

Special Event Permit Application

Important Information

- ✓ All applications must be turned in **14** days prior to the event
- ✓ There is a limit of **2** events per day that require city personnel or street blocking
- ✓ This application is also applicable to all city departments
- ✓ Applicants must abide by local ordinances and state/federal laws
- ✓ For profit events may be required to pay for assisting city personnel, including police officers assigned to work the event.
- ✓ All applicants will be held accountable for trash clean up after each event. Failure to do so will result in fines. The city may provide additional refuse containers if requested prior to the event.
***There will be a minimum fee of \$100.00 for any cleanup required of city personnel.**
- ✓ If any cooking, food heating devices, or portable sanitary units will be used at this event, you will need to contact the Health Department
- ✓ The special event permit must be approved by all departments involved with the event
- ✓ Any changes made during an event must be approved by the event supervisor
- ✓ The Permit *may be revoked* by the City of Lenoir's Police Chief or his designee for the applicant's failure to comply with terms and conditions stated on the issued permit (Section 6-2045 (2))



City of Lenoir

801 West Avenue NW
Lenoir, North Carolina 28645
(828) 757-2200 • Fax (828) 757-2162

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City Manager



Special Event Application

(Please review Lenoir City Code Section 6-2041 through 6-2046 and Article III Smoking Regulations – Secs. 13-61 through 13-65 before completing this form)

***If you would like your event to appear on the City's electronic sign, please see the attached form**

1. Name of Event:	
2. Name of Agency:	
3. Non-Profit 501.C3 Tax ID:	
4. Date(s):	5. Times: Start:
Day(s) of week:	End:
6. Type of Event: <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"><input type="checkbox"/> Public Gathering</div> <div style="text-align: center;"><input type="checkbox"/> Private Gathering</div> <div style="text-align: center;"><input type="checkbox"/> Parade</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"><input type="checkbox"/> Walk or Run</div> <div style="text-align: center;"><input type="checkbox"/> Religious</div> <div style="text-align: center;"><input type="checkbox"/> Other</div> </div> <p style="margin-top: 10px;">Please add this event to community calendar listings: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
7. Location: (Please view the attached facility and park rental sheet to see if there will be any rental fees applied)	
8. Brief description of the event:	
9. Description of assistance requested from City of Lenoir Departments:	
Police:	
Fire:	
Streets:	
Sanitation:	
Parks & Recreation:	

10. Set-Up	11. Take Down	12. Estimated Attendance
Date:	Date:	Participants:
Day of Week:	Day of Week:	
Time:	Time:	Spectators:

13. Contact Information (You will only be contacted if there are questions about the application)

Primary Name:	Secondary Name:
Phone #'s (Please include day #, evening #, and cell #) Day:	Phone #'s (Please include day #, evening #, and cell #) Day:
Evening:	Evening:
Cell:	Cell:
Address:	Address:
Email:	Email:

Please answer the questions completely in order to have your application properly processed.

14. Will there be any amplified sound, loud speakers, music, etc. causing a potential noise concern? Yes No

If yes, please specify: _____

15. A. Are electrical outlets required for the event? Yes No

B. Do you require the use of a sound system? Yes No

The City of Lenoir will not provide any type of sound system. You must provide your own system

****The City of Lenoir noise ordinance is attached to the end of the application****

16. Are chairs, tables, or a stage required for this event? Yes No

A. Do you need to use the Lenoir Parks and Recreation Department's supply of tables and chairs if they are available? **(The Lenoir Parks and Recreation Department will only supply tables and chairs for the event if it is a city sponsored/co-sponsored event or if the event is held at a city owned park/facility during normal business hours and in which a rental fee was paid).**

Yes No

B. If you are interested in chairs or tables through the Lenoir Parks and Recreation Department, how many of each do you anticipate needing?

Chairs _____ Tables _____

C. When would you need these items made available prior to the event?

17. Will tents, canopies, tension-membrane structures, trailers, inflatables, air supported devices, fencing, scaffolding, etc. be used in the event? Yes No

If yes, describe the types, size, and quantity used:

18. Will this event require trashcans or dumpsters? Yes No

****The City of Lenoir Public Works Department will review this application to see if they can meet your needs. You will be held accountable for cleaning any trash accumulated by this event. The minimum fee will be \$100.00 for any trash cleanup required of city personnel.**

If they can meet your needs, how many of each do you anticipate needing?

Trash Cans _____ Dumpsters _____

19. Will alcohol be provided, served, or sold at this event? Yes No

****Only those organizations issued an ABC permit may provide alcohol. This permit must be provided by the ABC Commission well in advance of this event. Please read city ordinance Sec. 13-9. Consumption of alcoholic beverages on city property: No consumption of alcohol on city property. No person shall consume alcoholic beverages, fortified or unfortified wine, or malt beverages, as defined in state statutes, or to offer the same for consumption by another person, on the premises of any property owned or occupied by the city except pursuant to a valid North Carolina alcoholic beverage control permit and upon approval of the city.**

If yes, specify: _____

ABC Permit Number: _____

20. Do you request security from the Lenoir Police Department? Yes No

**** Based on the security needs of this event and the manpower available at the time, you may be required to pay the city's set off-duty rate to employ officers for security. Final determination of necessary security will be made by the police chief or his designee.**

21. Will this event impede the flow of traffic or require that streets be blocked? Yes No

If yes, will the entire width of the streets be necessary for this event? Yes No

22. Will there be vehicles in this event? Yes No

If yes, how many _____

What type (cars, trucks, tractors, floats, bicycles, etc.)? _____

23. Will there be any cooking, food heating devices, etc. used for this event? Yes No

If yes, please specify: _____

****The Health Department will need to be contacted if these items will be used. Any permit issued by the Health Department must be submitted with this application.**

24. Will there be any type of materials used, handled, accumulated, stored, or displayed that may create a fire hazard, including to but not limited to open flames, fireworks, pyrotechnics, vehicle fuel, hay, decorations, combustible trash, etc. Yes No

If yes, please specify: _____

25. Will admission be charged and/or will there be booths/vendors selling items? Yes No

****You will need a vendors license if there will be booths or vendors. Please provide copies of all vendor information with this application. A privilege license will be required of all participating vendors.**

26. Will you have a first aid station? Yes No

27. Will there be animals in this event? Yes No

If yes, please specify: _____

28. Will there be children under the age of 18 involved in this event? Yes No

29. Where is the assembly area?

30. Where is the disassembly area?

31. Is this event covered by liability insurance? Yes No

If yes, please include a copy of the insurance certificate with this application.

***The City of Lenoir is not responsible for providing liability insurance for this event. You will be required to provide your own insurance.**

32. Indicate the exact route of this event: _____

Draw a map below indicating the staging, ending point, and streets traveled. Use additional sheets if necessary. If submitting this form by email, please email a .jpeg or .pdf of your proposed map to zcarter@ci.lenoir.nc.us with this application.

Signature of person applying for permit: _____

Date of Application: _____

Lenoir City Code Section 6-2041 through 6-2046

(a) No person within the city shall create any unreasonably loud, disturbing or unnecessary noise or noise of such character, intensity or duration as to be detrimental to the repose, life or health of others.

(b) Without limiting the generality of subsection (a) of this section, the following acts within the city shall be unlawful:

(1) The sounding of any horn or other signal device on any automobile, truck, bus or motorcycle except in accordance with state law.

(2) The discharge into the air of the exhaust of any internal combustion engine, except through a muffler in good working order and so designed and constructed as to prevent excessive or unusual noise.

(3) The playing of any radio, phonograph, television set or any other musical instrument in such manner or with such volume as to disturb the quiet, comfort or repose of persons in any dwelling, hotel, hospital or sanitorium.

(4) The keeping of any animal which, by causing frequent, loud or long-continued noise, shall disturb the comfort or repose of persons dwelling in the vicinity of the place where the animal is kept.

(5) The use of any automobile, truck, bus or motorcycle so out of repair or so loaded or in such a manner as to create loud and unnecessary grating, grinding, rattling or other noise.

(6) The pounding or hammering on any metallic object or thing, except inside a building, or in the construction or alteration of a building.

(7) The use of any drum, loudspeaker or other instrument or device for the purpose of attracting attention, by the creation of noise, to any performance, show, sale or display of merchandise without permission from the city.

(8) The play, use or operation for any purpose whatsoever, on the public streets, alleys or thoroughfares in the city, any device known as a soundtruck, loudspeaker or sound amplifier, or any radio or phonograph with a loudspeaker or sound amplifier, or any instrument known as a calliope or any instrument of any kind or character which emits loud and raucous noises and is attached to or upon any vehicle operated or standing upon such streets or public places.

(9) The play, use or operation for any purpose whatsoever, anywhere in the city as near as 1,500 feet from any residence, any device known as a soundtruck, loudspeaker or sound amplifier, or radio or phonograph with a loudspeaker or sound amplifier, or any other instrument known as a calliope or any instrument of any kind or character which emits therefrom loud and raucous noises and is attached to and upon any vehicle operated or standing within 1,500 feet of any residence.

(Code 1977, §§ 8-6006, 8-6007)

ART. III SMOKING REGULATIONS - Secs. 13-61 through 13-65 *ORDINANCE BANNING SMOKING IN OR ON* *CITY OF LENOIR BUILDINGS, GROUNDS OR VEHICLES*

Sec. 13-62 *Smoking prohibited in City of Lenoir buildings, on City of Lenoir grounds or in City of Lenoir vehicles.* No person shall smoke, carry or possess a lighted cigar, cigarette, pipe or other lighted smoking equipment or paraphernalia in any City of Lenoir buildings, on City of Lenoir grounds, or in City of Lenoir vehicles except in designated smoking areas.

3. Existing Section 13-63 *Exemptions* is amended by striking the existing section and substituting the following:

Section 13-63 *Exceptions.* This ordinance does not restrict or prohibit smoking in a private residence or private vehicle.

4. Existing Section 13-64 *Penalty* is amended by striking the existing section and substituting the following:

Section 13-64 *Penalty for violation of section.* Any person violating the provisions of this section shall be subject to a civil penalty in the amount of fifty dollars (\$50.00) to be paid to and recovered by the City as provide in this Code for civil penalties, and/or responsible for an infraction as provided by NCGS sect.

City of Lenoir Internal Office Use Only



Date Form Received:
Form Reviewed By:
Permit Approved: <input type="checkbox"/> Yes
<input type="checkbox"/> Yes with conditions
<input type="checkbox"/> No Reason for Denial:

OFFICE USE ONLY

Please review and return to the Special Events Coordinator within seven days of receipt

Fire

Approved Yes No

Name of Official/Date _____

Conditions:

Police

Approved Yes No

Name of Official/Date _____

Conditions:

Public Works

Approved Yes No

Name of Official/Date _____

Conditions:

Economic Development/Main St. Program

Approved Yes No

Name of Official/Date _____

Conditions:

Parks and Recreation

Approved Yes No

Name of Official/Date _____

Conditions:

Health Department

Approved Yes No

Name of Official/Date _____

Conditions:

Event Summary (official use only)

Number of People Expected _____

Number of Employees Present _____

Types of Employees:

Police _____

Fire _____

Street Dept. _____

Sanitation _____

Parks and Recreation _____

Other(to include county personnel) _____

Streets to be blocked: _____

Location/Property to be occupied: _____

Vendors Present? Yes **No**

Alcohol Present? Yes **No**

Raffles Present? Yes **No**

Contact Person on Site: _____ Phone: _____

Secondary Contact: _____ Phone: _____



Recreation Administrative Offices (828)757-2165 - Fax (828)758-1315
 Martin Luther King Center (828)757-2170 Lenoir Aquatic & Fitness Center (828)757-2196
 Mulberry Recreation Center (828)757-2165 www.cityoflenoir.com

After Hours Contact Information: Maury Patterson, Mulberry Recreation Center Director 850-5198 ~ Archie Bowers, Mulberry Recreation Custodian 750-0364 ~ Rob Winkler, Lenoir Parks & Recreation Center Director 850-0517 ~ Zack Carter, Marketing & Events Director 851-0341 ~ Kenny Story, Lenoir Parks & Recreation Director 612-7410 ~ G.C. Trivett, Lenoir Parks & Recreation Turf Manager 750-0363 ~ Lester Whittington, Martin Luther King Jr. Center Director 850-5306 ~ Mary Crump, Lenoir Parks & Recreation Administrative Assistant 729-3233 / 728-7826

Reservation Form Facility & Field Rentals						
Facility / Site	Rental Fees (Circle One)					
	Hourly City	Hourly Non-City	(8hr.) Daily City	(8hr.) Daily Non-City	Max. Cap.	
Mulberry Multi-Purpose Room	\$30.00	\$60.00	\$240.00	\$480.00	420	
Mulberry GYM	\$48.00	\$125.00	\$600.00	\$1000.00	1382	
Mulberry Shelter Rental <input type="checkbox"/> 1 <input type="checkbox"/> 2	\$15.00	\$30.00	\$120.00	\$240.00	n/a	
Special Park Events ¹	\$15.00	\$30.00	\$120.00	\$240.00	n/a	
Mulberry Field Rental	\$40.00 profit	\$40.00 profit	\$300.00 profit	\$500.00 profit	n/a	
	\$20.00 non-profit	\$35.00 non-profit	\$150.00 non-profit	\$250.00 non-profit		
MLK Multi-Purpose Room	\$30.00	\$60.00	\$240.00	\$480.00	200	
MLK GYM	\$48.00	\$125.00	\$600.00	\$1000.00	580	
MLK Field Rental	\$40.00 profit	\$70.00 profit	\$300.00 profit	\$500.00 profit	n/a	
	\$20.00 non-profit	\$35.00 non-profit	\$150.00 non-profit	\$250.00 non-profit		
Broyhill Walking Park (Weddings)	\$50.00	\$100.00	\$400.00	\$800.00	n/a	
JE Broyhill Park Rental – Outside	\$40.00 profit	\$70.00 profit	\$300.00 profit	\$500.00 profit	n/a	
	\$20.00 non-profit	\$35.00 non-profit	\$150.00 non-profit	\$250.00 non-profit		
JE Broyhill Park Shelter Rental <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	\$15.00	\$30.00	\$120.00	\$240.00	n/a	
JE Broyhill Park Building Rental	\$20.00	\$30.00	\$160.00	\$320.00	48	
Wilson Park Field Rental	\$40.00 profit	\$70.00 profit	\$300.00 profit	\$500.00 profit	n/a	
	\$20.00 non-profit	\$35.00 non-profit	\$150.00 non-profit	\$250.00 non-profit		
Zack Fork Soccer Complex Field Rental	\$40.00 profit	\$70.00 profit	\$300.00 profit	\$500.00 profit	n/a	
	\$20.00 non-profit	\$35.00 non-profit	\$150.00 non-profit	\$250.00 non-profit		
Mack Cook Field Rental	\$40.00 profit	\$70.00 profit	\$300.00 profit	\$500.00 profit	n/a	
	\$20.00 non-profit	\$35.00 non-profit	\$150.00 non-profit	\$250.00 non-profit		
LHS Auditorium	\$30.00	\$60.00	\$240.00	\$480.00	486	
LHS GYM	\$48.00	\$125.00	\$600.00	\$1000.00	1350	
LHS GYM (Mat Room Rental)	\$30.00	\$60.00	\$240.00	\$480.00	50	
Downtown Plaza Rental	\$50.00	\$100.00	\$400.00	\$800.00	n/a	

¹ Parks include JE Broyhill Park, MLK Center Outdoors, Mulberry Recreation Center Outdoors, Greenway, Wilson Park, Soccer Complex. Sports Field Rental is a separate rate. FOR PROFIT GROUPS WILL BE REVIEWED INDIVIDUALLY AT A HIGHER RATE BASED ON THE EVENT and if the event is in line with the Mission Statement of the City of Lenoir Parks and Recreation Department.

*All Sports field rental events that require site supervision and /or custodial staff will have \$10 per hour per staff member added to the cost of the rental. Prices include 1 field preparation per day.

“For Profit” groups, organizations, etc. will incur a higher rental rate & will meet for review & approval with the LPR Director prior to contract approval.
 Note: 1 hour. maximum set-up/clean-up time if available (30 min. prior & 30 min. after) All weekend rentals must be booked by Friday at 12pm prior to that weekend.

Name of Organization or Renter :	Date Requested :	Home # : () -	For what will the proceeds be used?
Address :	Will you be using amplified sound at your event ? Yes No	Work # : () -	#of Tables Needed :
City/State/Zip :	Event Start Time : AM PM	Cell # : () -	# of Chairs Needed :
Type of Function :	Event End Time : AM PM	Fax # : () -	Facility or Location :
# of People Expected : <small>(*Note Maximum Room Capacity)</small>	E-mail Address :	Fee/Admission Charged : \$	Shelter Number : 1 2 3

Outside Amplified Sound Park Regulation Lenoir Parks & Recreation department is regulating outside amplified sound events. This is pertaining to the rental of the parks & grounds by & for all public events. This regulation does not pertain to Lenoir Parks & Recreation department events. All outside amplified events paid for & reserved at the Lenoir Parks & Recreation department must be permitted. **The special event permit may be obtained from Mulberry Recreation Center.** The permit must include a signature of approval by each department head or his/her representatives. No more than 1 amplified event will be permitted at each park per month April through November (e.g. Mulberry Recreation Center, Martin Luther King Jr. Center, J.E. Broyhill Park, Greenway, William B. Stronach Jr., Lenoir Aquatic & Fitness Center, Wilson Park, Mack Cook Stadium, Lenoir Rotary Soccer Complex, West End Park, & the T. H. Broyhill Park). No outside amplified sound events will be approved December through March. Approved outside amplified sound events may not last longer than 6 hours. These regulations are set forth in effort to allow the community to use the park & insure the solitude/serenity of the surrounding neighbors. Lenoir Police Department will monitor amplified sound rentals.

I, _____, hereby certify that I am the authorized & accountable representative of the above petitioning group. I also confirm that the above statements are true to the best of my knowledge, that I have read a copy of the rules & regulations in place governing the use of this facility, & that our group will comply with the regulations, policies & fee schedule in reference to renting this facility. I also agree to pay all fees associated with this rental before actual rental date or this reservation form shall become void. I understand that I am not allowed to park/drive anywhere that is not a designated parking/driving area & I assume all liabilities that may occur.

I have been given a copy of the City's Sign Ordinance, and will comply with the regulations of that ordinance as it relates to this rental contract.

Print Name:	Signature:	Date: - -
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Note: A full refund will be given when cancellation is made 48 hrs. in advance or in the case of severe inclement weather. Any cancellation after accommodations have been made shall result in forfeit of 1/2 of the rent paid.

Approval of Lenoir Parks & Recreation Department Representative Signature:

Security Deposit Fee: \$	Date Received:	Receipt #:	Taken By:	Amount Due \$
Balance Paid: \$	Date Received:	Receipt #:	Taken By:	