



Gaston County Parks and Recreation Department
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Special Events Reservation Request

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 event.

APPLICATION INFORMATION

Name of Event: _____

Applicant Name: _____ Organization: _____

Mailing Address: _____ City, State, Zip: _____

Daytime Phone: _____ Cell Phone: _____

Email Address: _____

Location of Event: _____

Description of the Event: _____

Does the event have a Facebook, Twitter, or social networking page? _____

If yes, please list the URL(s): _____

Date (s) Requested for Event: _____

Event Start Time: _____ Event End Time: _____

Road Closure Time Begins (if applicable): _____ Road Closure Time Ends: _____

Set Up Begins: _____ Set Up Time Ends: _____

Preferred Date & Time of Inspection (if required): _____

Estimated Attendance: _____

This Event is: Private _____ (by invitation only) or Open to General Public _____

Describe the procedures to be used for selecting vendors and exhibitors for this event: _____

Requested: (Please check all that may apply)

Dallas Park:

Horse Arena: _____ Barn A: _____ Barn B: _____ Barn C: _____ Barn D: _____ Barn E: _____

Control Building: _____ Concession Stand: _____ P.A. System: _____ Arena Tent: _____ Lights: _____

Flat Area: _____ Picnic Shelter 1: _____ Picnic Shelter 2: _____ Picnic Shelter 3: _____ Picnic Shelter 4: _____

Fishing Ponds: _____ Bocce Courts: _____ Tennis Courts: _____ Amphitheater: _____ Heritage Village: _____

Chapel: _____ Baseball Field 1: _____ Baseball Field 2: _____ Baseball Field 3: _____ Baseball Field 4: _____

Other Park Areas: _____

Poston Park:

Picnic Shelter 1: _____ Picnic Shelter 2: _____ Horse Shoe Court: _____ Concession Stand at Horse Shoe Court: _____

Volleyball Court: _____ Fishing Pier: _____ Pump Track: _____ Trails: _____

Baseball Field 1: _____ Baseball Field 2: _____ Baseball Field 3: _____ Baseball Field 4: _____ Batting Cage: _____

Soccer Field 1: _____ Soccer Field 2: _____ Soccer Field 3: _____ Soccer Field 4: _____ Concession Stand at Soccer
Fields: _____ Dog Park: _____

Other Park Areas: _____

Bessemer City Park:

Picnic Shelter 1: _____ Picnic Shelter 2: _____ Baseball Field 1: _____ Baseball Field 2: _____ Baseball Field 3: _____

Concession Stand: _____ Soccer/Football Field: _____

Other Park Areas: _____

North Belmont Park:

Picnic Shelter 1: _____ Picnic Shelter 2: _____ Picnic Shelter 3: _____ Baseball Field 1: _____ Baseball Field 2: _____

Soccer Field 1: _____ Soccer Field 2: _____ Walking Track: _____ Nature Trail: _____

Other Park Areas: _____

Tryon Park:

Picnic Shelter 1: _____ Picnic Shelter 2: _____ Baseball Field 1: _____ Baseball Field 2: _____ Baseball Field 3: _____

Other Park Areas: _____

South Fork River Park:

Trail: _____ Canoe/kayak access area: _____ Picnic tables: _____

Other Park Areas: _____

Pearl Henderson Park:

Baseball Field 1: _____ Soccer Field 1: _____ Soccer Field 2: _____

Other Park Areas: _____

Camp Sertoma:

Lodge: _____ Counselor's Cabin: _____ Cabin 1: _____ Cabin 2: _____ Cabin: _____ Gazebo: _____ Fire Pit: _____

Other Camp Areas: _____

Lewis Brooks Air Field:

Paved Air Field: _____ Open Space Area: _____

Other Areas: _____

TENTS / CANOPIES / MEMBRANE STRUCTURES

Will tents/canopies/membrane structures be used for events? Yes No (if no proceed to the next section)

of Canopies: (fabric structure that is open without sidewalls on 75% or more of perimeter)

of Tents: (fabric structure that is enclosed with sidewalls on more than 25% of perimeter)

of Membrane Structures: (air supported or air inflated structure)

Other type of structure: _____

Is any individual canopy greater than 400 square feet? Yes No

Is there any individual canopy or group of canopies open on all sides exceeding 700 square feet **without** 12 ft. of clear space between all other permanent and temporary structures? Yes No

Is any individual tent or membrane structure greater than 200 sq. ft.? Yes No

Is there any individual or group tents or membrane structures 200 sq. ft. **without** 12ft. of clean space between all other permanent and temporary structures? Yes No

VOICE / MUSIC AMPLIFICATION

Are there any musical entertainment features related to your event? Yes No (if no proceed to the next section)

If yes, state the number of stages, number of bands and type of music:

Number of stages: Number of Bands:

Types of music: _____

Will your event use amplified sound? Yes No If yes, please indicate times: Start Time: End Time:

Will sound checks be conducted prior to the event? Yes No If yes, please indicate times: Start Time: End Time:

HAZARDOUS MATERIALS

Will the event have any hazardous materials such as propane, butane, gasoline, diesel tanks, helium cylinders or other upright tanks?
 Yes No

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.

Will there be any portable heaters? Yes No

Will there be any deep fryers? Yes No

Will there be any fireworks, lasers, torches, candles or pyrotechnics? Yes No

Will generators or electrical power be used? Yes No

VENDORS

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

If yes, company name: _____

Company address: _____

List details, if any: _____

Applicants using amusement rides, inflatables, etc. are required to provide Gaston County Parks & Recreation with a certificate of insurance, naming applicant and Gaston County (if applicable) as additional insured on general liability. All amusement rides, inflatables, etc. must be powered by generators provided by the applicant. Gaston County Parks & Recreation will not provide power for such attractions.

Does the event include food vendors? Yes No

If yes, 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)

VENDORS

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.

List all other commercial vendors who will be present during the event (*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, end 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 sheets 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 Bottle/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 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

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

Will any of the following services 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 the roads, fire hydrants, existing building, 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. Examples: 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 of property.
- Identify all designated parking areas.
- Identify location of any generators or power needs and fuel storage.

SITE PLAN SKETCH



ROUTE AND TRAFFIC PLAN

_____ Parade _____ March or Walk (persons only) _____ Vehicles Only (Includes motorcycles) _____ Bicycles _____ Foot Race
_____ Other (Description) _____

Number of Persons _____ % Children _____ Number of Vehicles _____ Vehicle Types _____

Number of Animals _____ Kinds of Animals _____

DESCRIBE BELOW THE EVENT ROUTE. IF THERE IS MORE THAN ONE SEGMENT TO AN EVENT, INCLUDE START AND END TIMES FOR EACH SEGMENT. (Example: The "GENERIC AWARENESS RUN" may include a 5k, a 10k, and a Fun Run). _____

ROAD CLOSURES

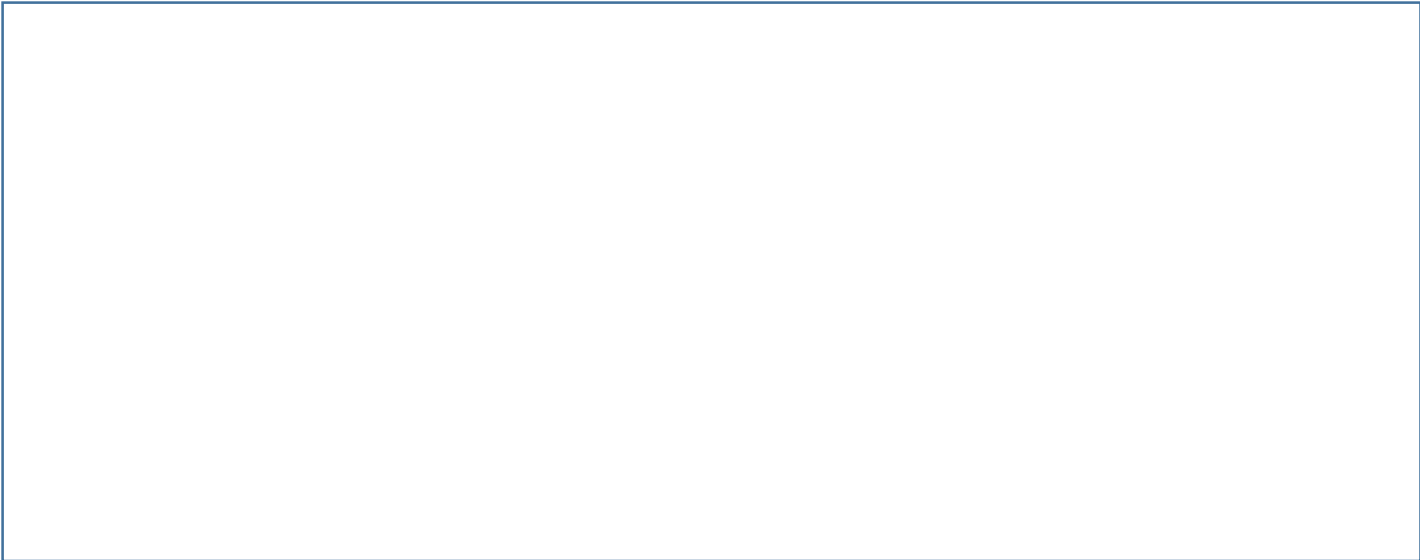
If your event involves road closures, a parade, a foot or bike race, any type of procession, or more than one location, please attach a Route and Traffic Plan. Include the required information (listed below) and any additional information that you believe apply to your event. When planning a moving route,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



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 the Gaston County Parks & Recreation Department 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 or participants collectively engage in sport or other forms of physical exercise, including an organized Walk or Race. This may interfere with pedestrian and/or vehicular traffic.

Special Events: Includes street fairs, arts and crafts shows, carnivals, rallies, 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 the Gaston County Parks & Recreation Department at least 30 days prior to the event.

Important Information:

- All Special Events must comply with all Gaston County Park Ordinance requirements, Gaston County Health Department regulations, policies, procedures, rules and regulations pertaining to the 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.
- Renter is responsible for all federal civil rights requirements, including the Americans with Disabilities Act.

Signature of Responsible Party/Person:

I verify that the information on this request 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 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 on any program or service, I will notify the Gaston County Parks & Recreation staff.

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

Signature: _____ **Date:** _____

GASTON COUNTY PARKS AND RECREATION ALCOHOLIC BEVERAGE POLICY

To possess or consume alcohol in Gaston County Parks, you must obtain permits from the Gaston County Parks and Recreation Department and the North Carolina Alcohol Beverage Control Commission. To obtain a Gaston County Parks and Recreation permit, event sponsors are required to complete a Special Event Application and provide evidence that the event will comply with the Gaston County Parks and Recreation Ordinance and conditions of the Special One-Time Permit issued by the North Carolina Alcohol Beverage Control Commission. Once the event application is approved, Gaston County Parks and Recreation will provide a facility rental agreement to the organization. This facility rental agreement must be submitted to the North Carolina Alcohol Beverage Control Commission in order to obtain a Special One-Time Permit for the Sale of Alcoholic Beverages. Event sponsors who obtain the North Carolina Special One-Time Permit will provide Gaston County Parks and Recreation with a copy of the State permit, and will then be issued the Gaston County Parks and Recreation Permit. The Gaston County Parks and Recreation Permit is \$50 per day.

In addition to verification of the North Carolina Special One-Time Permit, the following documents are required to obtain a Gaston County Parks and Recreation Permit:

1. Certificate of Insurance indicating Host Alcohol Liability Insurance in the amount of \$1,000,000 and include Gaston County as an additional insured.
2. Contract with required number of law enforcement officers for the event.

North Carolina Alcohol Beverage Control Commission Guidelines for Special One-Time Permits

Permits may be issued to a **non-profit organization** to allow the retail sale of malt beverages, unfortified wine or fortified wine at a single fundraising event of that organization. A permit for this purpose shall not be used for the sale of any kind of alcoholic beverage in a jurisdiction where the sale of that alcoholic beverage is unlawful. Complete a Special One-Time Permit for the Application for Sale of Alcoholic Beverages and submit with the required fee.

Permits may be issued to a **non-profit organization** to serve wine and malt beverages at a ticketed event held to allow the organization to raise funds. For the purposes of this subdivision, "non-profit organization" means an organization that is exempt from taxation under Section 501(c)(3), 501(c)(4), 501(c)(8), 501(c)(19), or 501(d) of the Internal Revenue Code or is exempt from similar provisions of the General Statutes as a bona fide non-profit charitable, civic religious, fraternal, patriotic, or veteran's organization, or as a non-profit volunteer fire department, or as a non-profit rescue squad or a bona fide homeowner's or property owner's association.

Special One-Time Permits may be obtained from the North Carolina Alcohol Beverage Commission located at 400 E. Tryon Rd. Raleigh, N.C. 27610 Phone: (919) 779-0700

The following documents must be submitted to obtain a permit:

1. Lease or rental agreement between non-profit organization and the owner of the premises.
2. Diagram of the actual premises showing all entrances, exits, bar areas, and where consumption and/or sale will take place.
3. Documentation to show that the organization is exempt from taxation under the appropriate subsection of Section 501(c) of the Internal Revenue Code, or is exempt under similar provisions of Chapter 105 of the North Carolina General Statutes.
4. Purpose of fundraiser and recipient of funds raised.
5. Certified copy of criminal record check must be submitted for individual applying for a Special One-Time Permit.
6. A political party as defined in North Carolina General Statute 163-96 (a) (1) or (2), or a campaign organization which has properly filed and has had a person certified as a candidate. Statute 163-1.

Signature of Responsible Party/Person:

To the extent permitted by North Carolina law, the applicant agrees to indemnify Gaston County for any liability, damage, losses, lawsuits, or litigation expenses it might incur arising from the applicant serving alcohol at the event described herein. For purposes of this paragraph, "Gaston County" shall mean Gaston County as well as its employees, agents, officials, officers, and boards.

Signature: _____ Date: _____

APPLICATION PERMIT APPLICATION

Name of Event: _____

Date of Event: _____ Time of Event: _____

Location Requested: _____

APPLICATION INFORMATION:

Payment for applicable facility and event fees must be made to Gaston County Parks & Recreation before applications will be accepted. All applications must be submitted sixty days prior to the event date. All application will require a site map with amenities, alcohol sales locations, and boundaries to be shown on map.

Name of Applicant: _____

Mailing Address: _____ City / State / Zip: _____

Daytime Phone: _____ Cell: _____ Email: _____

Organization Sponsoring the Event:

Non-Profit _____ Public Agency _____ Other _____

Applicant Name: _____

Organization: _____

Mailing Address: _____ City / State / Zip: _____

Daytime Phone: _____ Cell: _____ Email: _____

On-Site Coordinator: _____

Daytime Phone: _____ Cell: _____ Email: _____

Special Considerations

____ Alcoholic Beverages Served and/or Sold ____ Ticketed Admission ____ Food Sales and/or Cooking or Grilling ____ Tents

____ Merchandise Sales ____ Sound Amplification ____ Pets/Animals ____ Street Closure ____ Sidewalk Closure

Gaston County expects all events to be litter-free. Describe your clean-up plans during and after the event: _____

Will you be charging admission to this event? If so, how much? _____

Will the event be open to the public? _____

Will the event be advertised? If so, how and where? _____

Site Map Information: (See page 6 in the Special Event Application)

Sketch maps are required to show the area where the event is taking place along with any streets, sidewalks, or public areas that may be affected. It must show any barriers or traffic control devices, booths, locations of concession stands, restrooms, (temporary or fixed), location of proposed fences, platforms, stages, stands, bleachers, or seating areas. Other items as deemed necessary may be required as part of law enforcement reviews and approval.

Staff Review:

(FOR OFFICE STAFF TO COMPLETE ONLY)

Special One-Time Permit Issued by N.C. ABC Commission:

Yes

No

Police Comments:

Additional Requirements:

Parks and Recreation Comments:

Additional Requirements:

Certificate of Liability Insurance with County named as additional insured?

Yes

No