



Town of Pineville – Outside Event Request Form

Thank you for your interest in hosting an event on the Town of Pineville property. Please complete the form below at least **45 days in advance** of your requested event date. Submission of this form does not guarantee approval. **Please note under certain circumstances there may be a required Council vote from the Town of Pineville regarding your event. If this is required, The Town of Pineville will let you know ahead of time.** Each location is limited to ONE event per space per location. Each event fee is \$200 for non-residents and \$100 for residents of Pineville and is required to be paid in full prior to the event date.

Examples of locations that pertain to this form are the front lawn of Town Hall, any roads within Pineville limits, parking lots owned by the Town, green space at Pineville Lake Park, etc. This form DOES NOT pertain to shelter rentals, The Hut, Jack Hughes Park, Splash Pad, Canine Commons Dog Park, or the Belle Johnston Community Center. Those facilities are handled exclusively by Pineville Parks and Recreation online at <https://www.pinevillenc.gov/government/departments/parks-recreation/parks-facilities/>.

This form does **not** include the 30-day political period which allows local municipal, state, and federal participants to set up on Town property in anticipation of an election.

If this form is not completed and approved in advance, and the event proceeds without authorization, the matter will be handled by the Pineville Police Department.

SECTION 1: APPLICANT INFORMATION

- **Organization/Vendor Name:** _____
- **Contact Person:** _____
- **Phone Number:** _____
- **Email Address:** _____
- **Mailing Address:**

SECTION 2: EVENT DETAILS, NEEDS, and LOGOSTICS

- **Event Name:** _____
- **Desired Event Location:** _____
- **Proposed Date(s):** _____
- **Start Time:** _____
- **End Time:** _____
- **Event Setup Time:** _____
- **Estimated Attendance:** _____

- Choose what best describes your event:

- | | | |
|---|---|---|
| <input type="checkbox"/> Community/Neighborhood | <input type="checkbox"/> Fundraiser | <input type="checkbox"/> Walk/Run |
| <input type="checkbox"/> Private Event | <input type="checkbox"/> Ticketed/Registration Only | <input type="checkbox"/> Concert/Live Performance |
| <input type="checkbox"/> Free, Public Event | <input type="checkbox"/> Event | <input type="checkbox"/> Faith-Based Event |
| <input type="checkbox"/> Festival | <input type="checkbox"/> Wedding | <input type="checkbox"/> Rally/Protest |

- Description of Event (include purpose, planned activities, vendors, etc.):

- Select each aspect that applies to your event and which resources you would like to be at your event:

- | | |
|---|--|
| <input type="checkbox"/> Alcoholic Will Be Beverages Sold (Must have a permit or use a vendor with permit) | <input type="checkbox"/> Power Access |
| <input type="checkbox"/> Free to the Public | <input type="checkbox"/> Water Access |
| <input type="checkbox"/> Admission Fee for Attendees | <input type="checkbox"/> Traffic Control |
| <input type="checkbox"/> Security/Off Duty Officers | <input type="checkbox"/> Trash Cans |
| <input type="checkbox"/> MEDIC/EMS | <input type="checkbox"/> Any Sidewalk Closures |
| <input type="checkbox"/> Town Provided Barricades | <input type="checkbox"/> Tents (<i>large tents may require county approval</i>)* |

*What size tents?

- List vendors and indicate if permits are secured:

- Have you held this event previously? If so, where and when? Can you provide references?

- Sound/Music Equipment (NOTE: **Town Ordinance requires no projected music or sounds from 10 PM- 7 AM. Approval must be granted by Town Manager for any projected sound past 10 PM**):

- **Signage Approval:** YOU MUST SUBMIT ANY SIGNAGE IN THE ATTACHMENTS SECTION FOR APPROVAL DUE TO A TOWN ORDINANCE. APPROVAL IS REQUIRED FOR SIGNAGE.

SECTION 3: ATTACHMENTS REQUIRED

Please include the following with your application, if applicable:

- Copy of your Certificate of Insurance (**Insurance will not be required for all events. If it is required, The Town will alert you**)
- Event layout or site map
- Any food/beverage vendor permits
- Proof of 501(c)(3) status (if requesting fee waiver); proof does not guarantee a waiver

- Traffic Plan and Parking Plan/Map (if needed)
- Trash & Cleanup Plan *(if additional cleanup is needed by Town of Pineville staff, organizer will be required to pay \$100/hour for cleanup. This will be at the discretion of the Town)*
- Security Plan (off-duty officers may be required for crowd control, security, or closures)
- First Aid/Medical Emergency Plan
- Crowd Control Plans

SECTION 4: REQUIRED CONDITIONS

Please review and initial each item below to acknowledge understanding:

_____ I understand that submission of this form does not guarantee approval.

_____ I understand that a **rental fee** applies for use of the space.

_____ I understand that **insurance coverage** of 1-million-dollar liability insurance *may* be required and must name the Town of Pineville as an additional insured.

_____ I understand that if **crowd control or safety concerns** arise, I may be required to hire **off-duty Police Department officers** at my own expense.

_____ I understand that **all event-related trash** must be cleaned and removed immediately following the event.

_____ I am aware and will not bring **prohibited items** such as glitter, confetti, rice, open flames (sparklers/candles), concrete ballast anchors or stakes, and nails or tacks for signage.

_____ I agree to comply with all local, state, and federal laws and ordinances during the event. Failure to comply may result in a shutdown of event(s).

APPLICANT SIGNATURE

I certify that the information provided is accurate and that I have read and agree to the conditions outlined above.

Applicant Signature:

Date:

***Please send signed and filled out form to
rgeorge@pinevillenc.gov***



For Town Use Only

Interdepartmental Review

DEPARTMENT	REVIEW REQUIRED?	COMMENTS	APPROVE D	DENIED	SIGNATURE & DATE
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Police					
Planning/Zoning					
Fire/EMS					
Public Works					
Parks & Rec					
Administration					

- Date Received:

- Final Approval Status: ☐ Approved ☐ Denied

- Approval Signature (Town Manager/Asst. Town Manager):

- Date:
