



**CITY OF KING APPLICATION FOR OPEN AIR PUBLIC MEETING PERMIT**  
(Includes Parades, Concerts, Lectures, Speeches, Public Assemblies, Festival, Races, Other)

*In accordance with City of King Ordinance Section 21 adopted March 4, 2013, the following person(s) is/are making application for an Open Air Public Meeting Permit as indicated:*

\_\_\_\_\_  
(Name, Address, Contact Phone Numbers)

representing \_\_\_\_\_  
(Group or Organization)

Event Name: \_\_\_\_\_

Event Type: \_\_\_Parade \_\_\_Performance/Concert \_\_\_Lecture/Speech \_\_\_Festival  
\_\_\_Run/Walk/Sporting Event \_\_\_Street Fair \_\_\_Other (describe): \_\_\_\_\_

At the following location(s): \_\_\_\_\_

On the following date: \_\_\_\_\_ from \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM  
and a beginning set-up time from \_\_\_\_\_ to a time of completion of dismantling \_\_\_\_\_,  
which shall be limited to a specific occasion on one specific day.

Provide Route (for Parades or a moving meeting) and Description of Event, including any animals, vehicles or transportation which is not a car, truck or motorcycle. \_\_\_\_\_  
\_\_\_\_\_

Will this event require street closures? \_\_\_No \_\_\_Yes (describe): \_\_\_\_\_  
\_\_\_\_\_

Note that street closures may be subject to approval by the City Council.

Expected Number of Persons Present at Event: \_\_\_\_\_ Adults \_\_\_\_\_ Children 12 and under

**Police/EMS Personnel:** The Chief of Police (Permit Official) or Designee shall determine the number of officers needed for street closures and/or internal security, the number of emergency medical personnel needed, and the time when such services shall commence and end. Please check the City of King's current fee schedule, available on our website, for the hourly rate for hiring emergency personnel. Payment for these services is required at the rate listed at <https://www.ci.king.nc.us/> and shall be paid to the City of King prior to the event. Failure to pay will result in the revocation of the Permit.

**Proof of Liability Insurance, if Required:** Comprehensive General Public Liability Insurance of \$1,000,000 per person per occurrence with \$2,000,000 aggregate naming the City of King as the insured.

Proof of Insurance Attached? \_\_\_Yes \_\_\_No (*Applications for events requiring insurance which do not include proof of insurance will be denied.*) **Note:** *The above requirements may be waived for a City-sponsored event.*

**Hold Harmless Agreement:** The permittee and organization sponsoring this event agrees to save the City of King, its agents, officials and employees harmless from and against all damages to persons or property, all expenses, and other liability that may result from this activity.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Police Chief: \_\_\_\_\_ Date Received: \_\_\_\_\_

Signature of City Clerk: \_\_\_\_\_ Date Received: \_\_\_\_\_

*This application, when completed, along with proof of insurance and payment for officers (if applicable) shall be provided to the Public Works Department, who will forward application and all supporting documentation to the Chief of Police, who will approve or deny the permit within five (5) business days. Once approved by the Police Chief, the permit shall be forwarded and filed with the City Clerk.*

*Permits, if approved and issued, will be available for pick-up at the King Police Department between 8:00 AM and 5:00 PM Monday through Friday.*

*Such permit may be denied or revoked due if proposed event conflicts with one already scheduled, will seriously obstruct the flow of vehicular or pedestrian traffic, or will pose a threat to public safety. Note that when an open air public meeting is held in a public park and does not encroach or go upon any City street, alley, sidewalk or mall, a separate permit application is required according to Chapter 20 of the King City Code. All applicants must abide by the City of King Ordinances.*

**IMPORTANT: DO NOT ANNOUNCE, ADVERTISE OR OTHERWISE PROMOTE YOUR EVENT UNTIL PERMIT HAS BEEN APPROVED.**