

New Bern Parks and Recreation  
**Standard Operating Procedures**

**Public Assembly, Parade & Special Events in the Parks Application**

**Effective immediately, the following forms are to no longer be used:**

- Event application
- Parade, Picket or Demonstration Application
- Pre-event application

**The following forms are to be used from this point forward:**

- Application for Public Assembly, Parade & Special Events in City Parks Form

**APPLICATION FOR PUBLIC ASSEMBLY, PARADE & SPECIAL EVENTS IN CITY PARKS**

This form is to be completed by any person, group, entity that is interested in holding a Public Assembly, Festival, and/or Parade within the City of New Bern.

1. The form is highly detailed and self-explanatory.
2. All information should be filled out and supporting documentation should be included when the application is submitted by the applicant.
  - a. **Supporting documentation includes:**
    - **Proof of Crowd Manager Training if event is over 1,000 participants.**
    - **Public Safety Plan included, if over 1,000.**
    - **Detailed Map/Event layout (8.5x11)**
    - **If road closure – Proof of contacting affected residents/businesses.**
3. If the requested information is not included, we will not accept the application.
4. Once the form is accepted,
  - a. **Stamp the form with the date stamp and write the time it was received. Staff receiving form should initial.**
  - b. **the reservation will be entered in Rec Desk as “pending Approval” to reserve the date/time/location.**
  - c. **Within one (1) hour of receiving this form, it should be submitted to the Special Events Coordinator for review.**
  - d. **Within one (1) business day, the Events Coordinator shall submit to the Administrative Support Supervisor for Review and recommendation.**
  - e. **Within one (1) business day, the Administrative Support Supervisor shall submit to the Director of Parks and Recreation for final review and approval.**
5. Depending on the event, the Supervisor will schedule a meeting with the applicant and Director of Parks and Recreation to review the Event Plan.
6. **A meeting is scheduled with Police/Fire to notify them of the event (if applicable.)**
7. If Board approval is required, the Supervisor prepares this documentation.
8. All fees are collected at least 48 hours in advance of the event.
9. Event permit is issued by staff.

10. The Application documentation is scanned into Sharepoint / Parks & Recreation Administration / Public Assembly-Parade-Special Events.
11. The document is placed in the appropriate dated file.
12. A new file is created listing the event name.
13. A hard copy is entered in the "Citywide Special Events" Binder, located at the front desk.
14. Any questions relating to Public Assembly, Parade & Special Events that are not mentioned herein should be directed to the Administrative Support Supervisor. If they are unable to assist, direct questions to the Director of Parks and Recreation.