

Pilot Rules of Use for Five Points Plaza Uptown Greenville, NC

The City of Greenville, North Carolina welcomes persons, organizations or groups to use Five Points Plaza for various purposes provided that the proposed use enhances the vibrancy of the Uptown District and generates increased patronage of Uptown businesses and venues. The following rules have been developed to ensure the care and protection of the Plaza grounds and features and to ensure a safe and orderly environment for the events. The nature and scheduling of all activities must be approved by the Five Points Plaza Activities Committee (Committee). A “Special Event Permit Application” must be completed and signed by the applicant. Enforcement of the rules of use will not be influenced or affected by age, race, national origin, disability, religion or partisan politics.

Application Process:

1. Applications may be submitted on-line through the City’s web site by visiting www.greenvillenc.gov/fivepoints . Alternately, a hard copy may be picked up at the front desk of the Greenville City Hall, 200 West 5th Street, with completed copies returned to the same location. Once submitted all applications will be reviewed by the Five Points Plaza Activities Committee. All applicants will be notified as to the status of their application within fourteen (14) days of the date of application. In addition to the application form, applicants shall submit the following either at the time of application or according to the schedule provided:
 - i. A sketch plan depicting use of the lot or general Five Points area must be provided at the time of application submission. Applicants may use the template provided with the application to depict the location and types of activities they desire to conduct at Five Points Plaza.
 - ii. A security plan for the event will be required at the time of application. The size of event, intention to serve alcoholic beverages, total expected attendance, parking requirements, need for medical personnel, time of day and location of the event are all items that should be considered and addressed within a written security plan. With minimal training, volunteer event staff are often able to meet the security needs of smaller community events and private activities. For certain larger events, especially those that include amplified sound and/or the sale of alcoholic beverages, the City of Greenville may require the user to retain off-duty police officers from the Greenville Police Department to assist with event security. Based on location and time of day, supplemental lighting and temporary light towers may be required for outdoor special events to enhance public safety and security within the event site. Temporary light towers may require electrical and structural permitting.
 - iii. Users must present the City of Greenville with a certificate of liability insurance within thirty (30) days of the event. This insurance should show general liability insurance for at least \$1,000,000.00, also naming the City of Greenville as an additional insured. If alcoholic beverages are to be served at the event, an alcohol/liquor rider should be attached.
 - iv. Users must provide any additional applications required for the event such as street closing, outdoor amplified sound, and ABC permits within thirty (30) days of event.



Please note that some of these permits require notifications to nearby property owners as part of the application process. All permit fees other than SUP and amplified sound permit are in addition to the general fees and will not be discounted.

- v. Non-profit organizations must submit a copy of their 501(c)3 certification along with the application and other required forms.
2. General application fees must be paid at the time of submission of the application and may be paid electronically with a credit/debit card or with cash or check. Please note that depending upon the nature and scale of the event, the City of Greenville may require the user to utilize additional resources such as off-duty Greenville Police Officers and/or event assistance from the Greenville Public Works Department. A fee schedule for these services is provided in Section 2 (ii) below and notification of the need for these additional resources will be made at the time of the conditional application approval. All additional fees must be paid within thirty (30) days of the event. Except in cases where a special use permit application (SUP) is required but not approved by the Greenville Board of Adjustment, fees for applications that are not approved will be returned minus a \$25.00 processing fee.
- i. General Fee Schedule
 - o City Event..... No Fee (No SUP Required)
 - o Event where City is major sponsor.....\$275 (No SUP Required)*
 - o Greenville based non profit.....\$275 (SUP Required)*
 - o Local Commercial Venture..... \$550 (SUP Required)*
 - o Out of town non profit.....\$1050 (SUP Required)**
 - o Out of Town Commercial Venture.....\$1250 (SUP Required)**
 - *Fees include SUP and amplified sound permits.
 - **Fee includes SUP, amplified sound and \$500 facility use charge.
 - ii. Additional Fee Schedule
 - o Off Duty Greenville Police Officer.....\$30/Hr. with four (4) hour minimum
 - o Public Works Event Assistance...Fees assessed during application process.
 - iii. In addition to any other required application fee such as those for the use of required off-duty police officers or for set-up and clean-up work by Greenville Public Works crews, a \$200 refundable deposit will be required. This deposit will be refunded following the event once the City is assured that the Five Points Plaza area utilized by the event has been cleaned up and that all requirements of the permit have been complied with.

Applications for an event may be submitted as early as ten (10) months prior to the event, but no later than 120 days prior to the event date. An event shall be defined as a single activity of the same type sponsored and/or promoted by the same business or organization with a duration not to exceed eight (8) hours. Applications are considered on a first come, first served basis and according to the event priority guidelines. Certain black-out dates apply and are listed in the Five Points events calendar at www.greenvillenc.gov/fivepoints . All applicants will be notified of their application status within fourteen (14) days of application filing. Cancellations made at least sixty (60) days prior to the event are eligible for a full refund minus the \$25.00 application fee. Cancellations for events that are subject to the facility use fee made within sixty (60) days of the event may have that portion of the fee refunded.



General Rules of Use:

1. Applications for use of Five Points Plaza must comply with all City Codes (and City operating procedures) as well as applicable State and Federal laws.
 2. Street Closing Procedure: Applicants must complete street closure application in conjunction with their application if any street closings are planned for the event. A street closing application may be found at www.greenvillenc.gov/fivepoints .
 3. Fireworks and open flames are prohibited.
 4. Temporary permits for food sales at public events are required through the Pitt County Health Department per North Carolina law. Event coordinators (no application fee) plus each food vendor (\$75 application fee, unless the vending is for a tax exempt entity) must submit completed applications and fees at least 10 days prior to the event to the Pitt County Health Department.
5. Alcoholic Beverages:
- i. Permit applications must be submitted to NC ABC in Raleigh.
 - o ABC "Limited Special Occasion" permit (\$50) must be obtained to serve fortified wine and/or spirituous liquor (and/or to allow "brown bagging"), regardless of whether these products are sold. No permit necessary to serve (not sell) beer and wine, although all NC laws regarding legal age, etc. shall apply.
 - o Officially recognized non-profit and/or political organizations are eligible to obtain an ABC "Special One-Time Permit for Sale of Alcoholic Beverages" permit (\$50) to *sell* alcoholic beverages (beer, wine, fortified wine, spirituous liquors). In very limited cases (e.g., class reunion), it's possible for groups that do not have a recognized non-profit status to receive a one-time exemption letter from the NC Dept. of Revenue to sell alcoholic beverages.
 - Signatures must be notarized, declaring that the applicant/event is eligible for this type if permit (non-profit), with an oath affirming that applicant is at least 21 years old, and has not been convicted of a felony within the past three years. Applicants are required to include a copy of his/her Criminal Record Check. Typically, the applications take about a week to process (approve or deny), but the ABC Commissions request that they be submitted at least two weeks in advance.
 - ii. Rules for the Use/Sale of Alcohol
 - o "Alcoholic Beverage" is defined as champagne, beer, wine (fortified and unfortified) or spirituous liquor.
 - o An Alcoholic Beverage Control (ABC) "Limited Special Occasion" permit must be obtained in order to serve fortified wine and spirituous liquor. The permit may be secured from the North Carolina Alcoholic Beverage Control Commission (NCABCC) www.ncabc.com/permits. The permit fee is \$50 and must be paid to the NCABCC.
 - o An Alcoholic Beverage Control (ABC) "Special One-Time Permit for the Sale of Alcoholic Beverages" must be obtained in order to sell alcoholic beverages. The permit may be secured from the North Carolina Alcoholic Beverage Control Commission www.ncabc.com/permits).



- Alcohol may not be served at events hosted for persons under the age of 21. It is unlawful to serve alcoholic beverages to anyone under the age of 21.
6. Restrooms and Sanitation - It is the responsibility of the event organizer to provide adequate on-site restrooms to meet the specific needs of their event. Installation of portable restrooms may be required to supplement existing facilities based upon the maximum number of attendees at the event during peak periods. At a minimum, all events with attendance of 100 persons or more and with a duration by four (4) hours are required to provide restroom facilities at a quantity of two (2) toilets for every 100 people – one male, one female. One out of every Three of these facilities must be ADA accessible. The location and delivery schedule for portable restrooms must be approved through Building Safety and Fire Prevention permits. Depending upon the type and duration of a proposed event, the applicant may be required to provide portable restrooms in excess of the minimum requirements.
 7. Sound Amplification - Amplification of music and sound, including megaphones, as part of an outdoor special event is regulated in compliance with the City's noise ordinance. If an applicant intends to utilize amplified sound at a proposed event, the applicant should complete an Amplified Sound Permit which may be found at www.greenvillenc.gov/fivepoints .
 8. A Peddlers License is required for any vendor that intends to sell food or merchandise at an event at Five Points Plaza. The cost of this license is \$45 and application for the license is available online, and must be submitted in person at the Greenville Police Department.
 9. Each entity using Five Points Plaza will be responsible for immediately removing all litter, signs, and other materials brought to the Plaza at the end of the activity. While litter and recycling receptacles are provided at Five Points Plaza, applicants should request additional receptacles should there be a need beyond what is provided. Please note that failure to properly clean up following an event will result in forfeiture of the \$200 event deposit.

Additional Information:

For additional information regarding the use of Five Points Plaza for an event, please contact the City's Economic Development Division.

City of Greenville Economic Development Division
201 West 5th Street
Greenville, NC 27835
Tel. (252) 329-4502
Fax: (252) 329-4631
Web: www.greenvillenc.gov/economicdevelopment

