



**ONSLOW**  
PARKS & RECREATION

# **SPECIAL EVENTS APPLICATION**

**ONSLOW COUNTY PARKS & RECREATION**

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## **Special Event Application**

### **Introduction**

Thank you for choosing Onslow County Parks & Recreation (OCPR) as a potential host for your upcoming special event. Special Event Applications allow OCPR to prevent conflicts, make necessary maintenance preparations, and avoid potential overuse of our facility. Therefore, all organizations and/or individuals seeking reserved facility use must complete a special event application prior to the reservation being made. Further information regarding facility guidelines, fees, and policies are included for review prior to making a reservation.

### **Application**

Please complete the attached application form in its entirety. Answers that are provided should give a full description of dates, times, all planned activities, and what space will be needed.

### **Reservation Requests Timeline**

Applications must be submitted at least 60 days in advance. All requests are subject to facility availability and the feasibility of a given timeline.

### **Insurance**

OCPR requires that all organizations or individuals seeking a reservation at an OCPR facility provide a Certificate of Liability Insurance for the named organization or entity. The COI must have a minimum liability coverage of \$1,000,000/per occurrence. The Certificate Holder section must reflect the following address to be considered for acceptance:

*Onslow County  
234 NW Corridor Blvd  
Jacksonville, NC 28540*

### **Commercial Use, Promotional, & Advertising**

Applicants are responsible for all advertising fees and are required to obtain design approval from OCPR for ALL advertisement. The permit application must accurately disclose all applicable displays prior to permit issuance.

### **Permit Fees**

Once the application is submitted and processed, an email will be sent with application status as well as the total fee for permitting including all fees incurred.

**Noise & Amplified Sound:** OCPR has the discretion to allow or disallow amplified sound during a special event. Alternatively, they may require a park user to comply with a lesser sound level than outlined by the County sound ordinance. Logistics involving noise and amplified sound must be disclosed and discussed prior to creating the reservation. An authorized OCPR official or a police officer may stop any outdoor music as a public nuisance if the sound does not adhere to the County noise ordinance.

**Animals:** No person shall cause or permit any animal owned by themselves, in his/her custody or under his/her control, except a dog restrained by a physical leash not exceeding six feet in length, to enter any park. Electronic leashes, or anything other than physical custody leashes, are not authorized in any park. Each such animal found at large may be removed per the law or ordinance

**Anti-Discrimination:** As a matter of policy, law, and commitment, OCPR does not discriminate on the basis of race, color, sex, marital status, sexual orientation, political ideology, age, creed, religion, ancestry, national origin, or presence of any sensory, mental, or physical handicap.

### PARK OPERATING HOURS

	April-September	October	November-February	March
Onslow Pines Park	10:00AM-10:00PM	10:00AM-7:00PM	10:00AM-5:00PM	10:00AM-7:00PM
Richlands Steed Park				
Stump Sound Park				
Deppe Park	10:00AM-8:00PM	10:00AM-5:00PM		
Hubert Bypass Park				

## Special Event Application

*A Special Event is an organized activity such as a walk, run, fair, festival, or other gathering hosted by a third party on Onslow County Parks and Recreation property for public or private entertainment that requires the general or exclusive use of one or more park facilities or features and that may be advertised or open to the public; attract more than 100 people; require the use of the facility or park for more than 4 hours; provide some form of entertainment (shows, music, demos, etc.); offer items for sale; and/or require maintenance, sanitation and/or police services above and beyond what is already provided on a daily basis. Please note that all of our facilities/parks are public property, so there are certain guidelines that must be followed. Policing, trash removal, proper care of the facility/park used, sanitation services, crowd control, insurance, and related traffic or parking issues must be considered and addressed before an application can be approved. If your event matches at least one of the above criteria, please complete this application. If it is determined that your event requires EMS, a police presence, and/or road closures you will be directed to the Onslow County Planning Department. Applications are reviewed on a first-come, first serve basis, with walk-in reservations processed first. All events must be confirmed and all paperwork in place at least 60 days prior to the event date. Marketing is not allowed until the contract is signed and approved.*

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

**Organization Name\*:** \_\_\_\_\_

**Organization Number\*:** \_\_\_\_\_

**Organization Street Address\*:** \_\_\_\_\_

**City\*:** \_\_\_\_\_

**State\*:** \_\_\_\_\_

**Zip Code\*:** \_\_\_\_\_

**Applicant Name\*:** \_\_\_\_\_

**Applicant Number\*:** \_\_\_\_\_

**Applicant Email Address\*:** \_\_\_\_\_

**Event Category\* (Please check all that apply) (Required - Select at least one option):**

Community Event     Concert/Performance     Run/Walk March     Festival

Assembly/Vigil/Ceremony     Other, please explain: \_\_\_\_\_

\*Indicates an answer is required

**Note:** Organizers of runs and other race events are responsible for providing traffic and/or crowd control which shall be handled by the Onslow County Sheriff Department.

**Facilities/Parks Requested (Required - Select at least one option):**

Onslow Pines Festival Area:  
1250 Onslow Pines Rd.

Richlands Steed Park:  
278 Franktown Rd.

Hubert By-Pass Park:  
220 Hubert Blvd.

Hines Farm Park Festival Area:  
765 Cedar Run Rd.

Stump Sound Park:  
1771 Highway 172

Deppe Park:  
5472 New Bern Hwy

## Event Information

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*Please be sure to provide yourself with ample time for set up break down of your event. As the organizer, you are responsible for leaving the area in the same condition it was when you arrived. Cleanup should begin within one hour after the event is concluded and continue until completed.*

**Setup Date\*:** \_\_\_\_\_

**Event Start Time\*:** \_\_\_\_\_

**Event End Time\*:** \_\_\_\_\_

**Estimated Attendance\*:** \_\_\_\_\_

**Estimated Number of Volunteers\*:** \_\_\_\_\_

**Will the event include the use of signs? (Required - Select at least one option):**

Yes                      No

Additional Information: The event sponsor may request to display signage for advertising the event and/or use decorations within the facilities. These requests will be reviewed and approved/denied on a case by case basis. If approved, the Parks Superintendent will designate the locations for the signage. The event sponsor is responsible for erecting all signage/decorations and for removal of same at the conclusion of the event. Signage/decorations may only be erected/displayed using rope, string, or bungee cords. Absolutely, no nails, staples or tape should be used.

**Will the event include animals (Required - Select at least one option):**

Yes                      No

**If yes, please list what kind of animals:** \_\_\_\_\_

**Note:** For events involving animals, the event sponsor will be responsible for being in compliance with ordinances of Onslow County Parks. The Onslow Pines Park Festival Complex is the designated "animal event area". All animals, at their respective events, must adhere to reservation and permit allowances. Under no circumstances will animals be allowed to perform attack or protection activities in Onslow County operated facilities.

\*Indicates an answer is required

**Description of Event (Required):**

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**Is there a scheduled rain date for the event? If yes, list the date requested:** \_\_\_\_\_

**Is this the first time your event has been held? (Required - Select at least one option):**

Yes                      No

**If no, please list the last place this event was held:** \_\_\_\_\_

### **O CPR Staffing**

*A Park Employee On-Site Fee will be charged for any event that is held outside of the specific park operating hours. (Fee = \$25/hour). The number of Park Staff needed for an event will be determined by the Parks and Recreation department.*

The event sponsor shall obtain the appropriate security needed for the event. The event sponsor may also request additional Parks personnel for the event at a rate of \$25/hr. The event sponsor will meet with the Onslow County Parks and Recreation Department Parks Superintendent for the purposes of coordinating logistical issues. THIS MEETING IS REQUIRED!

### **Parking**

*Overflow parking for personal vehicles is available inside the park. If the event reservation is approved, the event sponsor will be responsible for any costs related to utilizing the park before, during, or after normal operating hours, or damage to any park facility, grounds, or equipment by anyone associated with the group. Any additional costs related to such operation will be reimbursed directly to the Onslow County Parks and Recreation Department.*

**Will you need assistance with parking?**

**(Will require a park attendant) (Required - Select at least one option):**

Yes                      No

**Tents, Canopies, Amplified Sound, Stages/Platforms,  
Inflatables, Fencing/Barricades and/or Portable Restrooms.**

*Please state whether or not you will use the following for your event.*

**Will your event have any tents and/or canopies? (Required - Select at least one option):**

Yes                      No

**If Yes, please provide the number of tents/canopies, size and description of use:**

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\*Note: The placement of tents stakes, anchors or any other objects into the ground may only be permitted in certain areas, and with a permit. These locations must be approved in advance by the Parks Superintendent.

**Are you requesting permission to have amplified sound? (Required - Select at least one option):**

Yes                      No

**If Yes, please provide hours of Amplified Sound, description of sound system and the purpose:**

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**Will your event include the use of stages/platforms? (Required - Select at least one option):**

Yes                      No

**If yes, please provide the number of stages and reason for the usage:**

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**Will you be using an inflatable? (bounce house, inflatable structures, jump houses) (Required -Select at least one option):**

Yes                      No

If yes, the event sponsor must provide a Certificate of Liability Insurance from the inflatable vendor, certificate must be submitted to Onslow County Parks and Recreation at least 60 days prior to the event start date. Liability Insurance Requirements below:

- Comprehensive General Liability Insurance - \$1,000,000 Single Limit / \$2,000,000 General Aggregate
- Onslow County 234 NW Corridor Blvd., Jacksonville, NC 28540 must be listed as the Certificate Holder and as an additional insured.
- Inflatable vendor must maintain its insurance at the levels set forth above through the duration of the event.

**Will your event include the use of fencing or barricades? (Required - Select at least one option):**

Yes                      No

If yes, please state the reason for use:

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Additional Information Required: All fencing and/or barricade locations must be indicated on your event site plan and be approved by OCPR and Onslow County Sheriff Dept.

**Will your event be using portable restrooms? (Required - Select at least one option):**

Yes                      No

If yes, please provide the number of restrooms, the number of ADA restrooms and the name of the company providing them:

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Additional Information Required: All portable restroom locations must be indicated on the event site plan and approved by OCPR. The restrooms must be removed within 24 hours of the conclusion of your event.

## **Event Site Plan and Emergency Action Plan**

*Required for all applications*

**Event Site Plan Please attach a proposed Event Site Plan clearly indicating the set-up of your event.**

**Relative locations of the following should be indicated on the proposed Event Site Plan:**

- |  |   |
|--|---|
| <input type="checkbox"/> Food/Beverage Vendors | <input type="checkbox"/> Merchandise Vendors          |
| <input type="checkbox"/> Generators            | <input type="checkbox"/> Tents/Canopies               |
| <input type="checkbox"/> Parking               | <input type="checkbox"/> Stages/Platforms             |
| <input type="checkbox"/> Portable Restrooms    | <input type="checkbox"/> First Aid/Emergency Services |
| <input type="checkbox"/> Banner/Signs          |   |

## **Events Involving Food Vendors**

*Event sponsors having food vendors must adhere to Onslow County Parks and Recreation food vending policies. Event sponsors are required to submit an event application to the Onslow County Health Department. All sponsors are responsible for electrical fees at a rate of \$25/per outlet, paid prior to the event. All food vendors requiring electricity shall be reviewed by the department prior to the event. ALCOHOLIC BEVERAGES ARE NOT PERMITTED at any of Onslow County Parks and/or facilities.*

**Will you be having food vendors? (Required - Select at least one option):**

- Yes                      No

## **Food Vendor/Non-Food Vendor Requirements**

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*Food vendors MUST obtain permits from Onslow County Environmental Health Dept. Food sites will be examined and must receive a permit prior to the event. Food vendors will be examined throughout the event. Please direct food permit questions to Onslow County Environmental Health Dept. located at 234 NW Corridor Blvd., Jacksonville, NC 28540- 910.938.5851*

All Food Vendors must provide a Certificate of Liability Insurance upon registration to include:

- Comprehensive General Liability Insurance-\$1,000,000 Single Limit/\$2,000,000 General Aggregate.
- Onslow County 234 NW Corridor Blvd. Jacksonville, NC 28540 must be listed as the Certificate Holder and as an additional insured.

Vendor must maintain its insurance at the levels set forth above through the duration of the event.

A. All food vendors must prominently display Health Department permits. Signs (minimum 18" x 24") must be displayed on the front of the booth in a highly visible spot during festival hours with all menu items and prices.

B. Per the current National Electric Code (NEC), all temporary wiring installations shall be provided with ground-fault circuit interrupters (GFCI). This means all available receptacles at the festival will be GFCI protected. All vendor wiring, including drop cords, should be checked for proper polarity and continuity of ground conductors. Please test all your equipment before arriving at the festival, as no exceptions will be made. All cords must be secured/covered as so they are not a trip hazard for patrons.

C. Vendors are encouraged to bring their own garbage containers for their work area. DO NOT POUR GREASE, OIL, DIRTY WATER, FOOD DEBRIS, HOT COALS, OR OTHER WASTE ON THE GROUND, IN PUBLIC TRASH CONTAINERS, OR DOWN STREET SEWER PIPES. It is the responsibility of each vendor to handle his or her waste in a proper manner. Further instructions will follow on this issue.

## **Regulations**

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*Listed below are a few more regulations to adhere to and be mindful of when planning your event.*

1. Electrical outlets are limited and are offered on a first come first serve basis. To ensure adequate power, you MUST provide the TOTAL voltage and number of amps your equipment draws with this application. Please include all types of equipment you will be using. It is strongly encouraged that you bring a generator, as a backup. Power strips are not allowed.

2. Booths must be neat in appearance and not distract from your neighbor's display. Please leave your space clean at the end of the day. Booths must be manned at all times.
3. Vendors are required to handle their own NC sales tax.
4. Any vendor failing to meet all the requirements and regulations shall be subject to removal from the festival area.
5. OCPR will not be responsible for damage to personal property during this event.
6. All vendor exhibits should refrain from displaying sex, drugs, gangs, profanity, or illegal behavior.
7. The event sponsor assumes all responsibility for any licenses, fees, permits, etc. that may be required for the operation of a concession stand and vendors. Responsibility for proper sanitary conditions will be maintained and assumed by the group.

## **Agreement**

*By signing this agreement, you acknowledge the terms within this application and agree to adhere to them. I hereby certify that I fully understand and agree to abide by all of the material, rules and policies outlined herein. Failure to comply may result in my event permit being cancelled or terminated. RELEASE OF LIABILITY: I waive all rights and release all claims that might be had against the Onslow County Parks and Recreation, its hired or contracted instructors, and their employees and agents, for any and all injuries or losses which may be suffered because of my use of Onslow County Parks and Recreation Parks and Facilities.*

**Applicant Name (Required):** \_\_\_\_\_

**Date Submitted (Required):** \_\_\_\_\_

**Acknowledge agreement to terms stated within this application (Required - Select at least one option):**

AGREE

**Signature:** \_\_\_\_\_

You will be contacted by a representative of the Onslow County Parks and Recreation department within 1-2 business days after submitting this form completed in full. A meeting will then be scheduled, during which you are asked to bring as much information about your event as possible. Reservations will not be made until you have been contacted by a Onslow County Parks and Recreation representative All reservations are on a first come, first served basis.

**Office Use Only**

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

Date Paid: \_\_\_\_\_

Fees Required: \_\_\_\_\_

Electrical Outlets: \_\_\_\_\_

# of Park Attendants Needed: \_\_\_\_\_

**Notes:**

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