



## Special Event Application

| General Information   |        |                              |  |
|---|--------|------------------------------|--|
| Type of Event: (please check all that apply)    Run/Walk    Market    Festival    Other (explain):                        |        |                              |  |
| Event Name:   |        |                              |  |
| Event Date(s):  |        | Inclement Weather/Rain Date: |  |
| Event Website:  |        |                              |  |
| Description of Event:   |        |                              |  |
| Event Location (be specific):   |        |                              |  |
| Event Start Time:   |        | Event End Time:              |  |
| Set-Up Start Time:  |        | Breakdown/Clean Up End Time: |  |
| Estimated Daily Attendance:   |        |                              |  |
| Basis on which this estimate is made:   |        |                              |  |
| Applicant and Sponsoring Organization Information   |        |                              |  |
| Sponsoring Organization Name:   |        |                              |  |
| Applicant Name:   |        | Job Title:                   |  |
| Address:  |        |                              |  |
| City:   | State: | Zip Code:                    |  |
| Phone #:  |        | E-mail Address:              |  |
| Day of Event Point of Contact Name:<br>(contact person who will be on-site the day of your event)                         |        | Job Title:                   |  |
| Address:  |        |                              |  |
| City:   | State: | Zip Code:                    |  |
| Cell Phone #:   |        | E-mail Address:              |  |
|   |        |                              |  |
| Alternate Day of Event Point of Contact Name:<br>(an additional contact person who will be on-site the day of your event) |        | Job Title:                   |  |
| Address:  |        |                              |  |
| City:   | State: | Zip Code:                    |  |
| Cell Phone #:   |        | E-mail Address:              |  |

| <b>Event Details</b>  |  |                |     |    |
|---|--|----------------|-----|----|
| Does this event involve the sale of hot food?<br>(if serving hot food, a letter from the health department must be submitted 30 days prior to the event)  |  | Yes            | No  |    |
| Will the food be provided by a food truck?<br>(if yes, they must have permit on file with the Town of Mills River Planning Dept.)   |  | Yes            | No  |    |
| Will there be musical entertainment at your event?<br>(if yes, please provide the following information)  |  | Yes            | No  |    |
| Number of Stages:   | Number of Bands:   | Amplification? | Yes | No |
| (any live/loud music is subject to the Henderson County Noise Ordinance)  |  |                |     |    |
| Will there be any tents/canopies at the proposed event site?<br>(if yes, please provide the following information)  |  | Yes            | No  |    |
| Number of Tents:  | Approx Sizes:  |                |     |    |
| Will any tent exceed 400 sq. feet in area?  |  | Yes            | No  |    |
| (it is the renter's responsibility to contact the Henderson County to arrange for all tent inspections that are required by Henderson County Ordinances)  |  |                |     |    |
| If available, will you require access to water for the event?<br>(if yes, please explain)   |  | Yes            | No  |    |
| Will you require electrical hookups for this event?   |  | Yes            | No  |    |
| Will admission fees be charged to attend this event?<br>(if yes, please provide the following information)  |  | Yes            | No  |    |
| Cost of Tickets:  |  |                |     |    |
| Will fees be charged to vendors to participate in this event?<br>(if yes, please provide the following information)   |  | Yes            | No  |    |
| Vendor Fee Amounts:   |  |                |     |    |
| How will overall patron parking be accommodated for this event?<br>(please note, parking and buildings may be examined for ADA compliance. You may be required to provide a shuttle if the event places undue demands on surrounding area parking. Parking on grass is NOT permitted without prior written approval.) |  |                |     |    |
| <b>Required Documents Checklist</b>   |  |                |     |    |
|   | 501c Validation Letter (if applicable)   |                |     |    |
|   | Event Map<br>detailed map of your event including routes, inflatables, booths, tents, parking.   |                |     |    |
|   | Letter from Health Department<br>required if selling food  |                |     |    |
|   | Insurance Certificate<br>Please include proof of insurance or applicable rider: comprehensive general public liability insurance required: \$1000000 per person per occurrence with a \$2000000 aggregate naming the Town of Mills River as additionally insured. Example of insurance certificate available upon request. |                |     |    |
|   | Emergency Risk Management Plan<br>This plan should take into consideration but should not be limited to: Parking Management, Crowd Management, Electrical and Gas Safety, Adverse Weather conditions, Security, Slip/Trip/Fall/Burn hazards, water hazards, Venue specific hazards, evacuation plans, etc.                 |                |     |    |

**Please see pg. 3, 4 & 5 to read conditions, information, policies and to sign agreement & waiver**



## Information & Conditions

### **Event Cancellation:**

The Town reserves the right to cancel any scheduled special event at any time. If this action is necessary, applicants will be given notice in a timely manner for a refund or to reschedule the event.

### **Inclement Weather:**

Fees will not be refunded for inclement weather. Depending on availability, events may be rescheduled.

### **Event Advertisement:**

Do not announce, advertise or promote your event until you have a completed and submitted this application and you have conversed with the Parks & Recreation Department. All advertisements must be approved by the Parks & Recreation Department.

### **Event Area Conditions:**

No permanent alterations to the park will be permitted. The applicant is responsible for any damage to town property. Any and all festival/event equipment, trash or remnants must be removed within 12 hours of the end of the event.

### **Public Safety:**

The Parks & Recreation Department reserves the right to require security and medical personnel for your event.

**Police:** The Parks & Recreation Department, in consultation with the Henderson County Sheriff's Department, shall determine the number of police officers needed to appropriately manage security, as well as the time when such services shall commence and end. The applicant shall be responsible for hiring and paying off-duty law enforcement officers, or reimbursing the Town of Mills River for the costs of providing on-duty law enforcement officers to appropriately manage the event.

**EMS/Medical:** The Parks and Recreation Department, in consultation with Henderson County Emergency Services, will determine the number of Emergency Medical Technicians needed as well as the time when such services shall commence and end. The applicant is required to plan for such services and pay the cost of such services upon receipt of contract and or invoice.

### **Prohibited Items:**

Alcoholic beverages and tobacco products are not allowed in Town of Mills River Park.

### **Policy of Non-Discrimination:**

The Town of Mills River does not discriminate on the basis of race, sex, color, age, national origin, religion, or disability in its employment opportunities, programs, services, or activities. Granting the use of Town facilities does not constitute an endorsement of the individual's or group's beliefs, viewpoints, policies, or affiliations by the Town of Mills River.

### **Additional Park Rules Pertaining to Events:**

All persons utilizing the premises agree to abide by all park Rules & Regulations, including but not limited to those expressed in this application. The complete rules are available on the Town of Mills River Website.

### **Fee for Exclusive Events in Mills River Park:**

Checks should be made payable to the Town of Mills River. The fee is \$250 per four-hour increment.



## Mills River Park Special Events Policy

The purpose of this policy is to outline the town’s procedures for review and approval of special events requested by persons and/or organizations to be held on Mills River Park property.

A special event is defined as an event held by a person or organization (including non-profit) not affiliated with the Town of Mills River where the applicant is applying for use of all or any portion of the park outside of the picnic shelter. This policy does not apply to park events initiated by the town.

**Procedure:**

A. A person or organization must obtain a special events application, which is available on the town website ([www.millsriver.org](http://www.millsriver.org)) or by hard copy at town hall. The completed application may be mailed, emailed, or hand delivered to the Parks Director for review. The special event application fee of \$250.00 must also accompany the completed application.

B. Criteria for Approval of Special Events with 250 or less Attendees.

a. If a special event expects 250 or less attendees, the Parks Director shall consider the merits and/or concerns of the event and approve or deny the event.

b. If the Parks Director denies an application, then the applicant may request the Parks and Recreation Advisory Board to review the application at their earliest available regular meeting and approve or deny the application.

C. Criteria of Approval for Special Events with more than 250 attendees.

a. If a special event expects over 250 attendees, the Parks and Recreation Advisory Board shall consider the merits of the application at their earliest available regular meeting. The Board shall make a recommendation to Town Council to approve or deny the special event.

b. At their earliest available regular meeting, Town Council shall consider the recommendation of the Parks and Recreation Advisory Board. Applications recommended for approval by the Board will be placed on the Council’s Consent Agenda for final approval. Applications recommended for denial will be placed on Council’s Business Agenda for final consideration.

D. Criteria for Approval of a recurring Special Event of over 250 attendees.

a. If a special event of over 250 attendees has been previously approved by Town Council, the Parks Director may approve the event in subsequent years if the event remains similar to the original approval.

b. If the scope of the special event changes significantly then the applicant must follow the criteria for approval of special events with more than 250 attendees.

**I have read and understand this application and the requirements placed upon this applicant and organization. I agree to abide by the Town of Mills River Parks & Recreation rules, regulations, and ordinances, should my application be approved. I will fulfill the requirements placed upon this application approval.**

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

Return completed application, required documents, and appropriate fees to:

The Town of Mills River, 124 Town Center Drive, Mills River NC 28759

Telephone: 828-890-2901, Fax: 828-890-2903

E-mail: [info@millsriver.org](mailto:info@millsriver.org)

| FOR INTERNAL OFFICE USE ONLY |         |
|------------------------------|---------|
| Total Paid                   | \$      |
| Cash                         | Check # |
| Town Rep:                    |         |

Town of Mills River  
Special Event Release of Liability Waiver

The undersigned person is applying for use of Town-Owned Property for a Special Event on

behalf of \_\_\_\_\_ from the Town of Mills River and

hereby agrees for an on behalf of themselves and \_\_\_\_\_

to indemnify and hold the Town of Mills River, its officers, agents and employees harmless from

all claims, liabilities, demands, expenses, of any nature or kind, expressed or implied, whether

sounding in tort or in contract that may be asserted against the Town, its officials, agents and

employees by any person, firm, or corporation, that may arise out of any acts or omissions,

active or passive, related to the requested Special event on the Town's property.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_

(applicant and authorized representative of event)