

City of Lenoir, NC Special Event Permit Application Important Information



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

SCOTT HILDEBRAN, City Manager

Host it with the City! The City of Lenoir (COL) is pleased that you have decided to host your event at one of our facilities. Like you, we are as committed to the success of your event and have put together this application and guideline to help plan for success. Please be sure to read over this information carefully.

- All COL Special Event Permit Applications must be turned in a minimum of **30 days prior** to the event. However, depending on the nature of your event, the planning timeline may need to begin months before your event date—especially if your event requires permits and/or certifications from other agencies in addition to COL(**see below)
- If/when event schedules conflict, there is a limit of 2 events per day that require City personnel or blocking of City streets
- Applicants must abide by local ordinances and state/federal laws
- Applicants hosting events should be prepared to pay for services provided by City personnel, including police officers, fire fighters, sanitation staff, etc. assisting with and/or assigned to work the event as deemed appropriate by City Administration and/or City Staff
- Applicant will be required to pay rental fees and equipment deposits where applicable
- 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 ultimately required by City personnel
- Review attached documentation Lenoir City Code Section 6-2041 through 6-2046 and Article III Smoking Regulations – Secs. 13-61 through 13-65
- **If any cooking, food heating devices, or portable sanitation units (aka. port-a-jons) will be used at this event, you will need to contact the Health Department - <http://www.caldwellcountync.org/environmental-health/food-lodging-institutions> or call Caldwell County Environmental Health Department at 828-426-8579
- **If any alcohol will be served at any time during your event you will be required to obtain an NC ABC alcohol permit from <http://abc.nc.gov/Permit/SpecialPermits>.
- If you plan to have your event in Downtown Lenoir, please see the *Host It Downtown* page provided by the Economic Development Main Street Department
- If your event is a Community Event for the general public, we STRONGLY encourage you to post your event at <http://explore Caldwell.com/> , if applicable
- The COL Special Event 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))
- The COL Special Event Permit must be approved by all departments involved with the event and **any changes made after the initial submission and consequent approval of this application will require resubmittal and appropriate approvals**

(Note to City of Lenoir Departments: This application is also applicable to all City Departments)



KEEP THIS PAGE AND YOUR CHECK LIST FOR YOUR REFERENCE!



City of Lenoir, NC

Special Event Applicant Check List

(Please maintain this sheet for your information)



- ☐ Submit completed and signed application
 - ☐ Include a copy of Event Liability Insurance Certificate **
 - ☐ Include copy of NC ABC Permit, if applicable
 - ☐ Include copy of Caldwell County Health Department Permits, if applicable
 - ☐ Include a copy of your Vendor List, if applicable
 - ☐ Include requested event maps, drawings and/or route indications
 - ☐ Include copy of completed *Host It Downtown* form if the proposed event is to be held in Downtown Lenoir
- ** Insurance information from the NC League of Municipalities is provided or contact an insurance agent of your choice
 - Make checks payable to the City of Lenoir, NC
 - **YOU DO NOT NEED TO RESUBMIT THE PERMIT APPLICATION INFORMATION PAGES 1-2 OR ATTACHMENT APPENDIX. Submit application pages 3-9. KEEP PAGE ONE AND YOUR CHECK LIST FOR YOUR REFERENCE.**
 - If submitting electronically, email this form and all of YOUR ATTACHMENTS TO zcarter@ci.lenoir.nc.us as .jpeg or .pdf files .
 - If mailing, return form to City of Lenoir Parks & Recreation Department P.O. Box 958, Lenoir NC 28645
 - Deliver in person to : 801 West Ave NW, Lenoir NC 28645 attn.: Zack Carter
 - Direct initial inquiries to Zack Carter, Marketing and Events Director
City of Lenoir Parks and Recreation Department
828 757 2196 zcarter@ci.lenoir.nc.us
 - **Should final approval be given and once applicable fees have been paid, will receive a final certificate of approval for your event which is to be made available on the date of event.**



The City of Lenoir is pleased that you have decided
to host your event at one of our facilities and
we wish you success with your special occasion!



City of Lenoir, NC

Special Event Application

Applicant Information - <i>(You may be contacted if there are any questions regarding this application)</i>	
Name of Organization or Individual:	
Non-Profit 501.C3 Tax ID (if applicable):	
Primary Contact Name:	
Address:	
Email Address:	
Day of Event Mobile Number:	Day/Evening Number:
Secondary Contact Name:	
Address:	
Email Address:	
Day of Event Mobile Number:	Day/Evening Number:

Event Information
Name of Event:
Type of Event:
Brief Description of Event:
<input type="checkbox"/> Private Gathering <input type="checkbox"/> Public Gathering <input type="checkbox"/> Parade <input type="checkbox"/> Walk, Run or Ride <input type="checkbox"/> Religious
Estimated Numbers within Your Organization participating:
Estimated Numbers of Attendees at event:
Event Date(s):
Event Day(s) of the Week:
Event Start Time:
Event End Time:
Set-up Date(s):
Set-up Start Time:
Take-down / Clean-up Date(s):
Take-down / Clean-up Start Time:
Take-down / Clean-up Finish Time <i>(Be sure to schedule the appropriate amount of people from your organization to assist with take-down):</i>

Event Location

Where do you plan to hold your event? *(Please review the attached City of Lenoir Parks and Recreation Facility and Park Rental Listing and Fee Sheet. List the facility below and list applicable/rental fees, if any, below)*

Facility Reference Number	Facility/Site Name	Rental Fees

Will your event be held in one place **OR** will you start and finish in a different area, such as in a race or parade?

Held in one place ☐ Yes ☐ No

• If no, where is your assembly area planned?

• If no, where is your disassembly area planned?

If your event is a parade, run, or race type event, indicate your route below or attach the route information with this application.

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

• If yes, will a significant width of the streets be necessary for this event? ☐ Yes ☐ No

*Please be advised that a **minimum of 14 feet** must remain uninhibited in order for Fire and Emergency Management vehicles to pass through safely. A clearance of a three foot radius must be maintained around **fire hydrants** within the event area.*

Indicate below the streets and intersections proposed for closure due to your event:
(ex: We request that West Ave be closed from Mulberry St to Boundary St : close Main Street from Ashe Ave. to Harper Ave)

If your event is in the Lenoir Downtown District, indicate your event area on the attached Downtown map provided with this application. If your event is outside of Downtown, indicate your event area below. 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.

If you plan to have your event in Downtown Lenoir, please see the “Host It Downtown” page provided by the Economic Development Main Street Department.

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Will there be vehicles in this event? <input type="checkbox"/> Yes <input type="checkbox"/> No • If yes, how many?		
What type (cars, trucks, tractors, floats, bicycles, etc.)?		
Will alcohol be provided or served at this event? <input type="checkbox"/> Yes <input type="checkbox"/> No		
• What type - beer, wine, liquor?		
Will alcohol be sold at this event? <input type="checkbox"/> Yes <input type="checkbox"/> No		
• What type - beer, wine, liquor?		
How will it be served - bottle, cup, can?		
Who will serve?		
Who will collect the proceeds, if any?		
<p><i>Be advised, only those organizations issued an ABC permit may provide alcohol. This permit must be provided by the NC ABC Commission well in advance of this event. We recommend that you secure the ABC permit at least two months prior to the event. The City's final approval and Special Event Permit will be issued after the ABC permit is presented to the City officials. Further information regarding this permit can be found at http://abc.nc.gov/Permit/SpecialPermits.</i></p> <p><i>Please read <u>City Ordinance Sec. 13-9. Consumption of alcoholic beverages on city property</u>: 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.</i></p>		
Do you request security from the Lenoir Police Department? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Will you be providing your own and/or additional security? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<p><i>Be advised, the <u>City of Lenoir Police Department</u> will review this application to see if they can meet your needs. Based on the safety and 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 and Fire and Rescue personnel. Final determination of the necessary security and safety personnel will be made by the Police and Fire Chiefs or their designee. List below any additional information, requests or inquiries for the City of Lenoir Police Department:</i></p> <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div>		
Will there be any cooking, food heating devices, etc. used for this event? <input type="checkbox"/> Yes <input type="checkbox"/> No		
• If yes, please specify:		
Will you have food vendors ? <input type="checkbox"/> Yes <input type="checkbox"/> No • If yes, how many? and please specify:		
<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div>		
Will the event be catered? <input type="checkbox"/> Yes <input type="checkbox"/> No • If so, by whom?		
<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div>		
<p><i>Be advised, the Caldwell County Health Department will need to be contacted if any of the above mentioned items will be used or if food is being consumed, distributed or sold. Any permit issued by the Health Department must be submitted with this application. The City's final approval and Special Event Permit will be issued after Health Department permit(s) have been presented to the City of Lenoir. If any cooking, food heating devices, or portable sanitation units (aka port-a-jons) will be used at this event, you will need to contact the Health Department or call Caldwell County Environmental Health Department at 828-426-8579 or http://www.caldwellcountync.org/environmental-health/food-lodging-institutions</i></p>		

<p>Will there be any type of materials used, handled, accumulated, stored, or displayed that may create a fire hazard including, but not limited to open flames, fireworks, pyrotechnics, vehicle fuel, hay, decorations, combustible trash, etc. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>• If yes, please specify:</p>
<p>Will you have a first aid station? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Will you need the assistance of the City of Lenoir Fire Department to provide this service? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>• If yes, please specify?</p>
<p><i>Be advised, the City of Lenoir Fire Department will review this application to see if they can meet your needs. Based on the safety and 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 and Fire and Rescue personnel. Final determination of the necessary security and safety personnel will be made by the Police and Fire Chiefs or their designee. List below any additional information, requests or inquiries for the City of Lenoir Fire Department:</i></p>
<p>Are electrical outlets required for the event? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>• If yes, please specify:</p>
<p>Will your event require special power usage? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>• If yes, please specify:</p>
<p>Will your event require special water usage? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>• If yes, please specify:</p>
<p>Will this event require trashcans or dumpsters? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>• If yes, please specify:</p>
<p><i>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.</i></p>
<p>If the City of Lenoir's Public Works Dept. can meet your needs, how many of each do you anticipate needing? Aluminum Recycle Bins _____ Plastic Recycle Bins _____ 70 Gallon Trash Cans _____ Dumpsters _____</p>
<p>Please list delivery location point:</p>
<p><i>Please note, deliver location and pick-up location should be the same and times will need to be coordinated.</i></p>
<p>Will your event require the assistance of the Grounds and/or Sanitation Department? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Do you anticipate that your event will require the use of portable sanitation units (aka port-a-jons)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>• If yes, how many?</p>

Please note, any expense incurred for the rental of such sanitation units is to be paid by the event organizers.

Be advised, the City of Lenoir Public Works and Public Utilities Departments will review this application to see if they can meet your needs. Based on the needs of this event and the manpower available at the time, you may be required to pay the City's set rates to employ personnel. Final determination of the necessary personnel needs will be made by the Department Heads or their designee. List below any additional information, requests or inquiries for the City of Lenoir Public Works and Public Utilities Departments:

Will there be any amplified sound, loud speakers, or live music, etc.? ☐ Yes ☐ No

If yes, please specify:

Will you be using a sound system? ☐ Yes ☐ No

The City of Lenoir does 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 and should be followed and respected during your event.

Are chairs, tables, or a stage used for this event? ☐ Yes ☐ No

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 or a City owned facility during normal business hours with appropriate rental fees applied.

Do you need to use the Lenoir Parks and Recreation Department's supply of tables and chairs if they are available?

☐ Yes ☐ No

If so, how many of each? _____ Tables _____ Chairs

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

Please indicate delivery location:

Please provide a contact name and mobile # to be used day of delivery:

Please note, deliver location and pick-up location should be the same and times will need to be coordinated.

Be advised, the City of Lenoir Parks and Recreation Department will review this application to see if they can meet your needs. Based on the needs of this event and the manpower available at the time, you may be required to pay the City's set rates to employ personnel and/or equipment. Final determination of the necessary personnel needs and equipment availability will be made by the Department Heads or their designee. List below any additional information, requests or inquiries for the City of Lenoir Parks and Recreation Department:

All events must be covered by additional liability insurance. The City of Lenoir can not provide and is not responsible for providing liability insurance for this event. You will be required to provide your own insurance.

Is this event covered by liability insurance? ☐ Yes ☐ No

If yes, please include a copy of the insurance certificate with this application. If alcohol will be provided at your event, your certificate of insurance must address this provision.

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

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

The City of Lenoir requires that companies that provide the above mentioned services (bounce houses, inflatables, etc.) carry and present a certificate of liability insurance and may be subject to inspection by the Fire Department.

Will your event provide face painters, balloon artists or other similar entertainment? ☐ Yes ☐ No

• If yes, describe the types to be used :

The City of Lenoir requires that companies that provide the above mentioned services (face painters, balloon artists, etc.) carry and present a certificate of liability insurance.

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

Will there be animals at this event? ☐ Yes ☐ No

• If yes, please specify

Will admission be charged for this event? ☐ Yes ☐ No

• If yes, please specify:

Will there be booth vendors selling items? ☐ Yes ☐ No

• If yes, please specify and attach vendor list and information with this application

Will you need an event layout directory map provided by the City of Lenoir Planning Department ? ☐ Yes ☐ No

• If yes, please see the attached fee schedule

Please review the attached City of Lenoir Sign Ordinance regarding the promotion of your event

By signing below, I acknowledge that I have read and understood the COL Special Event Permit Guidelines and Procedures. If applicable, I also acknowledge that the organization which I represent also understands and is familiar with the COL Special Event Permit Guidelines and Procedures:

Printed Name of person applying for permit:

Signature of person applying for permit:

Organization of applicant (if applicable):

Date:

I/We, _____ on behalf of _____ do agree to hold the City of Lenoir harmless against any lawsuit, injury, damage or claim arising from said events or functions. A copy of insurance policy, when required, will be provided stating that the City of Lenoir will be held harmless from injury, damage, or claim arising from said event function. In addition, I/we do accept the responsibility and liability for any damage, injury, or loss occurring from such function and use of the facility and do agree to make restitution and/or reparation accordingly.

FOR INTERNAL USE ONLY:

Application received on :

Application is complete ☐ Yes ☐ No

If NO - Application is incomplete and is missing the following :

- ☐ Copy of NC ABC Permit
- ☐ Copy of Health Department Permits
- ☐ Copy of Vendor Lists, if applicable
- ☐ Copy of Certificate of Event Insurance
- ☐ Payment of rental fees or other applicable fees:
- ☐ Copy of Host It Downtown form

Department Heads, please review and submit your response and/or inquires to zcarter@ci.lenoir.nc.us within **ten days** of submission.

Name of Event Application:

Notes to Department Heads :

Permit Application Approved on (list conditions , if any) :

City of Lenoir, NC

Special Event

Application

Attachments:



- ♦ Lenoir Parks and Recreation Facility and Field Reservation Listing
- ♦ "Host it Downtown" Event Planning Guide
- ♦ Downtown Planning Map
- ♦ City of Lenoir Applicable Ordinances and Planning Map Fees
- ♦ Event Insurance Option

**The City of Lenoir is pleased that you have decided to host your event
at one of our facilities and
we wish you success with your special occasion!**





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.ciyooflenoir.com
Hrs. of Operation: Mulberry Recreation Center M-Th. 8am-9pm, Fri. 8am-5pm, Sat. 9am-5pm Martin Luther King Jr. Center M-Th. 8am-9pm, Fri. 8am-5pm
After Hours Contact Information: Maury Patterson, Mulberry Recreation Center Director 850-5198 ~Kenny Story, Interim LPR Director 612-7410 ~
 Zack Carter, Marketing & Events Director 851-0341 ~ Jeff Holland, LPR Turf Manager 750-0363 Lester Whittington, Martin Luther King Jr. Center Director 850-5306



Reservation Form Facility & Field Rentals

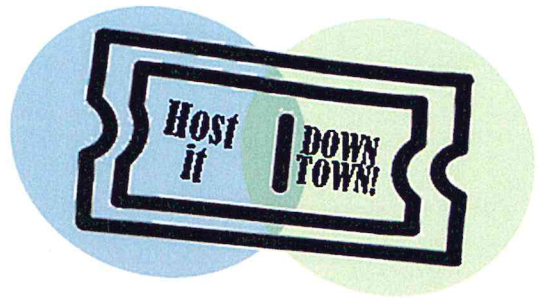
Ref. Number	Facility / Site	Rental Fees (Circle One by selecting hourly, daily, resident within city limits or not within city limits)				
		Hourly City	Hourly Non-City	(8hr.) Daily City	(8hr.) Daily Non-City	Max. Cap.
1.	Mulberry Multi-Purpose Room	\$30.00	\$60.00	\$240.00	\$480.00	100
2.	Optimist Park Club House	\$30.00	\$60.00	\$240.00	\$480.00	100
3.	Mulberry GYM	\$48.00	\$125.00	\$600.00	\$1000.00	1382
4.	Mulberry Shelter Rental □1 □2	\$15.00	\$30.00	\$120.00	\$240.00	n/a
5.	Special Park Events¹	\$15.00	\$30.00	\$120.00	\$240.00	n/a
6.	Mulberry Field Rental	\$40.00 profit \$20.00 non-profit	\$70.00 profit \$35.00 non-profit	\$300.00 profit \$150.00 non-profit	\$500.00 profit \$250.00 non-profit	n/a
7.	MLK Multi-Purpose Room	\$30.00	\$60.00	\$240.00	\$480.00	200
8.	MLK GYM	\$48.00	\$125.00	\$600.00	\$1000.00	580
9.	MLK Shelter	\$15.00	\$30.00	\$120.00	\$240.00	n/a
10.	MLK Field Rental	\$40.00 profit \$20.00 non-profit	\$70.00 profit \$35.00 non-profit	\$300.00 profit \$150.00 non-profit	\$500.00 profit \$250.00 non-profit	n/a
11.	Broyhill Walking Park (Weddings)	\$50.00	\$100.00	\$400.00	\$800.00	n/a
12.	JE Broyhill Park Rental – Outside	\$40.00 profit \$20.00 non-profit	\$70.00 profit \$35.00 non-profit	\$300.00 profit \$150.00 non-profit	\$500.00 profit \$250.00 non-profit	n/a
13.	JE Broyhill Park Shelter Rental □1 □2 □3	\$15.00	\$30.00	\$120.00	\$240.00	n/a
14.	JE Broyhill Park Building Rental	\$20.00	\$30.00	\$160.00	\$320.00	48
15.	Wilson Park Field Rental	\$40.00 profit \$20.00 non-profit	\$70.00 profit \$35.00 non-profit	\$300.00 profit \$150.00 non-profit	\$500.00 profit \$250.00 non-profit	n/a
16.	Zack Fork Soccer Complex Field Rental	\$40.00 profit \$20.00 non-profit	\$70.00 profit \$35.00 non-profit	\$300.00 profit \$150.00 non-profit	\$500.00 profit \$250.00 non-profit	n/a
17.	Mack Cook Field Rental	\$40.00 profit \$20.00 non-profit	\$70.00 profit \$35.00 non-profit	\$300.00 profit \$150.00 non-profit	\$500.00 profit \$250.00 non-profit	n/a
18.	LHS Auditorium	\$30.00	\$60.00	\$240.00	\$480.00	486
19.	LHS GYM	\$48.00	\$125.00	\$600.00	\$1000.00	1350
20.	LHS GYM (Mat Room Rental)	\$30.00	\$60.00	\$240.00	\$480.00	50
21.	Downtown Plaza / Stage Rental	\$50.00p /\$25.00 non-profit	\$100.00p /\$50.00 non-profit	\$400.00p /\$200.00 non-profit	\$800.00p /\$400.00 non-profit	TBD
22.	Downtown District	TBD	TBD	TBD	TBD	TBD
23.	LNR Greenway Powell Rd. Education Shelter (Educational Events Only)	TBA	TBA	TBA	TBA	12-15

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.
 * Any events that require site supervision and /or custodial staff for after hour rentals will have \$10 per hour added to the cost of the rental. (Field rentals include 1 field preparation per day)

"I Have A Great Idea for a Downtown Event!"

EVENT PLANNING GUIDE

The City of Lenoir Main Street Program (COL MStP) and The City of Lenoir Parks and Recreation (COL P&R) loves hearing about new event ideas! Listed below are some points to consider to help you get started and plan for a successful event!! We are as committed to its success as you are!



To add a new event to the existing promotional calendar, the COL MStP needs to consider the following:

- a) Will it produce a positive impact on the Downtown Lenoir Community and coordinate well with the existing promotions calendar?
- b) What will be the COL staff time involved in pre-planning, preparation, producing and follow-up for the event?
- c) What will be the impact on TEAM Lenoir – the Departments of the City of Lenoir, NC?
- d) Will the event be able to obtain the financial support necessary to carry out the operations of the event or will it require additional funding sources?

Please provide the following Information – Use additional sheets if necessary:

- Contact Name of person submitting event idea:
- Email address:
- Mobile Number:
- Day/Evening Number (if not the same):

Description of the event:

Event name:

- Please give a brief description below or add an attachment:
-
-
-
-
-
-
-
-
-
-
- What month(s) or day(s) of week do you see this event taking place?
 - Are there other events taking place at this time? See the COL Community Annual Event Calendar
 - How often do you propose this event will take place?
 - Is there a way to directly tie this event to Downtown Lenoir businesses? Explain:
 - Is the event currently taking place somewhere else that you are aware of? Yes/No
If yes, explain with dates and times:

Marketing

- Who is the target market for this event?
- Please describe how this event would be marketed?

Event Management and Labor

Pre-planning process : Please describe in detail the steps involved in actual **pre-planning process** -- where's, when's, hours & times, activities involved, groups who will participate in planning. In your description, please include those other than COL MStP staff who would be involved in pre-planning:



Event preparation process: Please describe in detail the steps involved in actual event preparation process -- obtaining permits, developing brochures, maps, flyers, website management, vendor organization, t-shirts, selling tickets, obtaining sponsorships, etc. In your description, please include those other than COL MStP staff who would be involved in event preparation.

Event implementation process: Please describe in detail the steps involved in actual event implementation process & number of participants you anticipate to assist with the labor needs the day of the event – set-up, operation, clean-up, takedown:

Funding

Please give a budget for expenses related to this event. Attach separate sheet if necessary. Income generators /revenue streams include such activities as ticket sales, vendor space rentals, beverage sales, sponsorships, etc. :

Description of Expenses	Amount
_____	_____
_____	_____
_____	_____
_____	_____
Total Expenses	_____

Description of Income Generators

& Potential Sponsorships	Amount
_____	_____
_____	_____
_____	_____
_____	_____
Total Income	_____
Net Income (Total Income minus Total Expenses):	_____

Have you included sponsorships as one of your income generators? YES OR NO

Are you and your organization comfortable and set-up to secure sponsorships? YES OR NO

Are you and your organization comfortable with your current financial status and ability to cover event expenses?






Is your organization a non-profit 501(c)(3) organization? YES OR NO

Thank you for taking the time to share your event idea with us. This information will be shared with the COL Staff & Main Street Promotions Team. You may be asked to attend a monthly meeting to share your ideas.

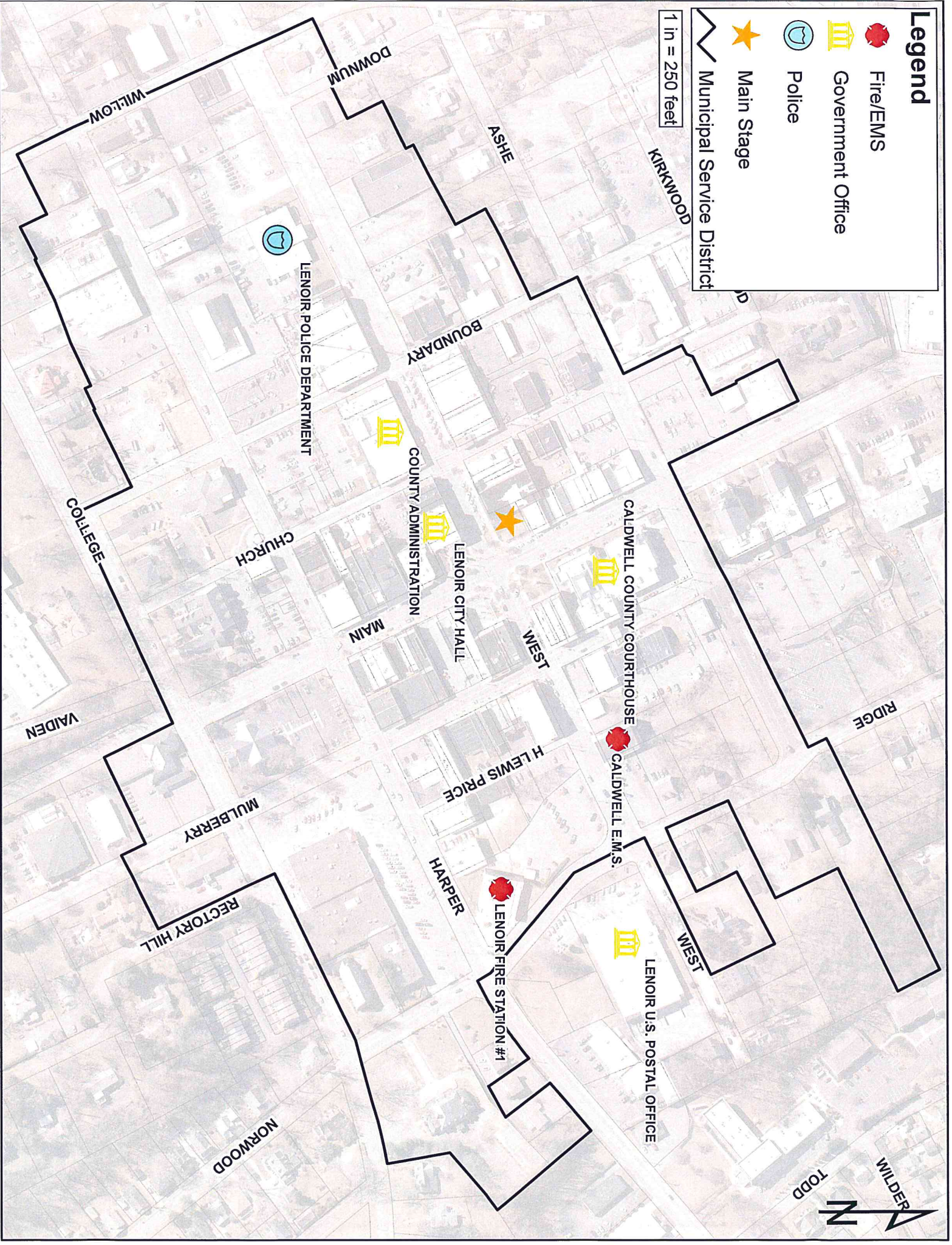
We greatly appreciate your interest in bringing people to Downtown Lenoir!



Legend

-  Fire/EMS
-  Government Office
-  Police
-  Main Stage
-  Municipal Service District

1 in = 250 feet



Lenoir City Code Section 6-2041 through 6-2046 (NOISE)

(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.

Alcohol on City property:

- **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.

(Code 1977, § 6-1053; Ord. of 8-7-2007)

State Law reference— G.S. 18B-300(c), city may by ordinance regulate alcohol consumption on city property; unauthorized possession/use, G.S. 18B-301(f); G.S. 18B-102(a), possession or consumption of alcoholic beverages unlawful except as authorized by ABC law.

General Provisions Applying to Signs:

The City of Lenoir does not permit any private signs in the public right-of-way (generally, the public right of way includes public streets, curb, gutter, sidewalks, and utility poles). This restriction on signs applies to all types of signs, including signage that advertises for special events and/or provides directions or wayfinding to the event. **THE ONLY SIGNS PERMITTED WITHIN THE PUBLIC RIGHT OF WAY ARE SIGNS OF DULY CONSTITUTED GOVERNMENT BODIES.** As such, the City does have approved way-finding signage that may be available to assist out-of-town visitors navigate to special events and available parking areas. Please contact the Lenoir Downtown Main Street Program to make arrangements for city sponsored way-finding signs. Any private signs that are placed within the public right of way may be removed and destroyed without notice, and civil penalties in the amount of \$50-500 may be issued for each day the sign remains within the right-of-way.

Planning Dept. Services and Fees:

Zoning Map, plotted (larger format)	\$25
Custom Map, digital (any size)	\$75
Custom Map, plotted (larger format)	\$100

Tenant User Liability Insurance Program

**Does your city allow private use of its facilities?
Give your city extra peace of mind by
offering TULIP liability coverage!**

By offering TULIP,
your city helps individuals and groups protect themselves and their guests—and the city gets an extra layer of protection against loss.

This program is sponsored by these organizations:



National League of Cities



NC LEAGUE
OF MUNICIPALITIES

Why should your city offer coverage through TULIP?

Many cities allow individuals and groups to use or rent municipal-owned facilities. When someone is injured at one of those events, they may sue the city and the event organizer. Dealing with claims, regardless of their merit, can be expensive and time-consuming.

When individuals purchase TULIP coverage for their event, your city is automatically named as an additional insured on the policy. This gives added assurance that your city will be protected from claims arising from an event held on city property.

What does TULIP cover?

Coverage up to \$1 million in protection is available for many types of events including:

- Receptions
- Reunions
- Festivals
- Concerts
- Job fairs
- Weddings
- Clubs & Meetings
- Arts & Craft Fairs
- Many more!

Liquor liability coverage also is available.

How does TULIP work?

Individuals purchase coverage online from HUB International through the Entertainment Brokers International (EBI) website.

After event information is entered into the secure web site, an instant quote is generated, and the policy can be purchased with a credit card.

Costs are based upon the event type, number of people, level of risk, length of the event, special requirements and amount of coverage needed.

A certificate of insurance is sent to the purchaser and the city via email.

Individuals and groups who use city property are often unaware that they can be held legally and financially responsible for injury, accidents and property damage resulting from their event. TULIP keeps them protected.

For more information, contact Carole Stapleton
Phone: (800) 370-2106 Web Address: www.ebi-ins.com/tulip