



**Town of Wendell
Parks & Recreation
Waiver of Community Center Rental Fee Application**
(Waiver request is for the rental of the entire Community Center.)

Applicant Information

Applicant Name: _____

Applicant Address: _____
Street/Route
City
State
Zip

Home Telephone # _____ Business Telephone # _____

Cell Phone # _____ Fax # _____

Email Address: _____

Name of Sponsoring Organization: _____

Organization Address: _____
Street/Route
City
State
Zip

Organization Telephone # _____ Number of Organization Members: _____

Purpose of Organization: _____

Status of Organization Requesting Waiver

_____ Non-profit / Tax exempt [U.S.C. 501(C)(3)] Non-profit / Tax exempt # _____

_____ For Profit

_____ Government Agency:

_____ Federal _____ State _____ County _____ Municipal

NOTE: Applications will be considered when a copy of the organization's IRS Determination Letter is attached.

Event Information

Name of Event: _____

How will this event benefit the citizens of Wendell? _____

Purpose of Event and the types of activities during the Events: _____

Event Date:	
Set-up Time Begins	
Time Event Begins:	
Time Event Ends:	
Clean-up Time Ends:	

Proposed Event is:	
<input type="checkbox"/> Charitable	<input type="checkbox"/> Social Welfare
<input type="checkbox"/> Public Health or Safety	<input type="checkbox"/> Youth Amateur Sports
<input type="checkbox"/> Gallery, Music, Literary, or Performance Arts	<input type="checkbox"/> Youth Development (e.g. Boy/Girl Scouts)
<input type="checkbox"/> Town of Wendell Co-Sponsored Event	










Is this Event open to the public? Yes No





Will there be a fee charged to participants? Yes No If yes, how much? _____

Anticipated Attendance: _____

Expected Participants	Less than 250	250-500
No Alcohol	1 P&R supervisor	1 police officer & 2 P&R supervisors
~With Alcohol	1 police officer & 1 P&R supervisor	2 police officers & 2 P&R supervisors

~Code of Ordinance Section 14-21; Parks and Recreation Policies and Procedures

Will alcohol be served at this event?	Yes	No
<ul style="list-style-type: none">  If yes, contact the Alcoholic Beverage Control Commission at 400 East Tryon Road, Raleigh or call 919-770-0700 to secure a Special Occasion Permit.  If yes, contact the Wendell Parks and Recreation Department at 601 West Third Street or call 919-366-2266 to obtain the required insurance.  If yes <u>and</u> this is an outdoor event, contact the Town Manager at 15 East Fourth Street or call 919-365-4450 to have this request placed on the agenda for an upcoming board meeting for board action.  If yes, police attendance is required.  Code of Ordinance Section 14-21; Parks and Recreation Policies and Procedures 		
Will you need police (security) for this event?	Yes	No
<ul style="list-style-type: none">  If yes, contact the Wendell Police Department at 9 South Pine Street or call 919-365-4444 to arrange security and payment.  Full payment is due without 48 hour notice of cancellation. 		
Will signs be requested to advertise the event?	Yes	No
<ul style="list-style-type: none">  If yes, contact the Wendell Planning Department at 15 East Fourth Street or call 919-365-4448 prior to placement of any signs or advertisements.  How else will your event be advertised? 		

Will vendors be a part of your event?	Yes	No
<p> Please indicate the number of vendors in each of the following types:</p> <ul style="list-style-type: none"> ○ Food: _____ ○ Merchandise: _____ ○ Amusement rides: _____ ○ Total number of vendors: _____ <p> Food Vendors: Contact the Wake County Environmental Services, Temporary Food Establishment at 336 Fayetteville Street in Raleigh or call 919-856-7419 to secure a Temporary Food Event Coordinators Application and to schedule an inspection. A copy of all food vendor applications must be on file with the Town of Wendell 30 days prior to the event.</p> <p> Amusement Ride Vendors: Contact the Department of Labor and Amusement Device Bureau at 11 Hillsborough Street in Raleigh or call 919-807-2770 to insure compliance and schedule an inspection. A copy of all inspection reports must be on file with the Town of Wendell thirty days prior to the event.</p> <p> Merchandizing Vendors: Contact the Wendell Parks and Recreation Department at 601 West Third Street or call 919-366-2266. A complete list of merchants and their wares must be on file with the department prior to the event.</p>		

Why are you requesting the Waiver of Rental Fees? _____

Parks and Recreation Commission

Action by the Wendell Parks and Recreation Commission at its _____
(meeting date):

_____ Approved

_____ Denied

Wendell Town Board of Commissioners

Action by the Wendell Town Board of Commissioners at its _____
(meeting date):

_____ Approved

_____ Denied

Applicant Responsibilities

- W Waiver request is for the entire Community Center only.
- W Application must be on file 90 days prior to the date of the event.
 - o Parks and Recreation Commission review request and make a recommendation.
 - o Recommendation of the Parks and Recreation Commission is forwarded to the Wendell Town Board of Commissioners.
 - o Wendell Town Board of Commissioners will review the request and make decision.
- W Space is reserved when the non-refundable deposit of the cleaning fee is received.
- W Event coordinator must present a valid picture ID when submitting application.
- W Requests must be in writing for each occasion and are **not** automatically renewed.
- W Certificate of liability naming the Town of Wendell as an additional insured to be received when paying the deposit.
- W Payment for the staffing fees and/or dumpster fee must be paid a minimum of 30 days prior to the event, cash, certified check or money order.
- W If alcohol will be served, applicant must abide by the rules for the Wendell Community Center; **and** have all applicable Alcohol Beverage Control (ABC) permits on file with the Town of Wendell 30 days prior to the event.
- W If food trucks will be on site, all commercial food vendors must be approved by Wake County Environmental Services; **and** a copy of all food vendor applications must be on file with the Town of Wendell 30 days prior to the event.
- W If amusement rides will be on site, all rides must be inspected and approved by the Department of Labor and Amusement Device Bureau; **and** a copy of all inspection reports must be on file with the Town of Wendell 30 days prior to the event.
- W If merchandise will be sold, a listing of all vendors the ware for sell must be provided to the Parks and Recreation Department 30 days prior to the event.

Insurance Requirements and Affidavit of Event Coordinator

I understand that evidence of insurance is required before final approval. The event coordinator must provide a certificate of insurance which names the Town of Wendell as an additional insured for a minimum of one million in general liability insurance. Events that include alcohol will require an additional one million in liquor liability insurance and the policy will indemnify and hold harmless the Town of Wendell, its employees, and the Board of Commissioners. I also understand that as the event coordinator, I am responsible for any accidents or damages to persons or property resulting from the issuance of this permit.

I certify that the information in this application is correct to the best of my knowledge. I understand that if the information is found to be incorrect or the event does not accurately represent what has been applied for that the Town of Wendell is authorized to amend the event, including closure of the event if warranted to protect the health, safety and welfare of the Town and its citizens and businesses. All programs and facilities of the Town of Wendell are open to all citizens regardless of race, sex, age, color, religion, national origin or limitation.

I understand the space is reserved when the non-refundable deposit of the cleaning fee is received in full by the Town of Wendell.

Name of the Event Coordinator

Signature of the Event Coordinator

Date

Town of Wendell Staff Use Only

Date application received:	Received by:
Valid picture ID: Yes <input type="checkbox"/> No <input type="checkbox"/>	

All non-waived fees paid and all permits received by the Town of Wendell 30 days prior to the event.

Hourly rates are available in the Parks & Recreation Fee Schedule

Non-waived Fees					
	Number of staff	Hours	Amount	Cost	Account Code
Amount due for P&R staff			\$ 35.00	\$ -	
Amount due for police			\$ 35.00	\$ -	10-208-0000
Amount due for public works staff			\$ 30.00	\$ -	
Total Amount Due for Staffing				\$ -	
Amount due for dumpster				\$ -	
Amount due for clean up (<i>based upon number of people in attendance</i>)				\$ -	10-620-4600
Total Amount Due for Cleaning				\$ -	
Total Amount Due for Staffing and Cleaning				\$ -	
Waived Facility Fees					
		Hours	Amount	Cost	Account Code
Amount due for setup			\$ 20.00	\$ -	
Amount due for breakdown			\$ 20.00	\$ -	
Amount due for event				\$ -	
Total Amount Due for Facility Fees				\$ -	10-365-0200
Total Amount Due for Staffing and Cleaning				\$ -	
Total Amount Due for Facility Fees				\$ -	
Amount Waived				\$ -	
TOTAL Amount Due to the Town of Wendell				\$ -	
Payment Schedule					
	Amount Due	Amount Paid	Date Received:	Received by:	Receipt Number:
Cash or Check [Check Number _____]	\$ -				
Cash or Check [Check Number _____]	\$ -				
Cash or Check [Check Number _____]	\$ -				
Cash or Check [Check Number _____]	\$ -				
Cash or Check [Check Number _____]	\$ -				