



Town of Mint Hill

Post Office Box 23457
Mint Hill, North Carolina 28227
Telephone 704-545-9726
Fax 704-545-0802

PARK MAJOR EVENT PERMIT APPLICATION

NOTE: Any rental of a park facility that reserves other facilities or sections of the park in addition to the large group picnic shelter for either public or private use, shall be considered a "park event" and shall be subject to regulations for park events as provided herein.

Park events shall be limited to no greater than four (4) events per park per calendar year.

For all proposed major park events a completed Mint Hill Major Event Application form shall be submitted to Town Parks and Recreation staff along with required documentation, fees and deposits in accordance with the most recently adopted fee schedule. Priority for event reservations shall be given based on the order in which reservation applications, including required fees and deposits, are received by staff. Such exclusive-use permits shall be issued on a first come, first served basis with the exception that current holders of special-use permits have the right of first refusal in subsequent years provided they state their intent no later than three months prior to the next year's use. Applications must be submitted to the Town no later than three (3) months before the event. Once four (4) complete applications for major events in a park during the same calendar year are submitted and approved by the Parks and Recreation Committee, subsequent applications will be placed on a waiting list. Applications on the waiting list for the calendar year will be considered for approval in the event of a cancellation of a previously approved event.

APPLICANT INFORMATION:

Applicant Group Name _____

If Non-Profit Organization, list 501.c3 Tax ID# _____

Contact Person Responsible for Event _____

Address _____

Daytime Telephone Number _____ Fax _____

Mobile Telephone Number _____ Pager _____

Secondary/Emergency Contact Person _____

Daytime Telephone Number _____ Fax _____

Mobile Telephone Number _____ Pager _____

Is this the first major event conducted by the applicant? _____

If not, how many and what types of events has the applicant conducted before?

Please provide references including contact information.

Who will sponsor the event? _____

What type and how much advertising and promotion will be done and by whom?

What is the budget for the event? _____

REQUIRED INFORMATION FOR PROPOSED EVENT:

Park Requested for Event: Fairview _____ Wilgrove _____

Event Date(s) _____

Set Up (Date(s) and Times) _____

Take Down (Date(s) and Times) _____

Type of Event _____

NOTE: for events involving parades, runs, walks or marches in public streets, sidewalks and right-of-ways outside of the park boundary, a separate permit must be obtained from the Town of Mint Hill.

If event includes a parade, run, walk or march within a Town Park or starting or ending at a Town Park, a map of the route must be attached with this application.

Park Facilities/Areas to be used by Event _____

Estimated Total Number of People attending Event _____

If event to include spectator events such as sporting events, tournaments or performances:

Number of Event Participants _____

Number of Event Spectators _____

Number of Event Staff/Volunteers _____

PARKING

All event applications shall address parking needs for event attendees (i.e., how many persons are expected to attend and the number of available parking spaces at the park facility.). In the event that parking for the event is expected to exceed over one half (1/2) of

the park parking spaces on a weekend or (3/4) of the parking spaces on a weekday, the applicant shall be required to arrange for additional parking. The applicant may request use of designated overflow areas within the park or arrange for off-site parking. Use of designated overflow parking areas shall be subject to Town approval and permission of owner of parking area. A written statement of permission from each off-site parking area owner must be submitted to the Town at least thirty (30) days prior to the event. It shall be the responsibility of the event organizer to clean up any off-site parking areas used and assume responsibility for any damages to the premises.

For events generating exceptionally large traffic volumes in the vicinity of the park, the Town, at its discretion, may require the use of off-duty policemen, contracted at the applicant's expense, to direct traffic. The Town reserves the right to deny use of the facility for such event when, in its discretion, such event (1) would create an unreasonable amount of traffic on public streets and/or inadequate parking; or, (2) would create safety problems for persons walking to the facility from designated off-site parking facilities; or (3) would cause any situation Town Staff feels would impair the safety and welfare of Mint Hill residents.

Indicate how you will handle parking needs for the event, including an estimated number of cars and additional parking spaces needed:

SECURITY AND MEDICAL ASSISTANCE

The Town reserves the right to require additional security or medical assistance personnel at any park event. Only security or medical assistance provided by the Town or pre-approved by the Town shall be allowed. Expenses for any additional park security or medical assistance, excluding routine non-event park security provided by the Town, shall be borne by the applicant.

Has the applicant contacted the Town regarding security and medical assistance personnel?

RESTROOM FACILITIES

The applicant shall be responsible for ensuring that adequate restroom facilities are available for the event. Any additional cleaning costs for park restrooms shall be borne by the applicant. If event attendance is expected to exceed two-hundred fifty (250) people, the applicant shall be responsible for providing on-site portable temporary restroom facilities. The type, number and location of temporary restroom facilities shall be subject to Town approval. All portable toilet facilities

shall be removed from the facility by 8:00 a.m. the day after the event ends. All such facilities shall be locked during periods when they are not in use for the major event.

Indicate how you will handle restroom needs for the event. If on-site portable temporary restroom facilities are to be used, indicate their number and location:

REFUSE

Cleanup and disposal of all trash generated by event activities, vendors and attendees shall be the responsibility of the event organizer. Subject to specific Town approval, bagged trash will be picked up by the Town for events having 250 or fewer attendees that generate low quantities of trash. For all other events, the applicant shall be responsible for providing for removal of all trash from the park by 8:00am of the day following the event. In approving an application for a major event, the applicant shall demonstrate that adequate refuse disposal and removal procedures will be in place.

Indicate how you will handle trash collection and off-site disposal for the event:

TENTS

For any event using a tent, the organizer shall be responsible for obtaining all required permits and inspections from the Mecklenburg County Building Standards Department prior to the event. Permit copies must be submitted, at least five (5) business days, to the Town and posted at the tent.

Describe number, dimensions, and locations of tents used in event:

OUTSIDE EQUIPMENT AND PORTABLE EVENT FACILITIES

The applicant is responsible for securing additional electricity, lighting, tents, and any other facilities or services related to set-up of event from appropriate sources at his own expense. Any permanent changes to park grounds, facilities or equipment are strictly forbidden without prior approval of the Town. The applicant must list all outside equipment and portable event facilities proposed to be brought onto the park property for use during the event. Examples of outside equipment and portable event facilities include but are not limited to items such as inflatable play equipment, fair/carnival games, portable stages, tents, rides, concession, vending, and food preparation facilities. The Town reserves the right to prohibit any equipment it deems hazardous to the public health, safety or welfare. The Town, in its discretion, may require a deposit to cover potential damage to park grounds by portable event facilities, including tents. The Town reserves the right to deny an application for an event where, in its discretion, it determines that noise levels generated by the event will have a negative impact on or are deemed not compatible with surrounding properties.

Indicate how electricity, lighting, tents, and any other facilities or services related to set-up of event will be provided and where they will be located:

List all outside equipment and portable event facilities and proposed locations:

VENDORS / FOOD

Food or merchandise vendors are not permitted at events unless licensed and listed on the event application. The Town shall not enter into any agreement with

any such vendor and the Town shall bear no responsibility for any damage that may occur to any vendor equipment or merchandise at the park site.

A Temporary Food Permit shall be obtained in any instance where food is prepared for the public. Contact the Mecklenburg County Health Department at 704-336-5524. When the permit is obtained, a copy must be forwarded to the Town of Mint Hill.

List all vendors proposed for the event, include business name, type of merchandise/food sold, and facilities used (e.g. truck, cart, etc.):

If food will be prepared for the public at the event, has the applicant contacted the Mecklenburg County Health Department?

ANIMALS

Any animals used in conjunction with ANY major events must be specifically approved by the Town prior to such event taking place. The applicant must state the type and number of animals, how animals will be housed or tethered, describe degree of access to or contact with animals by public, and means that will be used for disposal of animal waste. Any injury to park users or damage to park vegetation or facilities caused by the animals will be the sole responsibility of the applicant. The Town reserves the right to require additional security deposits for events involving animals, if, in the Town's judgment, there exists potential for such damage. The Town will review all applications for events involving animals on a case-by-case basis. In addition, all dogs brought by persons attending events must be leashed while in town parks. For specific events, the Town reserves the right to prohibit any and all animals from the event in the interest of preserving the safety and welfare of all event attendees.

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List the number and type of animals proposed for use in conjunction with the park event and describe how they will be housed or tethered, degree of access to or contact with animals by public, and means that will be used for disposal of animal waste:

LIABILITY INSURANCE/INDEMNIFICATION

*All applicants for major events shall provide a certificate of liability insurance with a minimum coverage policy of one million dollars (\$1,000,000) covering all proposed activities and outside facilities included in the park event and naming the Town as an additional insured. **The Applicant agrees to indemnify, defend and hold harmless the Town, its agents, officers, employees, volunteers and assigns from and against any and all claims, losses, liabilities, costs, damages, expenses, and attorneys' fees arising from or connected with the Applicant's use of the facilities.***

Liability Insurance information (List company/agent, address, phone and fax, attach a copy of insurance certificate with application.)

ADDITIONAL REGULATIONS

Alcohol: Pursuant to existing Town regulations, the consumption or sale of alcoholic beverages shall be prohibited at all times on park property including during all park events.

Event Signs: Signage for any major event at a Town facility shall be in accordance with all applicable zoning regulations. A zoning permit shall have been secured prior to the event for any signage associated with the event.

Grills: No personal grills of any type are to be brought into a park by persons attending an event.

APPROVAL

After review of a major event application for completeness by the Town Parks and Recreation Staff, the Town Parks and Recreation Committee shall consider the application. Consideration shall be based on the applicant's demonstration that he/she has adequately addressed issues of parking, security, restroom facilities, garbage disposal, and liability insurance for the proposed event. In addition, the Town reserves the right to deny any application for a park event that endangers the public health, safety and welfare. Applicant may also be required to obtain other permits as deemed necessary by the Mint Hill Planning department, and any other applicable state and local agencies.

FEES AND DEPOSITS

(See attached Fee Schedule)

*I hereby certify that all of the information provided for this application is correct to the best of my knowledge. I further certify that I have read and am familiar with all major event and public park regulations of the Town of Mint Hill. **The Applicant agrees to indemnify, defend and hold harmless the Town, its agents, officers, employees, volunteers and assigns from and against any and all claims, losses, liabilities, costs, damages, expenses, and attorneys' fees arising from or connected with the Applicant's use of the facilities.***

Applicant Signature _____

(This section to be completed by the Town)

Application Received by: _____ Date: _____

CHECKLIST OF REQUIRED ITEMS

1. Required applicant information _____
2. Sufficient event staffing _____
3. Parking – sufficient parking _____
 off-site parking needed? _____
 permission from owners of off-site parking areas? _____
4. Traffic – off-duty policemen needed to direct traffic? _____
5. Security – additional security needed? _____
6. Medical assistance - on-site personnel needed? _____

7. Restrooms – proposed facilities sufficient?	_____
8. Refuse – proposed collection and disposal sufficient?	_____
9. Tents – locations acceptable?	_____
permits needed?	_____
10. Equipment – electricity	_____
lighting	_____
other: _____	_____
11. Outside equipment and facilities acceptable:	_____
_____	_____
_____	_____
_____	_____
_____	_____
12. Vendors – approval by Town	_____
merchandise	_____
food	_____
Privilege licenses	_____
Health Department permits	_____
13. Animals – approval by Town	_____
14. Insurance – certificate attached	_____
15. Event Fee – by facility rental:	
_____	_____
_____	_____
_____	_____
_____	_____
Total required: _____	_____
16. Deposits - _____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

17. Staff Comments:

18. Parks and Recreation Committee - Review Date _____

Action Taken: _____

Mint Hill Park
Parks and Recreation Department
Reservation Fees

Practice / Match

	Town Resident	Non-Resident
Softball	7.00/ hr	14.00/hr
Soccer	7.00/ hr.	14.00/ hr.
Tennis	7.00/ hr	14.00/ hr

- Except for Tennis Courts, reservations are based on 2 hour increments with a maximum of 8 hours.
- * Game/ Practice Fees DO NOT include field dragging or field marking, and also do not include use of concession area.

Tournament Fees

	Town Resident	Non-Resident
Adult Softball/ Baseball	75.00	120.00
Youth Softball/ Baseball	50.00	80.00
Adult Soccer (18 & over)	75.00	120.00
Youth Soccer	50.00	80.00
Tennis Match	12.50	25.00
Concession Stand	75.00	75.00
Admission Remittance	75.00	75.00

*All rates are based on use of field per day during the hours of 8:00 am- 6:00 pm

*Tournament fees do not include dragging of field or field markings

Insurance must be provided for all Soccer and Softball Field Reservations

Shelter Reservations (Wilgrove Shelter #1 and Fairview Shelter #3)

Town Resident	Non-Resident
12.50/ hr*	25.00/hr*
*2 hour minimum and 8 hour maximum	

Minor Event \$500 cleaning deposit, liability insurance (as stated in Minor Event Application) and shelter/field/court fees as applicable

Major Event \$750 cleaning deposit with liability insurance (as stated in Major Event Application) and shelter/field/court fees as applicable