



TOWN OF TROUTMAN FACILITY RENTAL & SPECIAL EVENT APPLICATION

The purpose of this application is to provide information about your rental or event in order for various departments and agencies to determine if they need to be involved in the approval and/or permitting process. Depending on the specifics, a permit application and/or fee from individual departments may be required for the overall success and safety of the event.

The applicant is responsible for providing complete and accurate information on the application, possibly including an attached detailed site plan. 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** prior to the planned event to allow sufficient review time. Town staff may contact you with specific questions. A pre-planning meeting may be required. All fees will be collected at the time application is submitted.

Applications for facility rentals and events are prioritized on a first come-first served basis and the Town may approve or disapprove a requested date based on availability of resources.

Applicant should contact the Parks and Recreation Department to verify date availability prior to submission of application. If applicant is requesting a rain date for their event, this date must be submitted with initial application. No more than 2 non-town sponsored community events will be allowed in any given month. However, the Parks and Recreation Director reserves the right to accept or decline an application based on the availability of time and resources at his/her discretion.

EVENT LOCATION:

- Troutman ESC Park Pavilion
- Soccer Field
- Downtown Depot
- Baseball Field
- Council Chambers
- Off-Site Special Event

This Event is: Open to the General Public or Private by Invitation Only (Art V Sec 22-127: Code of Ord.)

APPLICANT INFORMATION

Applicant Name & Title:
Organization:
Mailing Address:
City, State, Zip
Phone # : Secondary Phone #:
Email:

EVENT INFORMATION

Name of Event:
Description of Event:
Date of Event:
Event Start Time: Event End Time:

Estimated Attendance:	Basis for Estimate:
Site Contact Name:	Cell:
Site Contact Email:	
This Event is: <input type="checkbox"/> Private by Invitation Only: <input type="checkbox"/> Open to General Public:	
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.	

TOWN HALL COUNCIL CHAMBERS

<ul style="list-style-type: none"> • 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 course of the event. In this instance, the applicant would still be responsible for all fees. • Cleaning deposit is required. If damage, spills, or alteration of property occurs, the deposit will not be returned. • Please note any/all Town meetings (scheduled or called) supersede any facility rental. • Key for facility may be picked up no more than 24 hours prior to the event. Key is to be left in the night drop box at the conclusion of event. (Located in the drive-thru window lane). • Return furniture and arrangement of Council Chambers to original configuration, prior to rental. • No removal or amendment of any Town property. • No alcohol is allowed – consumed, sold, served or otherwise on Town property unless it is a Town-sponsored event. • Food: Clean up after your event. If damage or spills occur, deposit will not be returned. • Applicant is responsible for cleaning, removing garbage, and restoring the site after the event. • Applicants must comply with all applicable provisions of the North Carolina Fire Code and must insure that all fire exits remain unobstructed. • Children must be supervised at all times. • Tobacco use is prohibited. • Vehicles shall be parked in marked spaces. • Decorations must be removed at the end of the event. No nails or staples may be used to affix decorations or for any other purpose. Failure to comply may result in forfeiture of the cleaning/maintenance deposit.
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EVENT DETAILS

For every 250 people at any event, Town of Troutman requires 4 portable toilets in order to relieve the demands on Town facilities. (i.e. 250 people= 4 portable toilets. 500 people= 8 portable toilets) The applicant is responsible for obtaining the rental and 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:
How will Trash be Contained and Removed During and After the Event?
How Will Parking be Accommodated for the Event?
Has a Company Been Contacted to Clean Streets if Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No

If Yes, Name of Company:	Phone:
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

For every 250 people at any event, Town of Troutman Town Ordinance (No. 19-17) requires two (2) 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.

Please make appropriate arrangements with the departments below for your event. Please indicate the respective representative you made arrangements with and when.

Department	Contact Name	Date	Phone Number
Troutman Fire Department			704-528-4576
Iredell County EMS			704-878-3025

CYCLE, RUN, WALK EVENTS ON PUBLIC ROADWAYS

Number of Participants Expected:
Number of Volunteers Expected:
ADDITIONAL GUIDELINES AND REQUIREMENTS (PLEASE INITIAL TO ACKNOWLEDGE)
Route must be approved by Parks and Recreation Director.
Must include a certificate of liability insurance for walk, run, and/or cycle event if the start/finish are on Town property.
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 in 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. Any violation of this policy will result in disapproval of future events.
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 prior to the event and cannot be guaranteed approval.
Event organizers are to assist in enforcing safe roadway rules.
A VIOLATION OF ANY GUIDELINE REQUIREMENT COULD RESULT IN THE DENIAL OF FUTURE EVENTS

STREET CLOSURE REQUEST (Attach map if necessary)

Please complete if 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:
3.	Times/Dates:
4.	Times/Dates:
5.	Times/Dates:

VOICE/MUSIC AMPLIFICATION

Are There Any Musical Entertainment Features Related to This Event? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If No, Proceed to the Next Section.		
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, State the Number of Portable Stages or 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:		
Provide Contact Information for Contractor Providing the Stage:		Name:
Phone:	Email:	
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 & INFLATABLES

*Tent: a structure, enclosure, or shelter with or without sidewalls or drops *Inflatable: air-inflated or air-supported structures

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

Note: Any tent over 800 square feet in size, please contact Iredell County Fire Marshal’s Office for additional required permits. Applicant is responsible for all fees.

Note: Applicants contracting with mechanical rides should provide certificate of insurance of not less than \$1 million dollars in general liability insurance, listing the Town of Troutman as additional insured in regards to general liability.

Note: All tents must be secured to their surface at all times.

Please indicate inflatable and/or tent location, size, number of sidewalls & spacing for each item on required site plan.

HAZARDOUS MATERIALS

Will There Be Portable Heaters? Yes No Will There Be Deep Fat Fryers? Yes No

Will the Event Have Any Hazardous Materials Such As: Propane, Butane, Gasoline, Diesel Tanks, Helium Cylinders, or Other Upright Tanks? Yes No **Please keep all materials at least 20 feet from all Town structures.**

Note: If yes, all tanks must be secured in a manner to prevent accidentally being knocked over. All helium tanks not being used shall have their caps in place.

VENDORS

Please Attach a Complete List of Vendors – Both Food and Non-Food

Does the Event Include Food Vendors? Yes No

If the Event Will Have Food Vendors, Please Check the Following That Apply:

Sold Free Catered Prepared On Site Pre-Packaged

Does the Event Include Food Concession and/or Cooking Areas? Yes No

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

MECHANICAL RIDES

Does the Event Include Mechanical Rides or Other Similar Attractions? Yes No

If Yes, Please Describe Attractions:

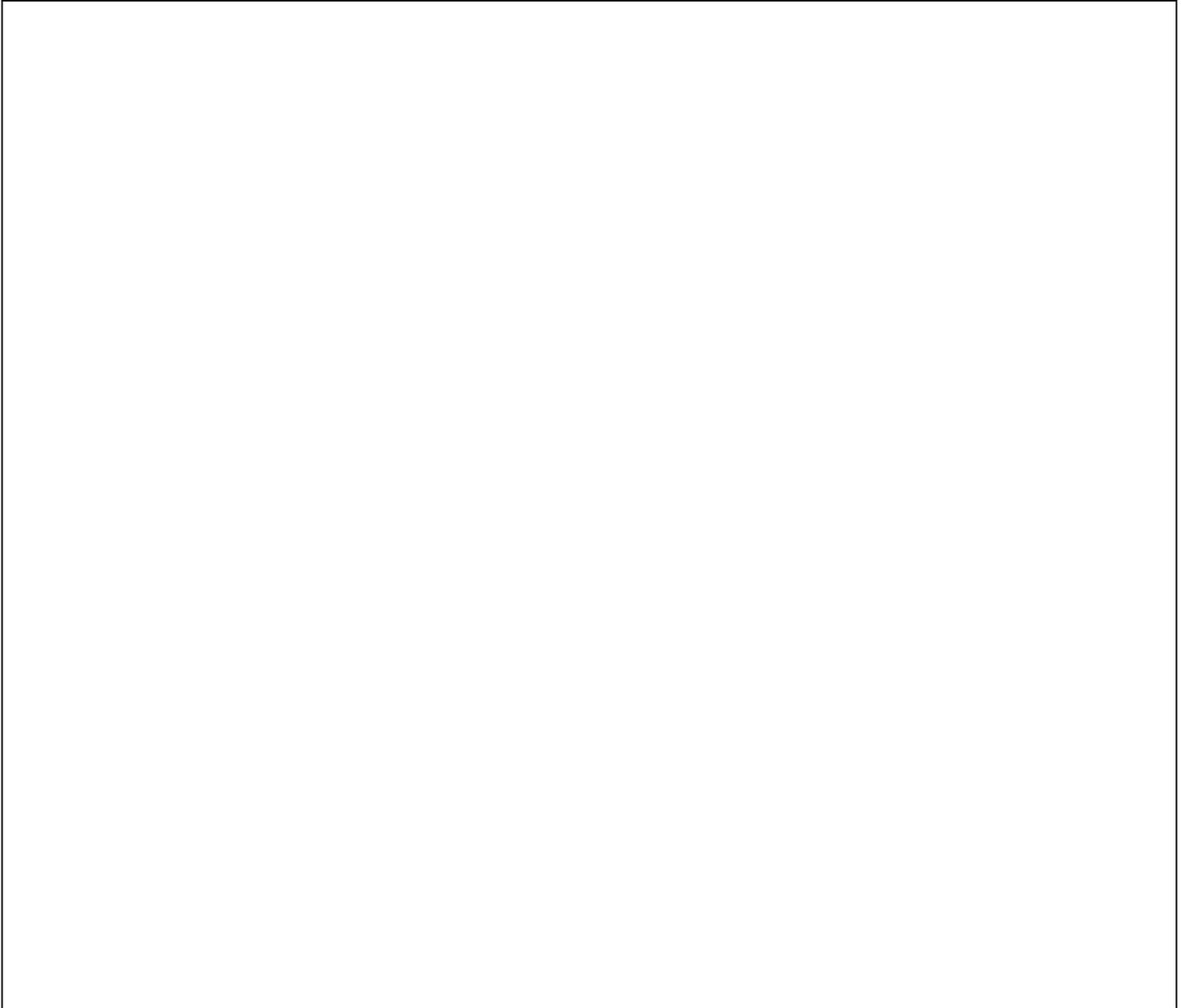
Note: Applicants contracting with mechanical rides should provide certificate of insurance of not less than \$1 million dollars in general liability insurance, listing the Town of Troutman as additional insured in regards to general liability.

SITE PLAN

Please provide a site plan sketch of the event. Include maps, outline or diagram of the entire event venue including the names of all the streets or areas that are part of the venue and the surrounding area. The plan should include the following information (if applicable):

- Location of the event on the property with approximate distances from roads and buildings.
- Location of temporary structures that will be used during the event. Must indicate size of temporary structures, distances between temporary structures and existing buildings.
- Identify how each temporary structure will be used. Example: type of vendor, food prep, food sales, etc.
- Location of fencing, barricades, or other restrictions that will impair access to and from event.
- Identify all parking areas.
- Identify location of any generators and fuel storage.

SITE PLAN SKETCH (Sketch can be drawn here or submitted on additional page.)



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 course of 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.
- A sufficient number of portable toilets shall be provided for the expected number of participants at the discretion of the Parks and Recreation Director.
- NO alcohol is allowed – consumed, sold, served or otherwise on Town property unless it is a Town-sponsored event.

• Parking and facilities involved may be examined for ADA and fire code compliance.
• Applicant is responsible for cleaning, removing garbage, and restoring the site after the event.
• Applicants must comply with all applicable provisions of the North Carolina Fire Code and must insure that all fire lanes remain unobstructed.
• 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 any and all local, state, and federal laws pertaining to 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.
• Application must be completed and returned to the Parks and Recreation Director at least 30 days prior to the time that the applicant desires to first take possession of the area to make preparations for the special event.
• Children must be supervised at all times.
• Tobacco possession and 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 cleanup and disposal of pet waste in park and on greenway.
• Activities shall not disturb or unreasonably interfere with any person utilizing the public areas near and adjacent to the pavilion/depot/greenway facility.
• Decorations must be removed at the end of the event. No nails or staples may be used to affix decorations or for any other purpose. Failure to comply may result in forfeiture of the cleaning/maintenance deposit.
Prohibited Objects and Activities, Except with Proper Permits:
• Glass Containers
• Littering/Dumping
• Unleashed Dogs
• Fireworks
• Firearms/Weapons*
*Denotes violation definitions and enforcement procedures contained in the Town of Troutman Ordinance No. 23-13

REQUIRED ATTACHMENTS CHECK LIST:

<input type="checkbox"/> Email indicating event date and time approval from Parks and Recreation Director.
<input type="checkbox"/> Site Plan Sketch
<input type="checkbox"/> Temporary Sign Permit Application for banners/signs
<input type="checkbox"/> Copies of any required Iredell County and/or North Carolina state level inspections obtained for this event.
<input type="checkbox"/> Certificate of Insurance naming 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 any and 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 a 48 hour notice is required for changes or cancellation.

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 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 my deposit and potentially 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

Mail: PO Box 26, Troutman, NC 28166

Phone: (704) 528-7600

RENTAL FEES: Fees are due with application.

Note: Cancellation of any event must be in writing/email to the Parks and Recreation Director within 48 hours of the scheduled date of the event.

OFFICE USE ONLY		<u>In Town</u>	<u>Non-Town</u>		Fees Charged
Cleaning Deposit	Depot; Pavilion; Council Chambers	\$ 50.00	\$ 50.00	<input type="checkbox"/>	\$
Downtown Depot	Hourly Rate	\$ 10.00	\$ 20.00	<input type="checkbox"/>	\$
Troutman ESC Park Pavilion	Hourly Rate	\$ 20.00	\$ 30.00	<input type="checkbox"/>	\$
Council Chambers	Hourly Rate	\$ 10.00	\$ 20.00	<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"/>	\$
Special Event Fees (Town Properties)					
Event Attendant Fee	Event 1-5 hours	\$ 100.00	\$ 100.00	<input type="checkbox"/>	\$
Event Attendant Fee	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	\$ 25.00/hr.	\$ 25.00/hr.	<input type="checkbox"/>	\$
TOTAL DUE					\$