



CITY OF KINSTON
Planning Department
Post Office Box 339 / 205 East King Street
Kinston, North Carolina 28502
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planning@kinstonnc.gov



SPECIAL EVENT PERMIT APPLICATION

This Special Event Permit, when executed, authorizes only those activities stated on this application/permit. The applicant, by signing below, acknowledges and states that all requirements have been met and assures the City of Kinston that all events and/or activities will be performed in a lawful manner in compliance with relevant local, state and federal laws.

Please submit application at least 30 days prior to event to allow adequate time for department approvals.

Name of Event: _____

Location of Event: _____

Date of Event: _____ Time period: _____

Sponsoring Organization & Contact Information

Name of Organization: _____

Organization Status: Formal ☐ Informal ☐ For-profit ☐ Not-for-profit ☐

Contact Name: _____

Contact Phone: _____ Email: _____

On-Site Contacts

Name: _____ Phone: _____

Name: _____ Phone: _____

Page 2

Event Description: _____

Anticipated total number of people attending: _____

Estimated capacity of location: _____

Will the event require street closures or change in traffic flows? Yes_____ No_____

Will admission fees be charged as part of event? Yes_____ No_____

Will you need electricity? Yes_____ No_____

Will any items be left on site overnight? Yes_____ No_____

Will signs or banners be displayed on site? Yes_____ No_____

Will tents be erected? Yes_____ No_____

Will you provide additional (portable) restroom facilities? Yes_____ No_____

Will you provide trash and recycling facilities? Yes_____ No_____

Please note: If expected attendance of event is greater than 1000, please provide Crowd Management Certification information and Public Safety Plan (per 403.12.3 of North Carolina State Fire Prevention Code) to include the following:

- *Parking and traffic flow; including streets to be closed or obstructed; any barriers or traffic control devices that will be erected,*
- *Pedestrian access and flow*
- *Trained crowd managers and emergency action plan (EAP)*
- *The location of any concession stand(s), booth(s) or other temporary structures or facilities; and the location of proposed fences, stands, platforms, benches or bleachers*

If the event will be located on private property, the owner (if different from sponsoring organization) must indicate consent for use of their property below:

Printed Name of Property Owner

Phone

Signature of Property Owner

Date

AGREEMENT

I, the applicant, agree to indemnify and hold harmless the City of Kinston, its employees, and its agents from and against any and all liability for any injury which may be suffered in connection with this Special Event Permit. I also hold harmless the City of Kinston, its employees, and its agents from and against any liability for any equipment or supplies lost or damaged that are stored or otherwise as a result of this Special Event Permit.

Applicant signature

Date

For Office Use:

This Application has been reviewed and approved by the Department Director or Assignee:

Planning: _____

Police: _____

Code Enforcement: _____

Public Services: _____