



Kinston Police Department
 P.O. Box 339 / 205 E. King Street
 Kinston, North Carolina 28502
 Phone: (252) 939-3139 / Fax: (252) 939-3276
 Website: www.kinstonpd.org



Keith Goyette, Chief of Police

SPECIAL EVENT PERMIT

Return to: City of Kinston Police Department
 Special Event Coordinator
 c/o Mrs. Marilyn Dunk
 205 E King Street, Kinston NC 28501
 (252) 939-3139

Please review the City of Kinston Special Events Guidelines before submitting your application. This form must be submitted at least fifteen (15) business days before the event, along with the Street Closure Notification Form. Type or print all information.

Date Application Submitted: _____
Event Date(s)/Time: _____

Street Closure Notification form Attached?

EVENT DESCRIPTION AND CONTACT INFORMATION

Event Name: _____
 Location: _____
 Please describe your event: _____

Organization Name: _____
 Telephone: _____ Website: _____
 Address: _____

Event Organizer/Planner: _____
 Telephone Number: _____ Email Address: _____

Non-profit must attach a copy of 501(c)3 status Attached:

GENERAL EVENT INFORMATION

Type of event (check all appropriate):

- Assembly Concert Festival Race (Bike) Car Show
 Race (Foot) Rally Parade Walk-a-thon

Mission Statement

The Kinston Police Department pledges to serve our community, to safeguard lives and property, and to preserve order all while respecting the constitutional rights of everyone to liberty, equality and justice.

Note: A map of your event and/or your proposed route (including assembly and disbanding areas) must be attached to this application.

Please check any special activities that apply to your event:

Amusement Rides Dunk Tanks Inflatables Mobile Stages

Petting Zoos Pony Rides Other: _____

Is your event open to the general public? Yes No

Is this a fund raising project? Yes No

Is this the first time you are holding this event? Yes No

Total number of expected participants (volunteers, walkers, etc.) and spectators anticipated:

Will any public streets need to be fully or partially closed? Yes No

Will any sidewalks be closed or blocked off? Yes No

Please describe requested street/sidewalk closures OR attached a detailed map and turn-by-turn directions.

_____ between _____ and _____
(Street) (Street) (Street)

_____ between _____ and _____
(Street) (Street) (Street)

_____ between _____ and _____
(Street) (Street) (Street)

_____ between _____ and _____
(Street) (Street) (Street)

Will other police services be requested (traffic/parking directions, route layout, etc.)? | Yes | No

If yes, explain: _____

Will you have tents? Yes No

Will any of the tents be over 400 sq. ft.? Yes No

Reminder: If yes, please contact Kinston Fire Department 252-939-3164

What are your plans for providing emergency medical services (choose one)

We are requesting the City to provide EMS services

This is a small event and we will call 911 if needed

We plan to use a private EMS company or other Health Services

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Is your event location at a city park or on a trail? Yes No

If yes, contact Parks & Recreation Reservations

If at a park or trail, which one (s)? _____

If using a trail, what section (s) do you plan to use: (Attach map if needed)

How do you plan to handle restroom services: Portable Toilets Other: _____

If portable toilets will be provided, please list the name/contact of the company: _____

If no portable toilets will be provided, how will these requirements be handled? _____

How do you plan to remove garbage and/or recycling? _____

Reminder: If requesting City receptacles, contact Kinston Public Services

What is your plan to provide parking for event attendees? (List locations): _____

Do you plan to sell, distribute or give away food or refreshments?

Yes (Sell) Yes (Distribute/Giveaway) No

If yes, please describe: _____

Do you plan to sell or serve alcohol: Yes No Alcohol Permit attached

Reminder: If yes, contact Sergeant J. Walker 252-939-3184

Will security services be needed (required when alcohol is served)? Yes No

Reminder: If yes, contact Special Event Coordinator Marilyn Dunk 252-939-3139

Type of Alcohol (check all that apply):

Beer Unfortified Wine Fortified Wine/Liquor

Who is serving/selling alcohol (check all that apply):

Host Caterer Other: _____

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Is applicant in Compliance with Certification of Insurance Coverage:

Yes No Policy Attached

Note: The Event Organizer is responsible for contacting residents and business owners that will be affected by street closing or sidewalk closing prior to or in a reasonable amount of time before the event.

CONDITIONS OF YOUR APPLICATION

Submitting this Special Event Permit Application does not provide permission to conduct your planned event. Please do not send out publicity, flyers or other media prior to receiving confirmation of approval. Your confirmation will be in the form of a PERMIT, issued to the organization and/or person responsible for conducting the event.

Applicants agree to remove all props and items brought into the public areas and clean up all litter and debris that result from the event the same day as the event (unless explicit arrangements are made otherwise). Issuance of a permit does NOT grant applicants to tow vehicles from reserved or closed areas.

Return this application and all supporting documentation to:

By Email: Marilyn.dunk@ci.kinston.nc.us 252-939-3139

By Mail:

Kinston Police Department Attn: Marilyn Dunk
P.O. Box 339
Kinston NC 28502

In Person:

Kinston Police Department Attn: Marilyn Dunk
205 E King Street Kinston NC 28501

Final approval of the permit will be authorized by the City Council or Chief of Police.

CANCELLATION POLICY: Written notification of intent to cancel your event must be received in writing a minimum of 21 days prior to the scheduled event date. It should be received by the Special Event Coordinator at the either of the addresses above.

PLEASE SIGN AND DATE

1. I certify that all information included in this application and in all supporting documentation is true and accurate to the best of my knowledge.
2. I have read, understood and agree to the City of Kinston Special Event Guidelines and any rules, regulations, and fees outlined in it.
3. By signing and submitting this application, I and/or the sponsoring organization(s) agree to abide by the laws, rules, regulations, and deadlines of the City of Kinston.

Applicant's Signature

Date

Approved Denied

Chief of Police/Designee

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CITY OF KINSTON

Hold Harmless Agreement for Special Events

Event organizer agrees to protect, defend, indemnify and hold the City of Kinston , its officials, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this agreement and/or the performance hereof that are due to the negligence of the sponsor, its officers, employees, or agents, not the result of the City's sole negligence. The sponsor further agrees to investigate, handle, respond to, provide defense for, and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto.

Signature of Event Organizer

Date

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SPECIAL EVENT STREET CLOSURE

NOTIFICATION GUIDE

As an event planner, you are responsible for notifying the neighbors and businesses in the surrounding area of your event. The City recommends notifying as many businesses and residents around the event site as early as possible. You should discuss your plan for notification with the Special Event Coordinator at the time you submit your permit application.

For events with over 500 attendees or more than 100 pre-registered participants expected (and for any event in downtown Kinston), a written notification plan must be submitted at least 50 days before the event. See the Create a Notification Plan section below for more information.

Use the Street Closure Notification Form and Signature Sheets to document how you carry out your plan. These forms must be submitted to the Special Event Coordinator at least 30 days prior to your event.

CREATE A NOTIFICATION PLAN

The Special Event Coordinator can help you determine if a written notification plan is required for your event. Your notification plan does not have to be elaborate, but it should clearly answer the following questions:

1. What is your plan for providing direct notification to affected residents and business?
2. What mailings, fliers, signs, or other materials will you use to provide notice?
3. How will you publicize your event?
4. What is your timeline for notification?

WHAT TO INCLUDE IN NOTIFICATION TO AFFECTED RESIDENTS & BUSINESSES

- Name of event
- Name of sponsoring organization(s), if applicable
- Date and timeframe of event
- Description of associated street closures
- Description of event and timeline for noise impacts of event, such as music or fireworks
- Name and contact information of event organizer (including a phone number and email address)
- Website associated with event, if applicable

WHO TO NOTIFY

Affected Residents and Businesses

At a minimum, you should provide direct notification (typically door-to-door visits) to:

- Residents and businesses on and adjacent to a proposed temporary street closure
- Residents and businesses who may be seriously impacted by the temporary street closure (especially those whose primary access to their property is affected by the closure)

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