



**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](http://www.kinstonpd.org)



Keith Goyette, Chief of Police

## SPECIAL EVENT PERMIT

Return to: City of Kinston Police Department  
Administrative Manager  
c/o Mrs. Angella Williams  
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 twenty (**20**) business days before the event, along with the Street Closure Notification Form. Type or print all information.

**Date Application Submitted:**

**Event Date(s):**

**Time/Duration:**

### 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:

**Street Closure Notification Form Attached?**

**Is applicant in Compliance with Certification of Insurance Coverage?**

Yes                    No                    Policy Attached

**Events using City of Kinston property, streets, or sidewalks are required to secure an insurance policy for the event that includes the City of Kinston as additional insured.**

**Evidence of Insurance will be required before final permit approval**

Please provide a Certificate of Insurance, showing a comprehensive general liability coverage policy having a minimum limit of two million dollars (\$2,000,000) per occurrence for small special events (299 people or less) combined single limit coverage for bodily injury liability and property damage liability. This shall include premises and operations; independent contractors, products and completed operations, and contractual liability, and provide a Policy Endorsement which indemnifies and holds harmless the City of Kinston and all its agencies and departments.

### 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.*



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**Please provide a Certificate of Insurance, showing a comprehensive general liability coverage policy having a minimum limit of five million dollars (\$5,000,000) per occurrence for large special events (300 people or more) combined single limit coverage for bodily injury liability and property damage liability. This shall include premises and operations; independent contractors, products and completed operations, and contractual liability, and provide a Policy Endorsement which indemnifies and holds harmless the City of Kinston and all its agencies and departments.**

#### GENERAL EVENT INFORMATION

Type of event (check all appropriate):

Assembly       Concert       Festival       Race (Bike)       Car Show

Race (Foot)       Rally       Parade       Walk-a-thon

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 attach a detailed map and turn-by-turn directions.

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

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

If yes, explain: \_\_\_\_\_

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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

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

If yes, contact Parks & Recreation for Reservations 252-939-3332

Please attach the Parks & Recreation Agreement to this request.

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: \_\_\_\_\_

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

**If yes, please contact Sergeant J. Walker 252-939-3184**

If the event includes the distribution of alcohol by a non-Alcoholic Beverage Control Commission (ABC) permitted organization or individual, a Special One-time Permit must be obtained from the ABC Commission. <https://aps.abc.nc.gov/PermitType>

Event organizers are responsible for all aspects of their alcohol permit and should ensure that patrons are in compliance with relevant policies.

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

**Reminder:** If yes, please go to our website (Kinstonpd.org) and click on "I want to" and locate "Hire an Off-Duty Police Officer. Then follow the directions for signing up an off-duty officer for your event. You can find it at the following link: <https://odm.officertrak.com/Kinston-NC-PD/auth/signin>

You can also contact our off-duty police officer scheduler, Off Duty Management at (252) 513-4856 for assistance.

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: \_\_\_\_\_

**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.**

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

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#### 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: [Angella.williams@ci.kinston.nc.us](mailto:Angella.williams@ci.kinston.nc.us) 252-939-3139

By Mail:

Kinston Police Department  
Attn: Angella Williams  
P.O. Box 339  
Kinston NC 28502

In Person:

Kinston Police Department  
Attn: Angella Williams  
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.

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Applicant's Signature

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Date

Approved

Denied

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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.**

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**Signature of Event Organizer**

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**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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**Please provide a list of residents and businesses that have been contacted regarding your special event (Sheet attached)**

## **SPECIAL EVENT STREET CLOSURE NOTIFICATION SHEET**

The City of Kinston requires event planners to notify surrounding residents and businesses. Please list all residents and businesses contacted.

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

**(Make additional copies, if necessary)**

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