



**Garner Parks, Recreation and Cultural Resources**  
**900 Seventh Avenue, Garner, NC 27529 919.661.6982**  
**Special Event Permit Application**

Individuals and organizations interested in using Town of Garner parks for an event must be approved through the Special Event Permit Application process. Please complete the following application, provide an event layout and pay the \$25 non-refundable application fee to have your event reviewed.

Mail to Katie Lockhart, Outdoor Education and Parks Manager, 900 Seventh Avenue, Garner, NC 27529.  
 (If dropping off, take to White Deer Park Nature Center at 2400 Aversboro Road, Garner, NC 27529.)  
 Applications must be submitted at least 90 days in advance of requested event date to be considered.

**CONTACT INFORMATION**

Organization: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Applicant's Role with Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip

Primary Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**EVENT INFORMATION**

Event Name: \_\_\_\_\_ Date(s): \_\_\_\_\_

Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_ Advertised Event Timeframe: \_\_\_\_\_  
(Include time for setup) (include time for cleanup)

Anticipated Attendance: \_\_\_\_\_ Anticipated Number of Cars: \_\_\_\_\_

Event Type:  Concert/Performance  Festival/Celebration  Recreation/Athletic  
 Wedding Ceremony/Reception  Other (Specify): \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_

Spaces(s) Requested:

*Lake Benson Park*

- Shelter 1  Shelter 1 Lawn Space  Shelter 2  Shelter 2 Lawn Space  Shelter 3  
 Shelter 4  Shelter 4 Lawn Space  Earth Stage  Gazebo  Amphitheater  Trail

*White Deer Park*

- Holly Shelter  Homestead Shelter  Maple Shelter  Pine Shelter  Sweetgum Shelter  
 Nature Center Classroom  Deck  Nature Center Lawn  Meadow Lawn  Trail

*Other Location(s)*

Space(s) Requested: \_\_\_\_\_

## ENTERTAINMENT & VENDOR ACTIVITIES

Please indicate your requests for the following:

§ Electricity:  Yes  No

§ Musical Entertainment:  Yes  No If yes, please describe the following:

Number of Stages: \_\_\_\_\_ Number of Performers/Bands: \_\_\_\_\_

Sound Amplification:  Yes  No If yes, please describe equipment that will be used:

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§ Inflatables:  Yes  No If yes, please describe equipment that will be used:

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**Note:** Inflatables larger than 400 square feet may require additional permits.

§ Tents/Canopies:  Yes  No If yes, please describe equipment that will be used:

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§ Signage/Decorations:  Yes  No If yes, please describe equipment that will be used:

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§ Admission Fee:  Yes  No If yes, please describe fee structure:

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§ Food Service:  Yes  No If yes, please describe how food will be prepared/served:

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§ Concessions Sales:  Yes  No If yes, please describe food that will be sold and list any vendors:

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§ Other:  Yes  No If yes, please describe any additional vendors, activities, fees, etc.:

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## LOGISTICAL SUPPORT

Please indicate your plans for the following:

§ Trash & Recycling: Describe your plan for collection and removal of trash and recycling during and after your event:

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Sanitation Company Name (if applicable): \_\_\_\_\_

Contact Name: \_\_\_\_\_ Primary Phone Number: \_\_\_\_\_

Number of Dumpsters: \_\_\_\_\_ Number of Trash Cans: \_\_\_\_\_ Number of Recycling Bins: \_\_\_\_\_

Equipment Setup: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Equipment Removal: Date: \_\_\_\_\_ Time: \_\_\_\_\_

§ Portable Restrooms:  Yes  No

Note: Portable restrooms are required for all events with anticipated attendance of 500 or more.

Name of Licensed Provider: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_ Number of Toilets: \_\_\_\_\_

§ Parking: Describe your plan for ingress, egress and parking for your event:

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## SITE PLAN/ROUTE MAP

Include a map detailing the following:

- ✓ Visual outline of the space(s) you are requesting, including any applicable street names. You may draw this by hand or use an existing image (e.g. Google Maps).
- ✓ Location of any stages, platforms, scaffolding, inflatables, canopies, tents, bleachers, grandstands, booths, vendor areas, vehicles, trailers, generators, portable toilets, dumpsters, trash containers and any other temporary structures.
- ✓ Location of any fencing, barriers and/or barricades. Indicate any removable fencing for emergence access as well as exit locations that are fenced.
- ✓ Your route if moving from one park to another, one road to another, etc. Indicate the direction of travel and any requested street or lane closures.

## MARKETING & PUBLIC RELATIONS

Please describe how your event will be promoted:

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## INSURANCE REQUIREMENTS

Certificate of Liability Insurance naming the Town of Garner as additional insured for Class A-C events (see Special Events Support Policy for criteria for classes of special events):

The Town requires at least \$1,000,000 coverage per occurrence for bodily injury and property damage with an endorsement naming the Town of Garner specifically and separately as additional insured. The certificate of insurance must be provided no less than 14 days prior to the event. See Special Events Support Policy for more information.

Insurance Agency Name: \_\_\_\_\_

Agency Representative Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip

Primary Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

## PARK RULES

- Parks are open from dawn to dusk.
- Reservation is only valid for the facilities indicated (not playgrounds, restrooms or parking areas) during the timeframe indicated.
- Alcohol, smoking (within 50 feet of a permanent structure), drugs and weapons are prohibited.
- Drive and park vehicles in designated areas only.
- Do not nail or staple any items to shelter.
- Personal grills are prohibited with the exception of Lake Benson Park Shelter #1 (pig cookers only).
- Reserving group is responsible for clean-up after use.
- Remove all personal belongings before leaving shelter.
- Keep pets leashed at all times and dispose of pet waste in designated areas.

## AFFIDAVIT OF APPLICANT

By signing below, I acknowledge that I have carefully read and will abide by the Special Events Support Policy of the Town of Garner and swear or attest to the statements I made herein are true and correct to the best of my knowledge and belief.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_