



APPLICATION FOR RESERVATION OF TOWN OWNED PARKS AND RECREATIONAL AREAS AND FACILITIES

Complete the following request form, provide event layout, and return to the Town of Tarboro, 305 West Baker St. Tarboro, NC 27886. All events require proof of insurance. For more information call 252-641-4263.

Pursuant to Appendix B, Section 180.1 Code of Ordinances, Town of Tarboro, NC request is made for a permit to hold a _____ as follows:

Name of Proposed Event: _____

Location: _____

Date(s) of Event: _____ Hours: From _____ to _____

Name of Local Process Agent (Applicant): _____

Address _____

Primary Phone: _____ Secondary Phone: _____

E-Mail Address: _____ Fax: _____

Name & Address of Sponsor (s): _____

Name of entity which will conduct proposed activity: _____

Event Type: (Check All that Apply)

Road Race _____ Walk _____ Festival _____ Performance _____ Parade _____

Concert: _____ Neighborhood: _____ Sporting: _____ Other: (Specify) _____

Set-Up Time: _____ AM PM Date: _____

Tear-Down Time: _____ AM PM Date: _____

(The above times are used to estimate Town services that must be dedicated to the proposed event. Please be as accurate as possible. Notify the Special Events Coordinator immediately if changes occur.)

Ticket or Admission Charge(s):

Estimated Number of Attendees: _____ Estimated Number of Vehicles: _____

Estimated Number of Performers: _____ Estimated Number of Vendors: _____

Describe the Event and State Purpose of Event (Attach Additional Sheets if Necessary):

Proposed Route or Layout for Event (Attach Map or Drawing):

Describe the Event Equipment Included in Layout (Town Does Not Provide Equipment):

What Street Closures are Requested?

(CLOSURE OF STATE-MAINTAINED ROADS REQUIRE APPROVAL OF NCDOT):

Electricity Required? Yes _____ No _____

Do You Plan to use Amplified Sound? Yes _____ No _____

Please Detail Electrical & Sound System Requirements:

Final Clean-Up By: Town _____ Organizer _____

Organizer Will Provide: Sanitation _____ Can Liners _____ Trash Haul Off _____

Other: _____

Other Information/Requirements:

Applicant is required to furnish the following information:

- 1) The entity actually conducting activity shall give evidence of liability insurance coverage of not less than one million dollars (\$1,000,000.00)

Applicant provides to the town a **certificate of insurance** stating that the applicant has in effect a comprehensive liability insurance policy covering the event in the minimum amount of one million dollars (\$1,000,000), which policy must contain an endorsement naming the Town of Tarboro, specifically and separately, as an additional insured.

Certification

I (we) certify that the Applicant(s) has not (have not) been charged or convicted with violation of any crime involving moral turpitude or any laws or ordinances involving the sale and/or consumption of drugs and/or alcoholic beverages. If any charge or conviction, attached a detailed statement giving charge, date, and place. I (we) further certify that I (we) will furnish the Town such additional information as may be requested concerning this application and that I (we) will abide by this policy and all other rules and ordinances of the Town of Tarboro.

I (we) have read and understand the Use and Reservation of Town Owned Parks and Recreational Areas and Facilities, and certify that information stated herein is true and complete and that I (we) will compensate the Town of Tarboro for all damages incurred to the property/facility and any other costs incurred by the Town as a result of my use. Furthermore, I (we) acknowledge that in consideration of this ordinance, I (we) assume all risks of injury to myself and others and I (we) agree to hold harmless and indemnify the Town of Tarboro from any and all loss and damage incurred as a result of activities of the property/facility, excepting only those injuries caused by negligence on the part of the Town.

I (we) understand that the Town of Tarboro reserves the right to waive, modify, and/or amend said policies, partially or in its entirety, at any time solely at the Town's discretion.

Applicant Signature

Date