



**Gaston County
Parks & Recreation**

Special Events/ Activities Application

Gaston County Parks & Recreation
PO Box 1578
Gastonia, NC 28053
(704) 922-2160
Fax: (704) 922-2166
parksandrec@co.gaston.nc.us

The purpose of this application is to provide information about your event or activity in order for Gaston County Parks and Recreation to best assist you. Depending on the specific event, a permit application and/or fee(s) from other departments may be required.

The applicant is responsible for providing complete and accurate information on the application, including an attached detailed site plan when applicable. The applicant is responsible for notifying Gaston County Parks and Recreation of any changes after submittal of the application. Incomplete applications will not be accepted. A complete application must be submitted at least 30 days prior to the event

APPLICATION INFORMATION

Name of Event: _____

Facility Requested: _____

Applicant Name: _____

Organization: _____

Mailing Address: _____

City / State / Zip: _____

Daytime Phone: _____ Cell: _____

E-Mail: _____

Description of the Event:

Does the event have a Facebook, Twitter, or other social networking page: Yes No

If yes, please list URL(s): _____

Date (s) Requested for Event: _____

Event Start Time: _____ Event End Time: _____

Road Closure Time Begins (if applicable): _____ Road Closure Time Ends: _____

Set Up Begins: _____ Set Up Ends: _____

Preferred Date & Time of Inspection (if required): _____

Estimated Attendance: _____

The Event is: Private (by invitation only) or Open to General Public

Describe the procedures to be used for selecting vendors and exhibitors for this event:

Applicant's Signature: _____ **Date:** _____

A pre-event meeting may be required and will be scheduled to include appropriate staff. The event applicant must attend the meeting.

TENTS / CANOPIES / MEMBRANE STRUCTURES

Will tents/canopies/membrane structures be used for events? (if no proceed to next section.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
# of Canopies _____ (fabric structure that is open without sidewalls on 75% or more of perimeter) # of Tents _____ (fabric structure that is enclosed with sidewalls on more than 25% of perimeter) # of Membrane structures _____ (air supported or air inflated structure) Other type of structure (provide description) _____		
*Is any individual canopy greater than 400 square feet?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
*Is there any individual canopy or group of canopies open on all sides exceeding 700 square feet without 12 ft. of clear space between all other permanent and temporary structures?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
*Is any individual tent or membrane structure greater than 200 sq. ft.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
*Is there any individual or group of tents or membrane structures 200 sq. ft. without 12 ft. of clean space between all other permanent and temporary structures?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

VOICE / MUSIC AMPLIFICATION

Are there any musical entertainment features related to your event? (If no proceed to next section.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, state the number of stages, number of bands and type of music: Number of stages: _____ Number of Bands: _____ Type(s) of music: _____		
Will your event use amplified sound:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate times: Start Time: _____ Finish Time: _____		
Will sound checks be conducted prior to the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate times: Start Time: _____ Finish Time: _____		

HAZARDOUS MATERIALS

Will the event have any hazardous materials such as propane, butane, gasoline, diesel tanks, helium cylinders or other upright tanks?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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.		
Will there be any portable heaters?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be any deep fat fryers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be any fireworks, lasers, torches, candles or pyrotechnics?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will generators or electrical power be used?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

SERVICES

Gaston County does not provide amenities such as portable washrooms, sound systems, tables, chairs, tents, canopies or other equipment. The applicant is responsible for arranging and providing services such as event clean up, traffic control, etc.

TRASH CONTAINERS

In order to determine what types of containers best suit the needs of the event, please answer the following questions:

Will the event be serving/selling/distributing beverages? Yes No

If yes, in what containers will they come packaged in?

aluminum cans glass bottles/jars plastic bottles/jugs/jars

How many trash cans are you requesting for trash? _____

How many recycle carts are you requesting? _____

Delivery Location? _____

Date and Time for rollout carts to be emptied? _____

Date and Time for rollout carts to be picked up? _____

Applicants are responsible for cleaning and restoring the site after the event. Please pick up all trash including paper, plastic, bottles, cans and event marketing signs. Clean-up fees may be incurred because of an applicant's failure to clean and/or restore the site following the event. If you reasonably believe that no litter will be generated during your event, please state this in your plan.

PUBLIC PROPERTY CLEAN-UP

Contracted personnel or volunteers may be used if indicated below. What is the clean-up plan for the event?

Will any of the following service be used for the event:

Water Service Wastewater Service Portable Toilet Service

SAFETY AND SECURITY (CHECK TYPES OF SECURITY USED)

Stage Security Event Area Security Gate Security

Road Closure Security Money Handling Security

Other _____

Overnight Security From _____ To _____

Dates & Times security will be on site: _____

Security provided by: _____ Number of Security Personnel: _____

Applicant may be required to hire sworn off-duty Gaston County police officers or Sheriff's Department personnel to provide security to insure public safety. Gaston County will determine the number of security personnel required on site.

SITE PLAN

Provide a detailed Site-Plan sketch of the event. Include maps, outline or diagram of the entire event venue including the names of all 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/activity on the property with approximate distances from roads, fire hydrants, existing buildings, etc.
- 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 preparation, etc.
- Identify location of all cooking devices and open flames.
- Location of all fencing, barricades, or other restrictions that will impair access to and from the event or property.
- Identify all designated parking areas.
- Identify location of any generators and fuel storage.

SITE PLAN SKETCH



ROUTE AND TRAFFIC PLAN

PARADE (Includes floats, vehicles, and persons)

BICYCLES

MARCH OR WALK (persons only)

FOOT RACE

VEHICLES ONLY (Includes motorcycles)

OTHER Description: _____

Number of Persons: _____

% Children: _____

Number of Vehicles: _____

Vehicle Types: _____

Number of Animals: _____

Kinds: _____

DESCRIBE BELOW THE EVENT ROUTE. IF THERE IS MORE THAN ONE SEGMENT TO AN EVENT, INCLUDE START AND FINISH TIMES FOR EACH SEGMENT. (Example: The "GENERIC AWARENESS RUN" may include a 5k, a 10k, and a Fun Run).

ROAD CLOSURES

If your event involves road closures, a parade, a foot or bike race, any other type of procession, or more than one location, please attach a Route and Traffic Plan. Include the required information (listed below) and any additional information that you believe apply to your event. When planning a moving route, the Gaston County Police Department is available to assist you in planning your route.

- NC and US roadways will also require approval from the NCDOT.
- The proposed route to be traveled including the requested starting and termination point. Please also clarify the directions of movement of your event.
- Routing plans for traffic. Illustrate a plan to include roads that you are requesting to be closed to vehicular or other traffic for your event. Include planned arrangements to resolve conflicts with people trying to reach businesses, their own residences, places of worship and public facilities including public transportation.
- Whether the event will occupy all or a portion of the street(s) requested for use.
- Proposed locations for barricades, signs and police/volunteers.
- The provision of twenty foot (20') minimum emergency access lanes throughout the event site.
- White temporary water base paint can be used to mark the route on the street pavement (May be purchased at common hardware stores such as Lowes Home, Home Depot, etc.).

Please Note: All road closure requests will be strictly reviewed by the County. Approval, denial, or modification of all road closure requests lies in the sole discretion of the County. Gaston County has final discretion over your Route and Traffic Plan including, but not limited to the route, placement and number of all barricades, signs and police/volunteer locations.

DO NOT ASSUME, ADVERTISE, OR PROMOTE YOUR EVENT UNTIL YOU HAVE A SIGNED PERMIT FROM GASTON COUNTY. CONFLICTS DO ARISE AND CHANGES TO THE REQUEST MAY BE NECESSARY.

I have selected preapproved route: _____

OR

Sketch below or attach a detailed map routing your proposed procession.

Applicant's Signature: _____ Date: _____



Gaston County
Parks & Recreation

Guidelines for Special Events

Gaston County Parks & Recreation
PO Box 1578
Gastonia, NC 28053
(704) 922-2160
Fax: (704) 922-2166
parksandrec@co.gaston.nc.us

This information has been prepared to assist you while planning, to ensure a safe and enjoyable special event. If you have questions that are not answered on this page, please contact Gaston County Parks and Recreation at (704) 922-2160.

Typical events are defined below:

Parade: A march or procession which interferes with pedestrian and/or vehicular traffic.

Athletic Events: An occasion when a group of participants collectively engage in sport or other form of physical exercise, including an organized Walk or Race. This may interfere with vehicular and/or pedestrian traffic.

Special Events: Include street fairs, arts and crafts shows, carnivals, rally, etc. Special events often interfere with pedestrian and/or vehicular traffic.

Block Party: A gathering which requires closure of a street.

Special event permit applications must be submitted to Gaston County Parks and Recreation at least **30 days prior** to the event.

Important Info:

- All Special Events must comply with all Gaston County Park Ordinance requirements, Gaston County Health Department regulations, policies, procedures, rules, and regulations pertaining to use of parks.
- Sufficient portable toilets shall be provided for the expected number of participants at any event.
- The applicant shall provide proof of insurance acceptable to Gaston County.
- The applicant shall be responsible for the security or protection of any items, merchandise, displays, booths, or other property owned by the applicant or others participating in the special event.
- The applicant shall provide authorized law enforcement personnel for each special event, as determined by Gaston County.