

# APPLICATION FOR OUTDOOR SPECIAL EVENT PERMIT

Public Events or Private Events Requiring Public Services  
 City of Washington, Parks & Recreation Department  
 310 West Main Street, Washington, NC 27889 \* Please call to schedule an appointment  
 Voice (252) 975-9367 x 221 \* Fax (252) 946-8433 \* Email: [specialevents@washingtonnc.gov](mailto:specialevents@washingtonnc.gov)

Instructions: Please carefully read the "Event Rules and Regulations" (Page 5 & 7) and "Fee Schedule" (Page 6) sections before completing this application. Incomplete applications and/or applications without the required application fee will not be processed.

## 1. APPLICANT INFORMATION

Name of Applicant/Event Planner <small>(same as individual's name listed in Signature section on page 7)</small>		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
Street Address	City	State	Zip Code
E-Mail Address	Daytime Phone	Cell Phone	
Sponsoring Organization <small>► Event Planner; Attach signed letter from non-profit organization stating tax exempt number, address, and involvement with event.</small>	<input type="checkbox"/> Nonprofit Tax ID Number # _____	<input type="checkbox"/> Commercial	<input type="checkbox"/> Individual / Family
Street Address	City	State	Zip Code
Website	Daytime Phone	Cell Phone	

## 2. EVENT INFORMATION

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

Single Event Date	Set Up	Event Times	Break Down
Multi-day Event Dates	Set Up	Event Times	Break Down

Location of the Event:  
 Festival Park    Stewart Parkway    Main Street    Havens Gardens    Beebe Park    Caboose Park  
 Other \_\_\_\_\_

Type of Event:  Stationary    Parade    5K    Triathlon    Other: \_\_\_\_\_

Is this event a    Private Event    Community Event (interest mainly to locals)    Regional Event

If this is a regional event, do you want event information published on the Visitor's Center Calendar of Events, if eligible?  
 Yes    No

If "yes," provide a publishable phone number for the public to call for more info (REQUIRED): \_\_\_\_\_  
 Email (optional): \_\_\_\_\_ Website (optional) \_\_\_\_\_

Admission Charged?  Yes    No   If "yes," how much: \$ \_\_\_\_\_

► Event Planner: It is the event planner's responsibility to inform the public about the event.

Number of people expected: \_\_\_\_\_ Ages expected: \_\_\_\_\_  
 How do you plan to handle inclement weather?  Cancel    Rain or Shine    Other \_\_\_\_\_

► Event Planner: Attach a letter describing your event.  
 ► Event Planner: Attach a diagram of the layout of the event indicating information station location, location and sizes of tents, seating plan, location of portable toilets and all event activities (such as rides, food preparation, etc.), where electricity is needed, streets and parking lots to be closed and other items/activities indication by ☉ on pages 2-4 of this application.

# Facility and Field Rentals

Definition/Comments - Rental of City Recreation facilities and ball fields

Fees Charged -

Peterson Building Rental	\$12 per foot*
Peterson Building – Water Fowl Event Only (1 <sup>st</sup> floor of building)	\$350 per day*
McConnell Complex Baseball and Softball Field	\$50 first field, \$25 each additional*
McConnell Complex Soccer Field	\$50 first field, \$25 each additional*
Field Rental All Others	\$25 for 4 hours*
Shelter Rental 1-4 hours	\$25*
Shelter Rental 5-10 hours	\$40*
Stewart Parkway Rental (includes closing Stewart Parkway)	\$100 per event*
Park Rentals All Others	\$20 per day*
Facility Use Fee	\$30/\$50 depending on activity*
Bleacher Rental	\$100 per bleacher*

\*Above rental fee rates are for City residents. Non City residents pay double the amount listed.

Revenue Code - 10-40-3612-4102 Recreation Rental Fees

**TOTAL FEES REQUIRED CONTINUED**

<input type="checkbox"/> Installation of electric service PODS downtown	<input type="checkbox"/> _____ = \$25 x _____ POD(s)
<input type="checkbox"/> Duplex and MITS electrical connections	<input type="checkbox"/> _____ = \$10 x _____ connection(s)
<input type="checkbox"/> Activation of waterfront bandstand electric service	<input type="checkbox"/> \$25 regular <input type="checkbox"/> \$125 after hr connect <input type="checkbox"/> \$125 after hr disconnect
<input type="checkbox"/> Street Closing Permit <input type="checkbox"/> Amplification Permit <input type="checkbox"/> Parade Permit	<input type="checkbox"/> \$25(street) <input type="checkbox"/> \$50 (amp/parade/combined)
<input type="checkbox"/> Tent Inspection	<input type="checkbox"/> \$50 <input type="checkbox"/> \$100
<input type="checkbox"/> EDE Officers (2 officers required and a minimum of 3 hours)	<input type="checkbox"/> _____ = \$45 x _____ officers(s) x _____ hours
<input type="checkbox"/> Roll Out Carts (.5 cubic yard)	<input type="checkbox"/> _____ = \$3 x _____ cart(s)
<input type="checkbox"/> Recycle Carts (.5 cubic yard)	<input type="checkbox"/> _____ = \$3 x _____ cart(s)
<input type="checkbox"/> Dumpster Solid Waste (8 cubic yards)	<input type="checkbox"/> _____ = \$25 x _____ dumpster(s)
<input type="checkbox"/> Portable Toilets	<input type="checkbox"/> _____ = \$__ x _____ regular unit(s) <input type="checkbox"/> _____ = \$__ x _____ handicap unit(s)
<input type="checkbox"/> Portable Bleachers	<input type="checkbox"/> _____ = \$100 x _____ bleacher(s)
<input type="checkbox"/> Wrist Bands	<input type="checkbox"/> _____ = \$1 x _____ wristband(s)
<input type="checkbox"/> Other	<input type="checkbox"/> _____
<input type="checkbox"/> Temporary electric service inspection and connection	Contact Customer Service
Total Due	\$ _____

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Check # \_\_\_\_\_     Cash     Credit Card



## APPLICANT STATEMENT

As a Planner of the Outdoor Special Event described in this application, I understand that I and/or the sponsoring organization are responsible for

- Securing additional permits and certificates as indicated;
- Coordinating with agencies other than the City of Washington as indicated;
- Notifying the City of Washington Events and Facilities Manager about any changes, additions, deletions, and/or modifications to the event as described no later than three weeks before a large or roving event and one week before a small event;
- Providing handicapped access to activities that are open to the public;
- Having an event planner on site at the beginning of set-up through the duration of the event;
- Informing vendors about regulation and requirements in the City of Washington Special Events Policy, rules and regulations by other agencies with jurisdiction over activities at the event; and requirements and restrictions for this event prior to arriving at the event venue;
- Settling disputes about locations and other event related matters between vendors;
- Ensuring access of emergency and service vehicles to event venues and activities;
- Coordinating permission with private property owners if a privately-owned location will be used for event activities;
- Notifying affected parties in advance about street and/or parking lot closings due to this event;
- Informing the public about the event, if it is a public event;
- In the event of a weather related or other unforeseen event that City staff deems to be dangerous to the public, the event planner will be responsible for assisting City staff in canceling or closing down the event.

I also understand that new events and/or unprecedented activities may require advance approval from Washington City Council through request of the Parks and Recreation Department.

I also understand that requests for City services less than three weeks prior to large or roving events or one week prior to small events may be impossible to meet and, if met, can result in forfeiture of event deposit due to unanticipated operation expenses by the City of Washington.

I also understand that allowing non-permitted and/or unscheduled activities to occur during the described special event will result in forfeitures of event deposit and may jeopardize receipt of Special Events Permit from the City of Washington to the Event Planner and/or sponsoring organization for future special events.

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

► Event Planner: Attach copies of other required permits and/or certificates and payment receipt to application

Special Event Permit is pending review of this application by appropriate City of Washington departments. Departments may make additional requirements or have additional question based on the description of the event information provided. When approved by all appropriate City of Washington departments, the Events and Facilities Supervisor will issue the Special Events Permit for day(s), times, and location(s) indicated.