



# *SPECIAL EVENT APPLICATION*

**An application for this permit MUST be submitted at least 60 days prior to your special event. An event is defined as a group with 100 or more people using the park or facility for an organized function. Parks may be reserved up to 12 months in advance. Events may be between 8am-9pm.**

## **I. General Information**

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

Run/Walk/Parade    Market    Festival    Other (explain): \_\_\_\_\_

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

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

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

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

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

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

**Event Times:** \_\_\_\_\_

**Start Time:** \_\_\_\_\_

**End Time:** \_\_\_\_\_

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

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

**Will this event require street closures?**    Yes    No

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

Basis on which this estimate is made: \_\_\_\_\_

**The Following Documents **MUST** be attached with submitted application:**

### **Insurance:**

**Please attach proof of insurance or applicable rider - Comprehensive General Public Liability Insurance required: \$1,000,000 per person per occurrence with a \$2,000,000 aggregate naming the City of Goldsboro as additionally insured. EXAMPLE of insurance certificate available upon request.**

### **Emergency Risk Management Plan:**

**Please attach a copy of your Event Emergency Risk Management Plan - This plan should take into consideration, but should not be limited to: Parking Management, Crowd Management, Electrical & Gas Safety, Adverse Weather conditions, Security, Slip/Trip/Fall/Burn Hazards, Fire Hazards, Water Hazards, Venue Specific Hazards, Evacuation Plans, etc.**

**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  
\*\*Federal 501c Letter must accompany application to validate non-profit\*\*

Applicant Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Day of Event Contact:**

Please provide the following information for a contact person who will be on-site the day of your event.

Applicant Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Alternate Contact:**

Please provide the following information for a contact person who will be on-site the day of your event (must differ from above).

Applicant Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**III. Event Details:**

Please answer the following questions regarding your event.

Yes  No Does the event involve the sale of food?  
If "YES" has the health department been notified?  Yes  No  
➤ A Letter from the health department must be submitted 30 days prior to the event  
➤ A copy of your business license may be required to be submitted

Yes  No Will there be **musical entertainment** at your event?  
If "YES", please provide the following information:  
➤ Number of stages: \_\_\_\_\_ Number of Bands: \_\_\_\_\_  
➤ Amplification?  Yes  No  
➤ **Note: Any Live or Loud Music cannot begin prior to 8am, must end by 9pm and is subject to all city noise 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  
**It is the renter's responsibility to contact the Fire & Inspections Departments to arrange for all tent inspections that are required by City of Goldsboro ordinance.**

- Yes  No If available, will you require **access to City of Goldsboro provided water** for the event?  
If "YES", explain: \_\_\_\_\_
- Yes  No Will you require **electrical hookups** for this event?
- 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: \_\_\_\_\_

**Miscellaneous Questions:**

**Trash:**

- Do you need City of Goldsboro assistance with trash services? \_\_\_\_\_
- How many trash receptacles do you think you need? \_\_\_\_\_

**Parking**

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

*Notes: Parking and buildings may be examined for ADA compliance. You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.*

**Event Map**

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

**For Run/Walk/Parades - STARTING POINT:** \_\_\_\_\_

**For Run/Walk/Parades - ENDING POINT:** \_\_\_\_\_

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

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

### **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.

### **Inclement Weather:**

Fees will not be refunded for inclement weather. Depending on availability, events may be rescheduled.

### **Event Advertisement**

Do not announce, advertise or promote your event until you have a completed and submitted this application and you have conversed with the Parks & Recreation Department. All advertisements must be approved by the Parks & Recreation Department.

### **Event Area Conditions**

No permanent alterations to the park will be permitted. Any and all festival/event equipment, trash or remnants must be removed with 12 hours of the end of the event.

### **Public Safety:**

The Parks & Recreation Department reserves the right to require security and medical personnel for your event.

**Police:** The Parks & Recreation Department, in consultation with 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 and end. The Applicant shall 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.

**EMS/Medical:** The Special Events Manager, in consultation with Wayne County Emergency Services will determine the number of Emergency Medical Technicians needed as well as the time when such services shall commence and end. The applicant is required to make arrangements for such services and pay the cost of such services upon receipt of contract and or invoice.

### **Political Events:**

Political events may be held as long as the event clearly states that the park or facility, and the staff of Goldsboro Parks & Recreation, do not support any political party or candidate for which the event is sponsored.

### **Prohibited Items:**

Firearms and illegal drugs are not allowed in City parks.

### **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 Park Rules Pertaining to Events:**

Vehicles will only be in parking areas. The use of vehicles is **NOT** allowed in the park. Park property will **NOT** be moved. Fires are only allowed in grills attended. Ashes may **NOT** be dumped on park property. All animals must be leashed.

**Fees for Special Events in City Parks:** Checks should be made payable to: City of Goldsboro Parks & Recreation

	<u>Daily Fee</u>	<u>Daily Non-Profit Fee</u>
Herman Park	\$340	\$170
Berkeley Park	\$120	\$60
-Additional for Daily Use of Ballfields	\$420	\$210
Fairview Park	\$60	\$30
-Additional for Daily Use of Ballfields	\$420	\$210
HV Brown Park	\$180	\$90
Mina Weil Park	\$60	\$30
-Additional for Daily Use of Ballfields	\$420	\$210
North End Park	\$120	\$60
-Additional for Daily Use of Ballfield	\$210	\$105
Stoney Creek Park	\$120	\$60
Quail Park	\$60	\$30

**Parks with No Fees (Application Still Required)**

Peacock Park  
Henry Mitchell Park

**Mandatory Port-A-Jon Fees**

	<u>Fee</u>
More than 100 People (1 Port-A-Jon)	\$50
More than 200 People (2 Port-A-Jons)	\$100
More than 300 People (3 Port-A-Jons)	\$150
More than 400 People (4 Port-A-Jons)	\$200
More than 500 People (5 Port-A-Jons)	\$250
More than 600 People (6 Port-A-Jons)	\$300
More than 700 People (7 Port-A-Jons)	\$350
More than 800 People (8 Port-A-Jons)	\$400
More than 900 People (9 Port-A-Jons)	\$450
More than 1,000 People (10 Port-A-Jons)	\$500

**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 Parks & Recreation rules, regulations and ordinances should my permit application be approved. And I will fulfill the requirements placed upon this permit application.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_

**RETURN COMPLETED APPLICATION AND APPROPRIATE FEES TO:**

**Goldsboro Parks & Recreation, Herman Park Center, 901 E. Ash St., Goldsboro, NC 27533  
Telephone: (919) 739-7480, Fax: (919) 734-6201**

**FOR INTERNAL USE ONLY:**

Application and Fee received: \_\_\_\_\_ Application Approved: \_\_\_\_\_ Application Denied: \_\_\_\_\_



## 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.**