



Iredell County Parks & Recreation

Special Event: Facility Use Request Form

Applicants for "Special Event" use must submit all information at least 6 weeks prior to event date. This includes the Special Event Request Form, the required site plan/event map, and the event/game schedule. All other documentation (insurance, etc) is due 30 days in advance. Failure to comply may result in delay of processing/review, and possible denial or cancellation of request.

"Special Event" criteria may include: multiple areas reserved, high capacity, open to the public, fees charged, vendors present, insurance required, etc. This could include, but is not limited to: tournaments, festivals, walk/run events, fundraisers, large scale public or private events.

ICPRD will review all "Special Event" requests to determine availability, suitability, and fee amounts. Fee amounts are due in full upon approval of application. Organizations may be billed with prior approval from ICPRD, however a non-refundable deposit and/or purchase order is required.

Applicant Information

Applicant Name		Organization Name	
Address (Street, City, State, Zip)			
Phone #1		Email	
Phone #2		Website	

Event Information

Event Name			
Type of Event (Select All That Apply)	<input type="checkbox"/> Athletic/Team Sports Event/Tournament <input type="checkbox"/> Reception/Party/Reunion <input type="checkbox"/> Meeting/Class/Program <input type="checkbox"/> Walk/Run Event <input type="checkbox"/> Fair/Festival <input type="checkbox"/> Fundraiser <input type="checkbox"/> Show/Exhibit/Performance <input type="checkbox"/> Other _____		
Event Date(s)		Set-Up: Start Date & Time	
Event Time(s)		Clean-Up: End Date & Time	

Park/Facility Requested**:	<input type="checkbox"/> Stumpy Creek Park <input type="checkbox"/> Jennings Park <input type="checkbox"/> Scotts Rosenwald Park <input type="checkbox"/> Bigleaf Slopes Park <input type="checkbox"/> Other _____
Amenities/Areas Requested**:	<input type="checkbox"/> Community Building (Scotts) <input type="checkbox"/> Entire Park <input type="checkbox"/> Athletic Field(s) _____ <input type="checkbox"/> Trail or Disc Golf Area(s) <input type="checkbox"/> Picnic Shelter(s) _____ <input type="checkbox"/> Open Space <input type="checkbox"/> Concession Area(s) _____ <input type="checkbox"/> Parking Lot <input type="checkbox"/> Other _____

Expected Attendance	Day 1	Day 2	Day 3
Participants			
Spectators			
Staff/Volunteers			
Total On-Site			
Parking Spaces Needed			
Public or private event?	<input type="checkbox"/> Public <input type="checkbox"/> Private		
Methods of Advertising	<input type="checkbox"/> Online <input type="checkbox"/> Poster/Flyer <input type="checkbox"/> TV/Radio		

Detailed Event Description:	
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Site Details

APPLICATIONS WILL NOT BE ACCEPTED WITHOUT A SITE PLAN/MAP AND EVENT SCHEDULE. Submit all information with the application.

Equipment/Set-Up: Check all that apply. Equipment NOT provided by ICPRD.

Show ALL equipment on the required site map. *Some items may require insurance*

<input type="checkbox"/> Signage/Banners	<input type="checkbox"/> Barricades/Borders/Fencing
<input type="checkbox"/> Generators	<input type="checkbox"/> Portable Restrooms***
<input type="checkbox"/> Power Access	<input type="checkbox"/> Inflatables/Dunk Tanks/Etc
<input type="checkbox"/> Tents/Canopies	<input type="checkbox"/> Stages/Scaffolding
<input type="checkbox"/> Booths/Tables	<input type="checkbox"/> Amplified Sound/PA Systems
<input type="checkbox"/> Dumpsters***	<input type="checkbox"/> Food/Beverage Trucks
<input type="checkbox"/> Vendors (Food, Sales, Etc)	<input type="checkbox"/> Other _____

Please list outside companies/vendors* to be used for any of the above items:

Attached site plan/map should indicate:

- Name of park facility & surrounding streets. Labeled park entrance.
- Overall Event Area (including parking/traffic flow) in/around the park.
- Location of all physical equipment, including but not limited to: signage, tents/tables/stages, vendors/sponsors, portable restrooms, barricades, etc.
- Electrical plan for vendors, stages, or other equipment.

Sales/Fees:

1. Admission/Participation fee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Will any money be collected on-site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, check purpose/items:		
<input type="checkbox"/> Food/Beverage	<input type="checkbox"/> Merchandise	<input type="checkbox"/> Services
<input type="checkbox"/> Other		

* Insurance: Event Liability Insurance is required for public or commercial events with Iredell County as additional insured. See "Rules & Regulations".

Insurance is required for events with fees, vendors (food/beverage, merchandise), and/or equipment such as inflatables, stages, etc.

** Permits and/or additional contracts may be required for use of some areas/amenities, or for some purposes or events.

*** Event Organizers may be required to provide portable restrooms, extra trash/recycling containers, etc to service large events.

Additional Information*Details, special requests, or other comments related to the consideration of this event:***REMINDERS** (See "Special Events: Facility Use Rules & Regulations" on page 3 for complete information)

- "Special Event" applications are due at least 6 weeks prior to requested date(s), and are first-come, first-served.
- Full payment is due at time of request approval. Organizations may be billed with approval from ICPRD (deposit required), and deadlines for balances due must be met.
- Reservations are not valid until full payment has been submitted, AND the "Special Event: Facility Use Request Form" has been APPROVED by ICPRD.
- Time needed for set-up or clean-up should be included as part of your requested time.
- Cancellations: Fees are non-refundable. Cancellations at least 1 week prior to the event start may be considered for rescheduling.
- Applicants will be provided a copy of the completed application upon approval (signed by ICPRD), and need to keep it with them during their reservation.
- See the "Special Events: Facility Use Rules & Regulations" page for events that may require the "Special Events" form (i.e. tournaments, festivals, etc).
- *Alcohol is not permitted on ICPRD properties.* Proposals for events with alcohol must be submitted to the ICPRD Director, and approved by the Recreation Advisory Committee and the Board of Commissioners.
- Prohibited: tobacco use/smoking, loitering, glass containers, littering/dumping, non-authorized off-road vehicles.
Prohibited *without a permit and/or approval* : tents/stages/inflatables/etc, weapons/firearms, fireworks, alcoholic beverages, overnight parking, soliciting funds/donations, selling goods/services, excessively loud or prolonged noise/music. Unleashed pets only allowed in designated areas (if available).
- *Reservations required for organized teams to use athletic fields (soccer, baseball, etc).
- **IMPORTANT NUMBERS: Facility Services/Maintenance (On-Call): 704-902-2284, Iredell County Sheriff's Dept: 704-878-3180**

Agreement

I, authorized agent for group, assume full responsibility for any damages to County equipment and/or property that occur as a result of the requested use. I understand that Iredell County and its staff will not be held liable for any injury or damage which may occur to me, my guests, and/or members of the above named group and our property during our requested use of the facility. The applicant/group shall indemnify and hold harmless Iredell County against any and all claims that occur from the event. I have read and understand the provided rules and regulations governing the use of the facility; our group will comply with the regulations, policies, and fee schedule for this facility.

Applicant Signature _____ **Date** _____

OFFICE NOTES**OFFICE USE**

FEES	DOCUMENTS RECEIVED	APPROVAL	Event Approved: YES NO CANCELLED
Rental:	<input type="checkbox"/> Request Form (Date _____)	Date Approved: _____	Approved By: _____
Security/Building Deposit:	<input type="checkbox"/> Site Plan/Map (Date _____)	POST-EVENT	
Other/Add'l:	<input type="checkbox"/> Event Schedule (Date _____)	Inspected By: _____	Date Inspected: _____
Total Due:	<input type="checkbox"/> Insurance Docs (Date _____)	Facilities/Grounds Clean? YES NO	
Invoiced? YES NO	<input type="checkbox"/> Permit Copies (Date _____)	Facilities/Grounds Damaged? YES NO	
Event Deposit (25% min):	DOCUMENTS SENT	Security Deposit To Be Refunded? YES NO N/A	
Date Deposit Paid:	<input type="checkbox"/> Deposit Receipt Sent (Date _____)	Date Deposit Refund Submitted:	
Balance Due Date:	<input type="checkbox"/> Invoice Sent (Date _____)	Other/Notes:	
Date Balance Paid:	<input type="checkbox"/> Balance Receipt Sent (Date _____)		



Iredell County Parks & Recreation

Special Event: Facility Use Rules & Regulations

Keep a copy of these rules, and the approved application, with you during your reservation.

- For Special Events, the "Special Events: Facility Use Request Form" form is required 6 weeks prior to requested date(s). Fees due on approval.**
Regular reservations: A "Facility Use Request Form" and full payment must be submitted to the Iredell County Parks & Recreation Department 2 weeks prior to the requested date(s) of use. Date(s)/time(s) requested should include preparation/set-up and clean-up time. **Reservations are required for athletic fields & enclosed buildings.** Reservations for other areas are first-come, first-served and are subject to availability, suitability, and approval by ICPRD.
- ICPRD will determine if a request will require the standard facility request form, or if it will be considered a special event.
"Special Event" criteria may include: multiple areas reserved, high capacity, open to the public, fees charged, vendors present, insurance required, etc. This could include, but is not limited to: tournaments, festivals, walk/run events, fundraisers, large scale public or private/commercial events.
- Site Suitability:** Requests will be evaluated on (but not limited to): compatibility of the event with existing uses/users, public safety, intensity & frequency of other park uses/users, availability of amenities (restrooms, parking, trash, power, etc), park condition & preservation (environmental impact, season, time, intensity, duration, etc).
- Full payment & any deposits are due at time of reservation approval (with application for non-special events).** Some organizations may be invoiced, ONLY with prior approval from ICPRD (25% non-refundable deposit required). Deadlines for remaining balances must be met. Events may be cancelled for overdue fees, and/or may be charged additional fees for late payments.
Additional fees may be charged for: lining/painting fields, event set-up/clean-up, damage fees, etc
- Reservations/requests are not valid without the completed "Facility Use Request Form", fees paid in full, and the request approved by ICPRD.**
- Cancellations: Fees are non-refundable.** Cancellations at least 1 week prior to the event start may be considered for rescheduling (within 3 months of event date). Deposits are not refundable prior to the reservation date, and/or in the event of a cancellation. Cancellations due to inclement weather or emergency situation (during or prior to event) may be considered for rescheduling (or partial refund with Director approval) on a case-by-case basis, and are at the discretion of ICPRD. Cancellations due to lack of event participation (or failure to follow event requirements) will not be considered for rescheduling/refund of paid fees.
- Concession areas and/or community buildings:** Security deposits are required. Rental/use fees are not refundable. Security deposits may be refunded AFTER the event, provided that clean-up procedures have been followed and no damage is reported upon post-event inspection. Food is not to be sold without prior Vendor approval or Concession MOU, and/or proper permits/inspections. ICPRD may require a percentage of sales or an upfront fee.
- Community Buildings:** Applicant must be on-site during reserved times.
- Public or commercial events (festivals, sporting events, tournaments, etc)** are required to have Event Liability Insurance in the amount of \$1,000,000, with Iredell County named as an additional insured for the date(s) of the event. Insurance information must be submitted to ICPRD at least 30 days prior to event date. Commercial Events will also require Workers Compensation insurance. Some events may require additional permits and/or contracts in order to be approved.
- Normal hours of park operation are ~9:00am until dark (may close with inclement weather). Usage outside of these times must have prior ICPRD approval.
- Reservations required for organized teams to use athletic fields (soccer, baseball, etc).
- The applicant/group to which this permit has been issued shall be liable for any damages, loss, or injury sustained. The applicant/group shall indemnify and hold harmless Iredell County against any and all claims that occur from their event.
- A copy of the APPROVED request form must be in the possession of the group while using the facility. If another group/person is using the reserved area during your scheduled time, present this form and politely ask them to leave. Contact the Iredell County Sheriff's Office if resolution is needed.
- Removal or repositioning of ICPRD property (goals, benches, bleachers, etc) is not allowed. Contact ICPRD 72 hours in advance if changes are needed.
- Parks and/or amenities may close with inclement weather. Field/trail use is prohibited (even with a request form) with: standing water, steady or heavy precipitation (or forecasted), lightning/electrical storms, or the area is deemed unsafe, unusable, or unavailable by park staff or local authorities.
- Use of smoke producing tobacco and all smoking alternative products is prohibited on Iredell County grounds and park systems, per County Ordinance.
- The following are prohibited: tobacco use/smoking, loitering, glass containers, littering/dumping, non-authorized off-road vehicles.
The following are prohibited without a permit/approval: tents/stages/inflatables/etc, weapons/firearms, fireworks, alcoholic beverages, overnight parking, soliciting funds/donations, selling goods/services, excessively loud or prolonged noise/music. Unleashed pets only allowed in designated areas (if available).
- Any equipment that could potentially effect field surfaces or irrigation/electrical lines must have prior approval for placement (tents, stages, inflatables, etc).
- No littering. All waste and garbage shall be disposed of in receptacles designated for this purpose. Applicant/group is responsible for leaving the area clean and trash disposed of in proper location (subject to inspection). Please move trash to large bins or dumpsters, where provided.
- The applicant/group shall not operate, stop, or park any motor vehicle except on park roads, parking areas, or other areas so designated for such use. DO NOT drive onto fields with any type of motorized vehicle. This will be grounds for permit revocation.
- ALCOHOL IS NOT PERMITTED ON ICPRD PROPERTIES.** Requests for events with alcohol must be submitted to the ICPRD Director, and approved by the Recreation Advisory Committee and the Board of Commissioners. If approved, permits and additional security will be required for events with alcohol (provided & paid for by applicant/group). The process for Board approvals could take 4-8 weeks.
- Iredell County has the authority to waive fees for county-sponsored events, or provide customized rates for non-profit groups or community-based events. Verification of group/event status may be required.
- An ICPRD representative shall have the authority to revoke the permit upon finding a violation of department rules, regulations, or county ordinance. If the permit is revoked, there will be NO REFUND of any money paid. Any misrepresentation as to the nature of the event, number of attendees expected, contact or payment information, or any other falsification of documents may result in the immediate cancellation of the event and forfeiture of fees paid, and may also result in denial of future permit requests and/or legal action. Failure to pay by deadlines can result in cancellation of event.