

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) 975-9644 * Fax (252) 946-8433 * Email: 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: <input type="checkbox"/> Festival Park <input type="checkbox"/> Stewart Parkway <input type="checkbox"/> Main Street <input type="checkbox"/> Havens Gardens <input type="checkbox"/> Beebe Park <input type="checkbox"/> Caboose Park <input type="checkbox"/> Other _____			
Type of Event: <input type="checkbox"/> Stationary <input type="checkbox"/> Parade <input type="checkbox"/> 5K <input type="checkbox"/> Triathlon <input type="checkbox"/> Other: _____ Is this event a <input type="checkbox"/> Private Event <input type="checkbox"/> Community Event (interest mainly to locals) <input type="checkbox"/> Regional Event If this is a regional event, do you want event information published on the Visitor's Center Calendar of Events, if eligible? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes," provide a publishable phone number for the public to call for more info (REQUIRED): _____ Email (optional): _____ Website (optional) _____			
Admission Charged? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Cancel <input type="checkbox"/> Rain or Shine <input type="checkbox"/> 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.			

EVENT ACTIVITIES CHECKLIST

(Check and provide details for all that apply)

NOTE: Applicant responsibilities are items marked ► in relevant sections below.
Three months advance notice required to arrange for any City service for Large Events

City Staff Use

	Department to be notified	Fee
<p>Tents to be erected (including vendor canopies). How many: _____ Tent Sizes: _____ Tent Company being used: _____ Tent Company phone number: _____ When will you set up: _____ @ _____ <input type="checkbox"/> am / <input type="checkbox"/> pm When will you dismantle: _____ @ _____ <input type="checkbox"/> am / <input type="checkbox"/> pm</p> <p>If sum of the tent square footage is over 700, then the event planner should inform the tent erecting company of the requirement for a construction (erecting) permit. TPermits must be obtained before tent is erected. Arrangement of exits, doors, tables, chairs, fire extinguishers, emergency lighting, and if cooking, then placement of all amenities must be submitted with permit application.</p> <p>⊗ Indicate location and sizes of all tents on diagram. ► Event Planner: Arrange for tent rental, setup, and dismantling. ► Event Planner: Portable fire extinguishers shall be provided as required. ► Event Planner: A minimum clearance of 12 feet to all structures or 20 feet if cooking.</p>	Fire Marshal Inspections Locates: Contact 811 Electric Dept Public Works	<input type="checkbox"/> 1 tent \$50 <input type="checkbox"/> 2 (or more) tents
<p>Cooking to take place under tents ► Event Planner: Tents must be separated from other tents, canopies or membrane structures by a minimum of 20 feet. ► Event Planner: Contact Beaufort Co. Environmental Health Division, 220 N Market St, 252-946-6048 about state and local laws. ► Event Planner: Arrange for proper collection and disposal of non-garbage wastes (such as cooking grease, drippings, hazardous materials and liquids).</p>	Fire Marshal BC Health Dept	
<p>Food preparation to take place at other facilities or open air ► Event Planner: Contact Beaufort Co. Environmental Health Division, 220 N Market St, 252-946-6048 about state and local laws. ► Event Planner: Arrange for proper collection and disposal of non-garbage wastes (such as cooking grease, drippings, hazardous materials and liquids).</p>	BC Health Dept	
<p>Seating and/or tables to be brought on site ⊗ Indicate seating arrangements on diagram. ► Event Planner: Arrange for chair/table rental, delivery, setup, and pick-up.</p>	Fire Marshal	
<p>Street(s) closing requested (approved roads only). Street(s) Requested: _____ Begin Closing: _____ <input type="checkbox"/> am / <input type="checkbox"/> pm End Closing: _____ <input type="checkbox"/> am / <input type="checkbox"/> pm ⊗ Indicate street closing(s) on diagram. ► Event Planner: Notify impacted parties in advance about street closing. ► Event Planner: Unblock streets and move barricades to the curb at the end of your event.</p>	City Manager Police Fire Pubic Works	<input type="checkbox"/> Stewart Park-way <input type="checkbox"/> Commercial Streets
<p>Parking Lot(s) closing requested (city lots only). Parking lot(s) Requested: _____ Begin Closing: _____ <input type="checkbox"/> am / <input type="checkbox"/> pm End Closing: _____ <input type="checkbox"/> am / <input type="checkbox"/> pm ⊗ Indicate street closing(s) on diagram. ► Event Planner: Notify impacted parties in advance about street closing. ► Event Planner: Unblock streets and move barricades to the curb at the end of your event.</p>	City Manager Police Fire Pubic Works	
<p>Mowing Requested</p>	PW—Grounds	
<p>Street Sweeping Requested</p>	Pubic Works	
<p>Extra trash receptacles needed. _____ Roll-Out Carts _____ Recycle Carts _____ Dumpsters ⊗ Indicate locations on diagram.</p>	Pubic Works	<input type="checkbox"/> _____ Roll Out <input type="checkbox"/> _____ Recycle <input type="checkbox"/> _____ Dumpster

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City Staff Use

Department
to be notified

Fee

Electricity needed at established location. Check all areas that apply

- Stewart Parkway PODS ⚠
- Festival Park Bandstand Stage (4 wire (prong) 240 volt 50 amp receptacle and Plug)
- Festival Park Bandstand Stage (3 wire (prong) 240 volt 20 amp receptacle and Plug)
- Festival Park Bandstand Stage (120 volt 20 amp receptacle & Plug (6 top & 4 bottom))
- Festival Park Picnic Shelter (120 volt 20 amp receptacle & Plug (4 top & 4 bottom))
- Bonner St Pump Station Panel Box (4 wire (prong) 240 volt 50 amp receptacle & Plug)
- Bonner St Pump Station Panel Box Direct Wire Connection 240 volt 100 amp ⚠
- Bonner St Pump Station Panel Box (2) Duplex 120 volt 20 amp
- Large Service Connection-parking lot at Respass St & Stewart Parkway bandstand) ⚠
- Beebe park (4) Duplex 120 volt 20 amp
- Civic Center Parking Lot (Duplex 120 volt 20 amp)
- Civic Center Deck (Duplex 120 volt 20 amp)
- Sloan Insurance Building (Duplex 120 volt 20 amp)
- Main Street and Respass Street Building (Duplex 120 volt 20 amp)
- South Market Street (Duplex 120 volt 20 amp)
- Other: _____

⚠ These locations may require after hour connection and disconnect charges.

► Event Planner: Confirm electrical requirements & connections with sound, stage, and food vendors 3 months before event.

Electric
PW—Grounds

- ___ PODS
- ___ 240
- ___ 120
- ___ MITS
- ___ After
Hour Conn.
- ___ After
Hour Disconn.

Temporary electrical service needed where electric service is unavailable.

- Event Planner: Provide and install service pole if none available.
- Event Planner: Hire licensed electrician to connect electricity from service pole to equipment.
- Event Planner: Before beginning work secure temporary electric permit from Inspections, 102 E. 2nd St., 252-975-9304.
- Event Planner: Apply for Temporary Electric Service from Customer Service, 102 E 2nd St., 252-975-9300 or www.washingtonnc.gov

Inspections
Customer Serv

- ___ Inspec-
tion Fee
- ___ Connec-
tion Fee

Electric Generators to be in use. If so, what is the anticipated load? _____

► Event Planner: Generator must be sized to handle load.

Inspections

Amplified sound system to be used.

Describe use: _____
► Event Planner: Sound system provider name _____ Ph # _____

Police

- ___ Amp Fee

Parade (Staging Location): _____

Time of Staging for parade: _____ am / pm

Time of Parade: _____ am / pm

Police

- ___ Parade
Fee

Fireworks show/display.

- Time of Show/display: _____ pm
- Address and location of staging area: _____
- ⚠ Indicate location of staging area on diagram.
- Event Planner: Attach copy of firework vendor's certificate of insurance, naming the City of Washington as an additional insured.
- Event Planner: Secure owner's permission if staging on private property.
- Event Planner: Contact Fire Marshal, City Fire-Rescue-EMS Dept., 410 N Market St., 252-948-9402, for permit & requirements.

Fire Marshal
Risk Manager

Paid by the
Pyrotechnic
Company

Street lighting control requested (Waterfront only. Control of individual areas unavailable).

Turn lights off: _____ Turn lights on: _____
► Event Planner: Contact the Com Center 975-9320 to turn lights off and back on.

Electric

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City Staff Use

Department
to be notified

Fee

Amusement rides.

Describe

Fire Marshal
Risk Manager

Paid by the
Amusement
Company

⚙️ Indicate location of amusement rides on diagram.

► Event Planner: Attach copy of ride vendor's certificate of insurance, naming the City of Washington as an additional insured.

► Event Planner: Contact Fire Marshal, City Fire-Rescue-EMS Dept., 410 N Market St., 252-948-9402, for permit & requirements.

Alcoholic beverages to be served (non-profit organizations or private events only).

► Event Planner: Written request must be submitted to Washington City Council no later than 30 days prior to the event. Letter must include and comply with regulations given by Events and Facilities Manager, set by City Council.

► Event Planner: Contact NC Alcohol Beverage Control, 919-779-0700, regarding ABC permit requirements.

► Event Planner: Alcohol liability and other liability insurance required according to "Guidelines for Special Events on City-Owned Property Serving Alcoholic Beverages."

City Manager
Risk Manager

___ Wrist-
bands

Activities planned on the river.

Describe

Parks & Rec

► Event Planner: Contact US Coast Guard 252-247-4570. Request Marine Event Application, which is due 60 days before event.

► Event Planner: Call NC Wildlife Resources Commission—activities, schedule & numbers.

► Event Planner: If catching saltwater fish, contact NC Division of Marine Fisheries 252-964-2268

Request to lift no-wake zone on the river during the following times:

___ am / pm to ___ am / pm

► Event Planner: Submit request to City Clerk, 102 E. 2nd St., 252-975-9318

City Clerk

Portable toilets (required if City of Washington indoor facilities are unavailable or inadequate for expected attendance).

Parks & Rec

___ Regular
 ___ Handicap

Other equipment to be brought on site:

► Event Planner: Arrange for rental, delivery, set up, maintenance & pick up other equipment.

Additional Requests (if available)::

EDE Police Officers requested or if required

Any public or ticketed event serving or allowing alcohol are required to have Off Duty City of Washington Policy Officers onsite.

The Washington PD will advise on EDE officers for events expecting 100 or more people.

► Event Planner: Complete EDE Contract.

Police

___ EDE

Liability Insurance may be required for some special events or activities to be determined by City of Washington Risk Manager.

► Event Planner: Purchase insurance naming City of Washington as an additional insured and attach copy of certificate of insurance

► Event Planner: Liquor liability & other liability insurance required according to "Guidelines for Special Events on City owned Property Serving Alcoholic Beverages."

► Event Planner: Arrange for rental, deliver, set up, maintenance and pick up other equipment.

Risk Manager

Festival Park Info

1. It is the responsibility of the Event Planner that is renting/reserving the structure to enforce these rules. Any damage to the structure is the financial responsibility of the Event Planner renting/reserving the structure.
2. **No driving in the park, except along the grasscrete areas.**
3. No hand cart to be used on steps. All hand carts or pull carts of any kind must use the handicap ramp.
4. No chains, zip ties, tape, or straps of any kind can be attached or come in contact the metal structures.
5. Nothing will be permitted that will scratch, mark or deface metal structure, bricks, concrete slab, walkway, or caps.
6. Banners may only be displayed along the rail at the top of the shelter or along the sides of the shelter. Nothing should be displayed from the handrails.
7. All banners must be displayed with string.
8. No amusement rides will be permitted in this area. Amusement rides also include blow ups.
9. No fires or open flames to be used under structure. No oils or liquids. This will stain the floor.
10. Dance floors may be placed on the grass, but should only be put down the day of the event and **MUST** be removed at the conclusion of the event.
11. All tent locations must be approved by the Events and Facilities Manager. Tents may be erected no more than 2 days prior to your event (upon availability) and must be removed the day after your event. For Friday evening or Saturday events, tents must be removed by the following Monday.
12. All dumpsters and porta johns must be set up on hard surfaces.
13. All food events must be catered by an approved vendor list. Requests may be made for additional vendors.

TOTAL FEES REQUIRED

<input type="checkbox"/> Event Deposit. Refundable according to terms of City of Washington Special Events Policy	<input type="checkbox"/> \$100 Large <input type="checkbox"/> Festival Park (fee below)	<input type="checkbox"/> \$25 Small <input type="checkbox"/> Established Partners
<input type="checkbox"/> Event Late Registration Fee (non-refundable), if applicable	<input type="checkbox"/> \$25 (Large <3 mo.) <input type="checkbox"/> \$50 (Large 1-2 mo.) <input type="checkbox"/> \$10 Small	
<input type="checkbox"/> Reservation and use of Stewart Parkway	<input type="checkbox"/> \$100 Original Date <input type="checkbox"/> \$100 Rain Date	

CITY RESIDENT—Reservation of Festival Park

	Partner Sponsored	4 Hour Event	Same Day over 4 Hrs
Refundable Deposit	<input type="checkbox"/> \$0	<input type="checkbox"/> \$500	<input type="checkbox"/> \$500
Picnic Shelter	<input type="checkbox"/> \$80	<input type="checkbox"/> \$80	<input type="checkbox"/> \$120
Electricity	<input type="checkbox"/> \$10	<input type="checkbox"/> \$10	<input type="checkbox"/> \$10
Stage	<input type="checkbox"/> \$100	<input type="checkbox"/> \$100	<input type="checkbox"/> \$150
Electricity	<input type="checkbox"/> \$25	<input type="checkbox"/> \$25	<input type="checkbox"/> \$25
Park	<input type="checkbox"/> \$0	<input type="checkbox"/> \$50	<input type="checkbox"/> \$75
Pump Station –Direct Wire 240V <input type="checkbox"/> 100 amp	<input type="checkbox"/> \$25 <input type="checkbox"/> \$125 after hr connect <input type="checkbox"/> \$125 after hr disconnect	<input type="checkbox"/> \$25 <input type="checkbox"/> \$125 after hr connect <input type="checkbox"/> \$125 after hr disconnect	<input type="checkbox"/> \$25 <input type="checkbox"/> \$125 after hr connect <input type="checkbox"/> \$125 after hr disconnect

NON RESIDENT—Reservation of Festival Park

	Partner Sponsored	4 Hour Event	Same Day over 4 Hrs
Refundable Deposit	<input type="checkbox"/> \$0	<input type="checkbox"/> \$500	<input type="checkbox"/> \$500
Picnic Shelter	<input type="checkbox"/> \$80	<input type="checkbox"/> \$160	<input type="checkbox"/> \$240
Electricity	<input type="checkbox"/> \$10	<input type="checkbox"/> \$10	<input type="checkbox"/> \$10
Stage	<input type="checkbox"/> \$100	<input type="checkbox"/> \$200	<input type="checkbox"/> \$300
Electricity	<input type="checkbox"/> \$25	<input type="checkbox"/> \$25	<input type="checkbox"/> \$25
Park	<input type="checkbox"/> \$0	<input type="checkbox"/> \$100	<input type="checkbox"/> \$150
Pump Station –Direct Wire 240V <input type="checkbox"/> 100 amp	<input type="checkbox"/> \$25 <input type="checkbox"/> \$125 after hr connect <input type="checkbox"/> \$125 after hr disconnect	<input type="checkbox"/> \$25 <input type="checkbox"/> \$125 after hr connect <input type="checkbox"/> \$125 after hr disconnect	<input type="checkbox"/> \$25 <input type="checkbox"/> \$125 after hr connect <input type="checkbox"/> \$125 after hr disconnect

<input type="checkbox"/> CITY RESIDENT Reservation of other Parks/Park Shelters	<input type="checkbox"/> \$20 (parks) <input type="checkbox"/> \$25 (1-4 hr shelter) <input type="checkbox"/> \$40 (5-10 hr shelter)
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<input type="checkbox"/> NON RESIDENT Reservation of other Parks/Park Shelters	<input type="checkbox"/> \$40 (parks) <input type="checkbox"/> \$50 (1-4 hr shelter) <input type="checkbox"/> \$80 (5-10 hr shelter)
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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"/> _____ = \$5 x _____ cart(s)
<input type="checkbox"/> Recycle Carts (.5 cubic yard)	<input type="checkbox"/> _____ = \$5 x _____ cart(s)
<input type="checkbox"/> Dumpster Solid Waste (8 cubic yards)	<input type="checkbox"/> _____ = \$75 x _____ dumpster(s)
<input type="checkbox"/> Portable Toilets	<input type="checkbox"/> _____ = \$50 x _____ regular unit(s) <input type="checkbox"/> _____ = \$100x _____ 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.

**CITY OF WASHINGTON
PREFERRED PROFESSIONAL LIST**

Events containing food and beverages, rentals, and/or amusements must use pre-approved companies from this list. Other companies may be added to this list at the sole discretion of the City of Washington Parks and Recreation Department. If you would like to inquire on another organization, please contact 975-9367 x 221.

Caterers:

Mark Keyzer

252-943-3858

Rental Supplies:

ASAP Party and Tent Rentals

(252) 830-0597

Gurley's

630 E 10th Street, Washington

252-946-4393

Grand Rentals

6195 US 264 Hwy W, Washington

252-974-1030

Amusements/Blow Ups:

Grand Rentals

6195 US 264 Hwy W, Washington

252-974-1030

Porta Johns:

The City of Washington Events and Facilities Manager orders Porta Johns for all events on city property.