of Goldsboro.
- c. Events organized by Wayne County Public County Schools.
- d. Events organized by Wayne County Government.
- e. 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).
- f. Events organized by private businesses, non-profit organizations; without or pending 501c(3) status, **not**



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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.

**17. Criteria Considered for All Street Closures & Other Event Impacts:** The following factors are carefully considered prior to recommending approval of proposed events, particularly those which require street closure (whether lane closures, local streets, or major/secondary streets). 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 categories. Street Closures will also be determined based on the criteria below.

- a. Total number of event attendees, both historical trends and predicted increases.
  - i. These numbers will be considered both in terms of total attendance and attendance over time, i.e. a smaller total may still warrant closure if concentrated over a short period of time.
  - ii. Unless an event attracts more than 1,000 visitors per day it would typically not warrant the closure of a majority of Center Street.
  - iii. Smaller events with fewer than 1,000 visitors per day may warrant the closure of up to two (2) blocks of Center Street.
- b. Total number of event vendors, both historical trends and predicted increases.
  - i. Unless an event hosts more than 125 vendors it would typically not warrant the closure of a majority of Center Street.
  - ii. Smaller events with fewer than 125 vendors may warrant the closure of one or more blocks of Center Street.
- c. Event Marketing Strategy & Budget
- d. Verification that the event applicant or sponsor has committed to completing the “**Event Impact Notification.**”
- e. Impact of the proposed event on residents, occupants or businesspersons of the block.
- f. Impact of the proposed event on the accessibility of emergency vehicles in the closure areas.
- g. Impact of the proposed event on vehicular traffic such as circulation, traffic movement and availability of alternate routes for traffic.
- h. Potential interference with commercial and business activities in the immediate vicinity.
- i. 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.
- j. Relationship regarding timing of proposed closure to other approved or proposed closures.





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18. **Portable Toilets:** Portable toilet requirements are listed in the Street Closing application.

19. **Tents:** Tent and canopy requirements are listed in the applicable rental application or Special Event and Street Closing Application.

20. **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. 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.

**21. Other Rules and Regulations:**

The special event must be allowed by the underlying zoning district.

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.

No political or campaign promotions are permitted during the special event.

No firearms are permitted on City-owned property.

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.

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.

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.

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.

All animals must be leashed as outlined in CoG Code of Ordinances 91.15; 91.18.

Vehicles will only be allowed in designated parking areas.

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.



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## 22. For events denied by the City Manager

The City Manager will provide a memo to Council with the reasons behind the denial. Denials may be reviewed by the Mayor and Council upon request by the applicant.

## 23. Special Event Application: Grounds for Denial

The City Manager's Office may deny a permit application on one or more of the following grounds:

- The event applicant does not generate a compelling case for the event's public benefit.
- Failure to submit an application within the time periods outlined herein.
- Failure to submit a complete application. A complete application is one which addresses all "required" elements of the application.
- The City Manager or his designee has already received a completed application for the same date and/or space.
- The event would conflict with previously planned programs organized and conducted by the city or non-governmental agencies scheduled for the same time and/or place.
- An event requiring street closures, occurring within ten (10) days of an existing event, which also requires street closures.
- The applicant does not comply with all applicable city ordinances, traffic rules, park rules and regulations, state health laws, fire codes and/or ABC licensing regulations.
- The use or event proposed by the applicant would present an unreasonable danger to the health or safety of the public.
- The applicant cannot comply with applicable local, state, and federal license requirements for all or part of the planned event.
- The use of the event is prohibited by law.
- The application contains material misrepresentation or fraudulent information.

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**Appendix**

Example “Notice of Event Impact”

Example General Liability Policy



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## NOTICE OF EVENT IMPACT

{EVENT NAME}

The organizers of {EVENT NAME} are seeking approval from the City of Goldsboro to host {EVENT NAME} on {EVENT DATE(S)} from {EVENT START TIME} to {EVENT CONCLUSION TIME}.

{EVENT NAME} includes the closure of {STREET NAME} between {CROSS STREET NAME} and {CROSS STREET NAME}. To accommodate event set-up and tear down this street will close between {TIME & DATE} to {TIME & DATE}.

The closure will be for the exclusion of vehicles only. A 14' emergency lane shall be provided on all streets within the said closure at all times.

Should you have questions or concerns regarding {EVENT NAME} and the related event impacts, you can speak with our team by calling: \_\_\_\_\_.

{AUTHORIZED EVENT COODINATOR NAME AND PHONE NUMBER}

Please contact the City Clerk at 919-580-4330 or [cityclerk@goldsboronc.gov](mailto:cityclerk@goldsboronc.gov) for objections or questions regarding the event.