

Five Points Plaza Special Event Permit Application

Uptown Greenville, NC

Application Date _____

Acceptance Date _____

Name of Organization _____

Primary Organizer Contact Name _____ Contact Daytime Phone _____

Organization Group Type (i.e. non-profit, profit, charitable etc.) _____

Organization Address _____ City _____ State _____ Zip _____

Email Address _____ Fax _____

Event Website Address _____

Five Points Plaza Special Event Logistics:

Name of Event _____

Proposed Location First section at 5th & Evans Entire Five Points Lot Shelters/sidewalk only

Day(s) & Date(s) of Actual Event _____

Estimated Attendance - Total Event(s) _____ & at Peak Period(s) _____

Event Operating Hours - *Opening* _____ AM/PM -through- *Closing* _____ AM/PM

Set-up Date(s) _____ Set-up Time(s) _____ AM/PM

Tear down Date(s) _____ Tear down Time(s) _____ AM/PM

Primary On-Site Contact _____ Mobile _____

Admission Fee _____

Five Points Plaza Special Event Details: *add additional sheet if needed*

Mission/Purpose of Event _____

Describe Event _____

Excluding furnishings, list types of structures and estimated quantities of each to be added to the event site:
(tents, inflatables, staging, port-a-johns, light towers, scaffolding, fencing, generators, etc.)

City Street, Lane & Sidewalk Closures:

Revised 1/20/2015

Will any streets or sidewalks need to be fully closed? Yes _____ No _____

Will the event involve any rolling street closures? Yes _____ No _____

Will metered parking spaces need to be closed? Yes _____ No _____

How many individual parking meters? _____ How many actual metered spaces? _____

Set-Up/Break-Down & Load-In/Out:

Will any vehicles/trailers need access to non-parking areas? Yes _____ No _____

Will any vehicles/trailers be within the site during festival hours? Yes _____ No _____

Alcoholic Beverage Sale & Consumption:

Will alcohol be served/sold at the event? Yes _____ No _____

Food Sales; Merchandise Sales & Vending:

Will there be any merchandise vendors/sales? Yes _____ No _____

Will there be any food or beverage vendors/sales? Yes _____ No _____

Fireworks & Open Flames:

Will fireworks or open flames be used as part of the event? Yes _____ No _____

Will private grills be in use for food preparation? Yes _____ No _____

Animal Exhibits & Pets:

Will any livestock, domesticated or non-domesticated animals be on-site? Yes _____ No _____

Describe: _____

Tents, Canopies & Structures:

Will tents or canopies be used at the event? Yes _____ No _____

Are any portions of this event held on private property? Yes _____ No _____

Electricity:

Does your event require electricity? Yes _____ No _____

Source: (generator or existing exterior outlet): _____

Sound Amplification:

Will sound amplification be used? Yes _____ No _____

Sanitation:

Will there be any cooking with grease? Yes _____ No _____

Will supplemental waste receptacles be used? Yes _____ No _____

Portable Restrooms:

Will portable restrooms be used? Yes _____ No _____

Quantity: _____ Installation Date: _____ Removal Date: _____

Location(s): _____

Marketing & Public Relations:

Is this event planned to reoccur on an annual basis? Yes _____ No _____

Will the event be publicized – open to the general public? Yes _____ No _____

Will banners or signs be used outside the event site? Yes _____ No _____

Application Package Submittal Checklist:

FORMS

- _____ Five Points Plaza Special Event Permit Application
- _____ Emergency Action Plan
- _____ Parade/Run/Walk Application
- _____ Temporary Street/Lane/Sidewalk- Closure Application
- _____ Special Use Permit Application *(Note, under special circumstances this may not be required, please refer to rules)*

ATTACHMENTS

- _____ Site Plans/Route Maps
- _____ Insurance Certificates
- _____ Security Plan
- _____ Temporary Food Service Vendor Permit

Application must be submitted four months prior to your event date.
Submit Application Package to Uptown Greenville
Physical Address: 408 Evans Street, Suite 102, Greenville, NC 27858
P.O. Box 92 Greenville, NC 27835
Phone: (252) 561-8400

A \$25.00 non-refundable application fee *(payable to Uptown Greenville)* must accompany the Five Points Plaza Special Event Application package submittal. **The application package must be received four months prior to your event date.** The balance of applicable fees and charges will be invoiced once preliminary approval is granted. Note additional public safety equipment may be required upon review of your application.

If the date and/or location requested is not available, or if the requested location is not an appropriate site to conduct your proposed event, the department will contact you and an alternate location will be suggested as available. Your confirmation will be in the form of an email confirmation issued to the organization and /or person responsible for planning the event. ***Do not publicize your event until preliminary approval has been confirmed. The submission of a Five Points Plaza Special Event Permit Application is NOT automatic approval to hold an event on public property.***

Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand, and agree to abide by the policies, rules and regulations listed within the City of Greenville’s current Five Points Plaza Special Event Guide as applicable to all plans and requested usage. The permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the City of Greenville.

Name of Applicant _____

Signature _____

Date _____

FOR OFFICE USE ONLY

DATE _____ APPROVED BY _____ RESERVATION FEES _____

APPLICATION FEE RECEIVED _____ RESERVATION FEE RECEIVED _____

DATE RESERVATION FEE RECEIVED _____ DATE OF DEPOSIT RETURN _____

NOTES _____