



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 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 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 political 30-day period which allows for local municipal, state, and federal parties are permitted 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

- 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.):

- Is this event open to the public?

☐ Yes ☐ No

- Will admission or other fees be charged?

☐ Yes ☐ No

If yes, please explain cost: _____

- Will food or beverages be sold or served?

☐ Yes ☐ No

If yes, list vendors and indicate if permits are secured:

- Will alcoholic beverages be sold or served? (*Must have a permit or use a vendor with permit*)

☐ Yes ☐ No

- If yes, list vendors and indicate if permits are secured:

SECTION 3: EVENT NEEDS & LOGISTICS

- Sound/Music Equipment (NOTE: Town Ordinance requires not projected music or sounds from 10 PM- 7 AM):

- Tents or Structures to Be Installed:

- Power or Water Access Required? ☐ Yes ☐ No

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

- 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):

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 agree to comply with all local, state, and federal laws and ordinances during 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.

SECTION 5: ATTACHMENTS REQUIRED

Please include the following with your application, if applicable:

- Copy of your Certificate of Insurance
 - 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)
 - Security Plan (off-duty officers may be required for crowd control, security, or closures)
 - First Aid/Medical Emergency Plan
 - Crowd Control Plans
 - Any Sidewalk Closures
-

SIGNATURE

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

Applicant Signature:

Date:



FOR TOWN USE ONLY

- Date Received:

- Reviewed By:

- Additional Notes/Requirements:

- Approval Status: ☐ Approved ☐ Denied

- Approval Signature:

Date:
