



Gaston County Parks & Recreation  
 PO Box 1578  
 Gastonia, NC 28053  
 (704) 922-2160  
 Fax: (704) 922-2166  
[parksrec@gastongov.com](mailto:parksrec@gastongov.com)

## Special Events/ Activities Application

The purpose of this application is to provide information about your event or activity in order for Gaston County Parks and Recreation to best assist you. Depending on the specific event, a permit application and/or fee(s) from other departments may be required.

The applicant is responsible for providing complete and accurate information on the application, including an attached detailed site plan when applicable. The applicant is responsible for notifying Gaston County Parks and Recreation of any changes after submittal of the application. Incomplete applications will not be accepted. A complete application must be submitted at least 30 days prior to the event

### APPLICATION INFORMATION

<b>Name of Event:</b>	<input style="width: 90%;" type="text"/>		
<b>Facility Requested:</b>	<input style="width: 90%;" type="text"/>		
<b>Applicant Name:</b>	<input style="width: 90%;" type="text"/>		
<b>Organization:</b>	<input style="width: 90%;" type="text"/>		
<b>Mailing Address:</b>	<input style="width: 90%;" type="text"/>		
<b>City / State / Zip:</b>	<input style="width: 90%;" type="text"/>		
<b>Daytime Phone:</b>	<input style="width: 15%;" type="text"/>	<b>Cell:</b> <input style="width: 15%;" type="text"/>	<b>E-Mail:</b> <input style="width: 25%;" type="text"/>
<b>Description of the Event:</b>	<input style="width: 90%;" type="text"/>		
<input style="width: 90%;" type="text"/>			
<input style="width: 90%;" type="text"/>			
<b>Does the event have a Facebook, Twitter, or other social networking page:</b>	<input style="width: 90%;" type="text"/>		
<b>If yes, please list URL(s):</b>	<input style="width: 90%;" type="text"/>		
<b>Date (s) Requested for Event:</b>	<input style="width: 90%;" type="text"/>		
<b>Event Start Time:</b>	<input style="width: 20%;" type="text"/>	<b>Event End Time:</b>	<input style="width: 20%;" type="text"/>
<b>Road Closure Time Begins (if applicable):</b>	<input style="width: 20%;" type="text"/>	<b>Road Closure Time Ends:</b>	<input style="width: 20%;" type="text"/>
<b>Set Up Begins:</b>	<input style="width: 20%;" type="text"/>	<b>Set Up Ends:</b>	<input style="width: 20%;" type="text"/>
<b>Preferred Date &amp; Time of Inspection (if required):</b>	<input style="width: 90%;" type="text"/>		
<b>Estimated Attendance:</b>	<input style="width: 90%;" type="text"/>		
<b>The Event is:</b>	<input style="width: 10%;" type="checkbox"/>	<b>Private (by invitation only)</b>	or <input style="width: 10%;" type="checkbox"/>
			<b>Open to General Public</b>
<b>Describe the procedures to be used for selecting vendors and exhibitors for this event:</b>			
<input style="width: 90%;" type="text"/>			
<input style="width: 90%;" type="text"/>			

I verify that the information on this request form is correct. I agree to abide by all ordinances and regulations of the Gaston County Parks and Recreation Department as well as any other governmental laws and regulations applicable to the use of said facility and premises. I agree to comply with the Americans with Disabilities Act (ADA) which prohibits discrimination on the basis of disability and to make reasonable accommodations in the event to enable participation by an individual with disabilities. If any accommodations are necessary for participation in any program or service, I will notify Parks and Recreation staff.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

A pre-event meeting may be required and will be scheduled to include appropriate staff. The event applicant must attend the meeting.

## TENTS / CANOPIES / MEMBRANE STRUCTURES

Will tents/canopies/membrane structures be used for events? (proceed to next section.)		<input type="checkbox"/> Yes	<input type="checkbox"/> No (if no)
# of Canopies	<input type="text"/>	(fabric structure that is open without sidewalls on 75% or more of perimeter)	
# of Tents	<input type="text"/>	(fabric structure that is enclosed with sidewalls on more than 25% of perimeter)	
# of Membrane structures	<input type="text"/>	(air supported or air inflated structure)	
Other type of structure (provide description) <input style="width: 80%;" type="text"/>			
*Is any individual canopy greater than 400 square feet?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
*Is there any individual canopy or group of canopies <b>open on all sides</b> exceeding 700 square feet <b>without</b> 12 ft. Of clear space between all other permanent and temporary structures?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
*Is any individual tent or membrane structure greater than 200 sq. ft?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
*Is there any individual or group of tents or membrane structures 200 sq. ft. <b>without</b> 12 ft. of clean space between all other permanent and temporary structures?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

## VOICE / MUSIC AMPLICATION

Are there any musical entertainment features related to your event? (proceed to next section.)		<input type="checkbox"/> Yes	<input type="checkbox"/> No (if no)
If yes, state the number of stages, number of bands and type of music:			
Number of stages:	<input type="text"/>	Number of Bands:	<input type="text"/>
Type(s) of music:	<input style="width: 90%;" type="text"/>		
Will your event use amplified sound:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate times:		Start Time: <input style="width: 100px;" type="text"/>	Finish Time: <input style="width: 100px;" type="text"/>
Will sound checks be conducted prior to the event?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate times:		Start Time: <input style="width: 100px;" type="text"/>	Finish Time: <input style="width: 100px;" type="text"/>

## HAZARDOUS MATERIALS

Will the event have any hazardous materials such as propane, butane, gasoline, diesel tanks, helium cylinders or other upright tanks?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>If yes, all tanks must be secured in a manner to prevent accidentally being knocked over. All helium tanks not being used shall have their caps in place.</b>			
Will there be any portable heaters?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be any deep fat fryers?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be any fireworks, lasers, torches, candles or pyrotechnics?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will generators or electrical power be used?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

## VENDORS

A vendor is anyone who is serving, selling, sampling, or displaying food, beverages, merchandise or services.

Does the event include mechanical rides, or other similar attractions?  Yes  No

If yes, company name?

Company address:

List details, if any:

**Applicants contracting with amusement ride companies are required to provide the Gaston County with a certificate of insurance, naming applicant and the Gaston County (if applicable) as additional insured on general liability.**

Does the event include food vendors?  Yes  No

If the event will have food vendors, please check the following that apply:

Served  Sold  Catered  Prepared Outdoors

Does the event include food concession and/or cooking areas?  Yes  No

If yes, please list each vendor and specify cooking method (Gas, Electric, Charcoal, Other)

*(Use additional sheet if necessary)*

Vendor	Cooking Method	Food Item

Food and beverages shall not be sold at an event unless approved and licensed, if necessary, by the Gaston County Health Department. Event organizers are responsible for arranging health inspections for their events.

## VENDORS

List all other commercial vendors who will be present during the event (serving, selling, sampling, or displaying).

VENDOR NAME	ADDRESS	PHONE NUMBER (S)

## EVENT SCHEDULE

Provide a detailed schedule of the event including dates and times for entertainment, activities, hours of event, start time, finish time, etc. If the event requires an extended time frame for set-up, include details with a timeline listing the times and locations where streets or public property will be impacted and when dismantling will be completed.

(Use additional sheet of paper if necessary)

DATE	TIME	ACTION	ADDITIONAL NOTES

## SERVICES

*Gaston County does not provide amenities such as portable washrooms, sound systems, tables, chairs, tents, canopies or other equipment. The applicant is responsible for arranging and providing services such as event clean up, traffic control, etc.*

### TRASH CONTAINERS

In order to determine what types of containers best suit the needs of the event, please answer the following questions:

Will the event be serving/selling/distributing beverages?  Yes  No

If yes, in what containers will they come packaged in?

aluminum cans  glass bottles/jars  plastic bottles/jugs/jars

How many trash cans are you requesting for trash?

How many recycle carts are you requesting?

Delivery Location?

Date and Time for rollout carts to be emptied?

Date and Time for rollout carts to be picked up?

Applicants are responsible for cleaning and restoring the site after the event. Please pick up all trash including paper, plastic, bottles, cans and event marketing signs. Clean-up fees may be incurred because of an applicant's failure to clean and/or restore the site following the event. If you reasonably believe that no litter will be generated during your event, please state this in your plan.

### PUBLIC PROPERTY CLEAN-UP

Contracted personnel or volunteers may be used if indicated below. What is the clean-up plan for the event?

Will any of the following service be used for the event:

Water Service  Wastewater Service  Portable Toilet Service

### SAFETY AND SECURITY (CHECK TYPES OF SECURITY USED)

Stage Security  Event Area Security  Gate Security

Road Closure Security  Money Handling Security

Other

Overnight Security From  :  To  :

Dates & Times security will be on site:

Security provided by:  Number of Security Personnel:

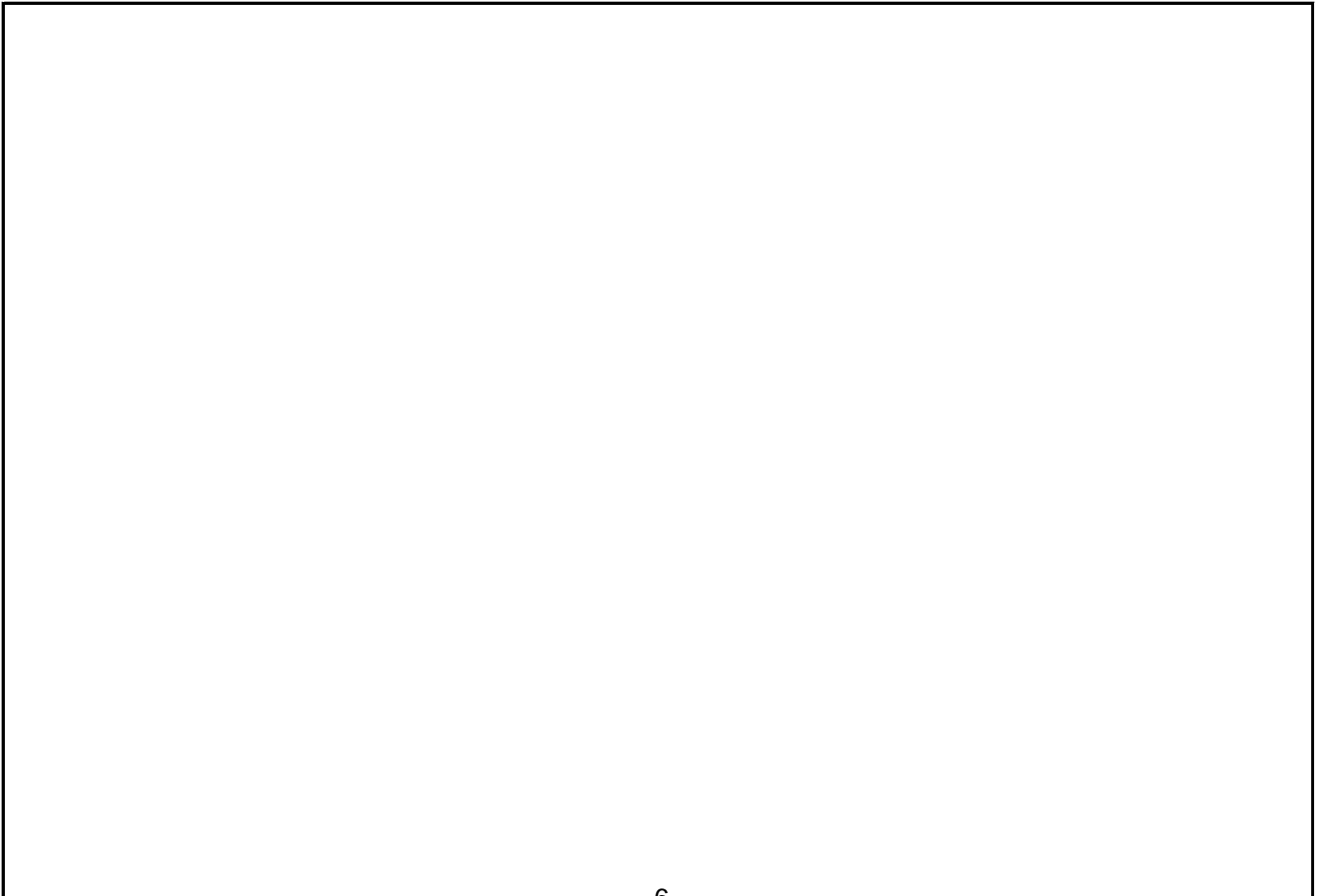
*Applicant may be required to hire sworn off-duty Gaston County police officers or Sheriff's Department personnel to provide security to insure public safety. Gaston County will determine the number of security personnel required on site.*

## SITE PLAN

Provide a detailed Site-Plan sketch of the event. Include maps, outline or diagram of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. The plan should include the following information (if applicable):

- Location of the event/activity on the property with approximate distances from roads, fire hydrants, existing buildings, etc.
- Location of temporary structures that will be used during the event. Must indicate size of temporary structures, distances between temporary structures and existing buildings.
- Identify how each temporary structure will be used. Example: type of vendor, food preparation, etc.
- Identify location of all cooking devices and open flames.
- Location of all fencing, barricades, or other restrictions that will impair access to and from the event or property.
- Identify all designated parking areas.
- Identify location of any generators and fuel storage.

## SITE PLAN SKETCH





## ROAD CLOSURES

If your event involves road closures, a parade, a foot or bike race, any other type of procession, or more than one location, please attach a Route and Traffic Plan. Include the required information (listed below) and any additional information that you believe apply to your event. When planning a moving route, the Gaston County Police Department is available to assist you in planning your route.

- NC and US roadways will also require approval from the NCDOT.
- The proposed route to be traveled including the requested starting and termination point. Please also clarify the directions of movement of your event.
- Routing plans for traffic. Illustrate a plan to include roads that you are requesting to be closed to vehicular or other traffic for your event. Include planned arrangements to resolve conflicts with people trying to reach businesses, their own residences, places of worship and public facilities including public transportation.
- Whether the event will occupy all or a portion of the street(s) requested for use.
- Proposed locations for barricades, signs and police/volunteers.
- The provision of twenty foot (20') minimum emergency access lanes throughout the event site.
- White temporary water base paint can be used to mark the route on the street pavement (May be purchased at common hardware stores such as Lowes Home, Home Depot, etc.).

**Please Note:** All road closure requests will be strictly reviewed by the County. Approval, denial, or modification of all road closure requests lies in the sole discretion of the County. Gaston County has final discretion over your Route and Traffic Plan including, but not limited to the route, placement and number of all barricades, signs and police/volunteer locations.

**DO NOT ASSUME, ADVERTISE, OR PROMOTE YOUR EVENT UNTIL YOU HAVE A SIGNED PERMIT FROM GASTON COUNTY. CONFLICTS DO ARISE AND CHANGES TO THE REQUEST MAY BE NECESSARY.**

I have selected preapproved route  OR sketch below or attach a detailed map routing your proposed procession.





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## Guidelines for Special Events

This information has been prepared to assist you while planning, to ensure a safe and enjoyable special event. If you have questions that are not answered on this page, please contact Gaston County Parks and Recreation at (704) 922-2160.

### Typical events are defined below:

**Parade:** A march or procession which interferes with pedestrian and/or vehicular traffic.

**Athletic Events:** An occasion when a group of participants collectively engage in sport or other form of physical exercise, including an organized Walk or Race. This may interfere with vehicular and/or pedestrian traffic.

**Special Events:** Include street fairs, arts and crafts shows, carnivals, rally, etc. Special events often interfere with pedestrian and/or vehicular traffic.

**Block Party:** A gathering which requires closure of a street.

Special event permit applications must be submitted to Gaston County Parks and Recreation at least **30 days prior** to the event.

### Important Info:

- All Special Events must comply with all Gaston County Park Ordinance requirements, Gaston County Health Department regulations, policies, procedures, rules, and regulations pertaining to use of parks.
- Sufficient portable toilets shall be provided for the expected number of participants at any event.
- The applicant shall provide proof of insurance acceptable to Gaston County.
- The applicant shall be responsible for the security or protection of any items, merchandise, displays, booths, or other property owned by the applicant or others participating in the special event.
- The applicant shall provide authorized law enforcement personnel for each special event, as determined by Gaston County.