



Town of Mint Hill

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PARK MINOR EVENT PERMIT APPLICATION

*A **Minor Event** shall consist of a one day event that requires the reservation of other facilities or sections of the park in addition to the large group picnic shelter for either public or private use, provided that it meets the Regulations of Sec. 18-12 and the following regulations:*

- Attendance for the event will not exceed 250 persons;
- Parking for the event is not 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;
- Security and medical assistance personnel are not required by the Town for the event;
- The event will involve only the use of limited outside equipment and portable facilities subject to approval of the Town Manager and will not involve animals or mechanical rides;
- No outside vendors of food or merchandise are used in the event.

Park events shall be limited to no greater than eight (8) events per park per calendar year.

For all proposed minor events, a completed Mint Hill Minor 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. Applications must be submitted to the Town no later than thirty (30) days before the event. Once eight (8) complete applications for minor events during the same calendar year are submitted for a park 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 _____

REQUIRED INFORMATION FOR PROPOSED EVENT:

Park Requested for Event: Fairview _____ Wilgrove _____

Event Date(s) _____

For minor events, all event set-up, take-down, and cleanup activities must take place and be completed on the day of the event.

Type of Event _____

Park Facilities/Areas to be used by Event _____

Estimated Total Number of People attending Event _____

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 and shall be required to apply for a major event permit

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

In the interest of public safety, the Town Manager or their designee reserves the right to review the minor event application and make a determination whether or not security and medical assistance personnel are needed. Based on the nature of the event, the Town Manager or their designee shall make a determination to require security or medical assistance personnel, the applicant shall be required to apply for a major park event.

RESTROOM FACILITIES

The applicant shall be responsible for ensuring that adequate restroom facilities are available for the event by limiting attendance to 250 or fewer attendees. Any additional cleaning costs for park restrooms shall be borne by the applicant.

REFUSE

Cleanup and disposal of all trash generated by event activities 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.

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) working days before the event, 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 Town approved sources at the applicant's own expense. 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 that are suitable for minor events include but are not limited to items such as tents, inflatable play equipment and portable stages. Mechanical rides are not allowed in conjunction with minor events. 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 surrounding properties.

Indicate how any 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 minor park events.

ANIMALS

Animals shall not be permitted in activities associated with minor park events.

LIABILITY INSURANCE/INDEMNIFICATION

*All applicants for minor events shall provide a certificate of liability insurance with a minimum coverage policy of one million dollars (\$1,000,000) covering the use of all 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.***

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

The Town Parks and Recreation Staff shall review the application based on the applicant's demonstration that he/she has adequately addressed issues of parking, security, garbage disposal, and liability 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.

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 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. Number of attendees no greater than 250? _____
- 3. Parking – sufficient parking _____
- 4. Security/Medical Assistance personnel –needed? _____
- 5. Refuse – proposed collection and disposal sufficient? _____
- 6. Tents – locations acceptable? _____
permits needed? _____
- 7. Equipment – electricity _____
lighting _____
other: _____
- 8. Outside equipment and facilities acceptable: _____

- 9. Event Fee – by facility rental: _____

- Total required: _____
- 10. Liability insurance _____
- 11. Deposits - _____

12. Staff Comments:

Staff Approval of Application :

Approved

Denied

by: _____ Date: _____

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