



TOWN OF TROUTMAN SPECIAL EVENT APPLICATION

The applicant is responsible for providing complete and accurate information on the application. The applicant is also responsible for notifying the Parks and Recreation Department of any changes. Incomplete applications will not be accepted. A complete application should be submitted at least **30 days** before the planned event to allow sufficient review time. A pre-planning meeting may be required. All fees will be collected at the time the application is submitted. Applicants should contact the Parks and Recreation Department to verify date availability. No more than 2 non-town-sponsored community events will be allowed in any given month.

EVENT LOCATION:

- Troutman ESC Park Pavilion Downtown Depot Off-Site Special Event
 Soccer Field Baseball Field Volleyball Court

APPLICANT INFORMATION

Applicant/Organization Name:	
Mailing Address:	
Phone #:	Email Address:

EVENT INFORMATION

Name of Event:	
Description of Event:	
Date of Event:	Estimated Attendance:
Event Start Time:	End Time:
Note: Event start and end time must include set up and break down time. Add this time onto the front and back end of your event times.	

EVENT DETAILS

Special events may require Troutman Police Department presence. This is at the discretion of the Chief of Police, Parks and Recreation Director, and/or Town Manager. Officer(s) must be scheduled 14 days before the event. The applicant is responsible for paying all fees.	
Will You Provide Portable Toilets for the General Public Attending the Event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, How Many?	Company Providing:
Will Signs or Banners Be Displayed as Part of the Event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, These Must Be Approved by the Parks and Recreation Director. Both Banner(s) and location(s) Must Be approved and comply with the Town of Troutman Sign Ordinance. Temporary Sign Permit is Required and will Be Issued Upon Approval.	
Note: The Town of Troutman does not provide amenities such as portable washrooms, sound systems, stages, tables, tents, chairs, canopies, or other equipment.	

EMERGENCY SERVICES

According to the Town of Troutman Town Ordinance (No. 19-17), we may require Troutman Police Officers to appropriately police street closures, maintain security, and control traffic flow. The applicant is responsible for paying off duty police officers. Troutman Police Department will determine the number of personnel required and be in touch with you regarding your event after your event has been approved by the Parks and Recreation Director.

CYCLE, RUN, WALK EVENTS ON PUBLIC ROADWAYS

Number of Participants Expected:	Number of Volunteers Expected:
ADDITIONAL GUIDELINES AND REQUIREMENTS (PLEASE INITIAL TO ACKNOWLEDGE)	
	The route must be approved by Parks and Recreation Director.
	Must include a certificate of liability insurance for walk, run, and/or cycle events.
	Must include a plan for volunteers (how many, their duties, their location on route).
	Must include a parking plan for participants and volunteers. Please include it in the site plan.
	Temporary signs may be used to mark a course. No markings of any kind (permanent or temporary) are allowed on roadways, sidewalks, or parking lots.
	No unauthorized traffic control device, nor any other sign, placed on the highway right-of-way is allowed.
	Do not assume, advertise, or promote your event until the Town of Troutman has approved your event and all fees have been paid. Conflicts do arise, and changes to the request may be necessary.
	Organizers are to make sure the event starts at the time approved on the application. Any deviated start times shall be requested ASAP before the event and cannot be guaranteed approval.
	Event organizers are to assist in enforcing safe roadway rules.

STREET CLOSURE REQUEST (Attach map if necessary)

Please complete if the event is a parade, cycle, run, or walk event.

List any street(s) or lanes of street(s) that you are requesting to be temporarily closed as a result of this event:	
1.	Times/Dates:
2.	Times/Dates:

VOICE/MUSIC AMPLIFICATION

Are There Any Musical Entertainment Features Related to This Event? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, State the Number of Bands & Type of Music	Number of Bands	Types of Music
Will a Portable Stage be Utilized? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Size of Stage:		
If Yes, State the Number of Portable/Temporary Stages:		
Will the Stage(s) Have a Canopy with a Frame That Supports Equipment (Lighting)? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, State Size of Canopy:		
Will Your Event Use Amplified Sound? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, Please Indicate Times: Start Time: Finish Time:		
For more information on voice and music amplification, please refer to the Town of Troutman Code of Ordinances Chapter 10 Article 2. This can be found on the Town of Troutman website. www.troutmannnc.gov		

TENT STRUCTURES

*Tent: a structure, enclosure, or shelter with or without sidewalls or drops *

Will Tent(s) Be Used For this Event? <input type="checkbox"/> Yes <input type="checkbox"/> No How Many?		
Size of Tent(s) Planned (sq. ft.):	Number of Side Walls (if any) on Each Tent:	

Note: Any tent over 800 square feet in size, please contact the Iredell County Fire Marshal’s Office for additional required permits. The applicant is responsible for all fees. **Note:** All tents must be always secured to their surface.

VENDORS

Does the Event Include Food Vendors? Yes No

If Yes, Please Check the Following That Apply: Pre-Packaged Sold Free Catered Prepared On Site

Note: You are responsible for obtaining and completing all required inspections, permits, and paperwork through Iredell County Environmental Services.

RULES REGULATING THE USE OF THE PARKS & FACILITIES FOR SPECIAL EVENTS

- The Town Manager, Parks and Recreation Director, and/or the Chief of Police reserve the right to reject any application as to the use of any area for any special event. If an applicant misrepresents an event in any way, fails to comply with the rules regulating the use of facilities, or fails to comply with any applicable local, state, or federal laws, the approved application may be rescinded at any point up to and during the event. In this instance, the applicant would still be responsible for all fees.
- Please note that Pavilion restrooms remain open to the public during private rentals.
- Private rentals do not include access to the concession area of the Pavilion.
- NO alcohol is allowed – consumed, sold, served, or otherwise on Town property unless it is a Town-sponsored event.
- Parking and facilities involved must comply and may be examined for ADA and North Carolina Fire Code compliance.
- Applicant is responsible for cleaning and restoring the site after the event. Remove all decorations at the end of the event.
- The applicant is responsible for the security and protection of any articles, items, merchandise, display tables, booths, or other property owned by the applicant or others participating in the event.
- Applications must comply with all local, state, and federal laws regarding equal opportunity and should make every effort to make events accessible to the disabled public. In addition, applicants shall not deny access or a vendor’s booth to any group based on national origin, race, religion, age, sex, or disability.
- Children must be always supervised.
- Tobacco use is prohibited.
- Vehicles shall be parked in marked spaces.
- Grills are allowed but must be located a minimum of **20 feet** away from the structure. Grills are not allowed under the covered portion of the Park Pavilion or Depot.
- Pet owners are responsible for the cleanup and disposal of pet waste in the park and on the greenway.
- Activities shall not disturb or unreasonably interfere with any person utilizing the public areas near and adjacent to the pavilion/depot/greenway facility.

Prohibited Objects and Activities, Except with Proper Permits:

- Glass Containers; Unleashed Dogs; Fireworks; Firearms/Weapons*

*Violation definitions and enforcement procedures are contained in the Town of Troutman Ordinance No. 23-13

REQUIRED ATTACHMENTS CHECKLIST:

- Temporary Sign Permit Application for banners/signs
- Copies of any required Iredell County and/or North Carolina state-level inspections obtained for this event.
- Certificate of Insurance naming the applicant and the Town of Troutman as additional insured on general liability.

I hereby certify that I am the authorized and responsible representative of the petitioning group, that the above statements are true to the best of my knowledge, that I have read the rules and regulations within this application; and that our group will comply with regulations, policies and the fee schedule governing the use of the facility.

The undersigned applicant hereby agrees to indemnify and save harmless the Town of Troutman from and against all loss, costs, damages, expense, and liability caused by any accident or other occurrence causing bodily injury or property damage or damage for libel or slander to any person or property arising from or out of the use or occupancy of the premises by the undersigned applicant, its agents, employees or invitees. I understand that 48-hour notice is required for changes or cancellations.

Upon approval of this Facility Rental & Special Events Application, a Special Events Permit will be issued. The person to whom this permit is issued is the contact person and must be on the premises during the entire event and have the approved permit in his/her possession during the time of approved use. I understand that any special arrangements must be made in advance. Failure to comply will mean forfeiture of potential use of the facility.

Signature of Applicant:

Date:

RETURN TO:

Emily Watson Parks and Recreation Director, Town of Troutman
Hand Delivery: Troutman Town Hall, 400 North Eastway Drive, Troutman, NC 28166
Email: ewatson@troutmannnc.gov
Phone: (704) 528-7600, ext. 3

RENTAL FEES: Fees are due with the application.

OFFICE USE ONLY		In-Town	Non-Town		Fees Charged
Downtown Depot	Hourly Rate	\$ 10.00	\$ 20.00	<input type="checkbox"/>	\$
Troutman ESC Park Pavilion	Hourly Rate	\$ 20.00	\$ 30.00	<input type="checkbox"/>	\$
Soccer Field	Hourly Rate	\$ 15.00	\$ 25.00	<input type="checkbox"/>	\$
Baseball Field	Hourly Rate	\$ 15.00	\$ 25.00	<input type="checkbox"/>	\$
Volleyball Courts	Hourly Rate	\$ 15.00	\$25.00	<input type="checkbox"/>	\$
Special Event Fees (Town Properties)					
Event Attendant Fee (Director Discretion)	Event 1-4 hours	\$ 100.00	\$ 100.00	<input type="checkbox"/>	\$
Event Attendant Fee (Director Discretion)	Event 5 or more hours	\$ 200.00	\$ 200.00	<input type="checkbox"/>	\$
Cleaning Deposit	First 250 people	\$ 100.00	\$ 100.00	<input type="checkbox"/>	\$
Cleaning Deposit	Every additional 250 people	\$ 100.00	\$ 100.00	<input type="checkbox"/>	\$
Troutman Police Off-Duty	Hourly Rate Per Officer	\$ 40.00/hr.	\$ 40.00/hr.	<input type="checkbox"/>	\$
TOTAL DUE					\$