



Temporary Use – Party Permit

Application must be submitted at least 10 days prior to the event start date.

Submittal Requirements – Submit to Planning Department

- One (1) copy of completed application ABC Permit (if alcohol being served)
- 11x17 site layout (if outdoors) Temporary Use Permit Application fee
- Property owner/manager approval for event

Application #:
Submittal Date:
Fee Paid:

Applicant Information

Applicant Name/Business/Organization: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

Event Address: _____

Event Start Date: _____ Event End Date: _____

Days of Operation: _____ Hours of Operation: _____

Please explain reason for event and list proposed activities:

The permit shall give the permit holder the permission to conduct a party at the described place during the described hours with the following conditions:

(a) The holder of a Party Permit shall provide at least two (2) uniformed sworn law enforcement officers or at least two (2) uniformed security guards furnished by a company licensed to provide security by the State of North Carolina continuously present on the premises between 9:00 p.m. and until one (1) hour after closing to provide security for the Party and supervision of the parking area.

(b) For parties larger than one hundred (100) people: (1) If alcohol is not to be sold, served, or consumed, an additional uniformed sworn law enforcement officer or uniformed security guard meeting the requirements set forth in subsection (a) above shall be provided for each additional one hundred (100) persons anticipated to attend. (2) If alcohol is to be sold, served, or consumed, an additional uniformed sworn law enforcement officer or uniformed security guard meeting the requirements set forth in subsection (a) above shall be provided for each additional fifty (50) persons anticipated to attend.

(c) The holder of a Party Permit shall follow all applicable statutes, laws, ordinances, or rules of the State of North Carolina, the City of Wilson, and their respective departments and agencies.

(d) The holder of a Party Permit shall verify that, prior to the party, the party location has been inspected by the Fire Marshal and Building Inspector for compliance with all applicable codes. This requirement shall not apply to parties held at residential dwellings.

(e) The permit shall provide for a max occupancy based upon the information submitted by the applicant regarding the number of law enforcement officers or security guards the applicant will provide and the estimated number of persons expected to be in attendance.

(f) Failure to obtain a party permit when one (1) is required is a violation of this Section.

I/we hereby certify that the foregoing information is true and correct and that the building or land will not be used for any other purpose than indicated in this application.

Applicant Signature _____ Date _____

Print Name _____