

DEPARTMENT OF PUBLIC SAFETY

City of Morganton

Courthouse Square Addendum

When using the **Courthouse Square** for live music, small festivals, church events, vendors (food or otherwise), etc. the items below must be addressed in addition to the Special Event Application.

ALCOHOL

Will alcohol be sold or made available? Yes* No

* **If yes**, applicant must read the **Festival Participation & Event Permitting Guidelines** issued by the NC Craft Breweries Guild to determine "Type of Event".

"Type of Event" determines whether you must carry a special event permit through NCABC. Obtaining a permit from NCABC may take up to 2 months and carries a separate fee.

Appropriate Signage must be placed at the Courthouse exits stating *"NO Alcohol Beyond This Point"*. Please see attached map for signage placement sites.

If alcohol is being offered under **any** of the "Types of Event", **Proof of Insurance** must be shown; and any vendors selling alcohol must show proof of insurance all naming the City of Morganton as additional insured.

MUSIC

If your event will be a music concert, you should be aware of **BMI and ASCAP fees**. This is not a part of this application or any part of renting the Amphitheater Stage or Courthouse Square. Applicant takes responsibility at their own risk.

The City's preferred **sound and light vendor** is CODEX Sound. Owner Josh Goodfellow must be contacted separately at 828-443-2169.

If CODEX Sound is not used, you will have access to power only - **there is no on site sound system - only access to power.**

Sound Levels during the day will be monitored and you will be asked to lower it if any issues arise. Any event with amplified sound (voice, music, etc.) needs to only reach the people in front of you and should not extend past the Courthouse Square grounds. There are places of business surrounding the Courthouse Square that are trying to conduct business.

TRASH REMOVAL

Trash Removal: All trash from the event **MUST** be removed by applicant, applicant's partners and / or event personnel on the day of the event. You may not place overflow trash beside or higher than the rims of the permanent trash cans.

An **additional fee of \$250.00** will be charged to the applicant for any trash left behind, other than what is contained within the permanent trash cans. Failure to pay will result in the loss of ability to use the Courthouse Square for up to 4 years.

Note: In the past we have offered the use of City Personnel who worked as a secondary employee for these events. This is no longer a standard opportunity. Any plans to use sanitation provided by City Personnel must be done a minimum of 2 months in advance, is NOT guaranteed, and carries an additional fee per worker.

ADDITIONAL FEES

The following are additional fees that may apply to your event:

Greenroom: \$150.00

This space is to be used for event organizers and/or musicians ONLY.
Any damage to room will be further assessed.

Large Power Boxes: \$75.00 per box

Power boxes along streets for Vendors or Food Trucks setting up on the street

CHECKLIST OF PERMITS

- Special Event Permit Application
- NCABC Special One Time Event Permit
- Malt Beverage Special Permit (held by breweries)
- Burke County Environmental Health Department (if using professional food vendors there is a separate permit and fee with BCEHD)

If a non-profit is providing food, a separate permit and fee is not required from the Burke County Environmental Health Department.

Please post your non-profit status letter during the entirety of your event.

USAGE CHECKLIST

- Stage and Grounds
- Power Boxes on Grounds (***show on map***)
- Greenroom Usage
- Large Power Boxes (***curb side - show on map***)
- Street Closure(s) (***show on map***)
- Parking Space Closures(s) (***show on map***)

Number of Vendors

Estimated Attendance

I have read and agree to comply with the Courthouse Square Addendum. I understand that any violation of the terms and conditions set forth in this addendum will make this permit void.

Applicant Signature Date

FOR OFFICE USE ONLY

Total Fee Accessed: _____

Authorized Main Street Signature: _____ Date: _____