



**Town of Wendell  
Parks & Recreation  
Special Event / Tournament Application**

**Applicant Information**

Applicant Name: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Applicant Address: \_\_\_\_\_  
Street/Route
City
State
Zip

Home Telephone # \_\_\_\_\_ Business Telephone # \_\_\_\_\_

Cell Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Email Address: \_\_\_\_\_

**Event Information**

Name of Event: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Event Location(s):	Event Date(s):
Wendell Park – Large Field	
Wendell Park – Doug Proctor Field	
Wendell Park – Field 3 (no lights)	
Carver Elementary – Field 1	
Carver Elementary – Field 2	
Wendell Community Center	
Cross Country / Open Space	

















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



















Attendance:	Yes	No
Large Event - 150 or more people		
Large Event – 150 or more people and a street closure		
Small Event – less than 150 people		






*Small Events that do not require the use of Ashley Square, the Women's Club or the closure of Main, Third or Cypress Streets may be eligible for the Minor Street Closing Application.*

Site Plan for events with 150 or more people:	A detailed site plan must be attached to the application that includes exact dimensions of the site and include entrances, exits, fire extinguishers, electrical and water sources. Site plan should identify vendor placement, location of barricades, security fencing, canopies, and tents. Include exact dimensions of all tents and canopies. Site Plan shall also include the exact location of trash dumpsters and portable restrooms. Also include a proposed parking layout to support this event.
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**Check all that apply for the purpose of Event. These items may require additional fees, staffing and/or permits:**

Will food be served?	Yes	No
Private Caterer?	Yes	No
<ul style="list-style-type: none"> <li> If yes, caterer will need to provide liability form.</li> <li> If yes, caterer will need to provide contact information to the Parks and Recreation staff.</li> <li> Town of Wendell does have an ice machine.</li> <li> Town of Wendell does not have a warming kitchen.</li> </ul>		
Are tables and chairs needed?	Yes	No
<ul style="list-style-type: none"> <li> Tables, chairs and/or linens may be rented by the event coordinator from a private company, choice of the event coordinator.</li> <li> Event coordinator will need to provide name and contact information of the rental vendor(s) to the Parks and Recreation staff.</li> </ul>		
Will alcohol be served at this event?	Yes	No
<ul style="list-style-type: none"> <li> 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.</li> <li> If yes, contact the Wendell Parks and Recreation Department at 601 West Third Street or call 919-366-2266 to obtain the required insurance.</li> <li> 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.</li> <li> <b>If yes, police attendance is required.</b></li> <li> Code of Ordinance Section 14-21; Parks and Recreation Policies and Procedures</li> </ul>		
Will amplified microphones, music or musical instruments be used at this event?	Yes	No
<ul style="list-style-type: none"> <li> If yes, contact the Wendell Police Department at 9 South Pine Street or call 919-365-4444 to secure a Sound Permit.</li> </ul>		
Will any construction be required in order to host this event? For example, construction of a stage.	Yes	No
<ul style="list-style-type: none"> <li> If yes, secure a Wake County Building Permit Application from the Wendell Planning Department at 15 East Fourth Street or call 919-365-4448.</li> </ul>		
Will you be using tents larger than 10x10 for this event?	Yes	No
<ul style="list-style-type: none"> <li> If yes, what size tent(s) will be used: _____</li> <li> If yes, number of each tent(s): _____</li> <li> If yes, contact the Wendell Planning Department at 15 East Fourth Street or call 919-365-4448.</li> </ul>		

Will streets need to be closed during this event?	Yes	No
<p> If yes, indicate which street(s) are to be closed:</p> <p>_____</p> <p> Provide a list of homeowners and/or businesses you contacted that will be affected by the closing of the identified streets and received permission on a separate sheet of paper.</p> <p> If yes, 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.</p> <p> If approved by the Wendell Board of Commissioners, contact the Chief of Police at 9 South Pine Street or 919-365-4444 to secure the proper permit.</p> <ul style="list-style-type: none"> <li>○ If this is a state maintained road, the Police Chief will contact Department of Transportation for approval.</li> </ul> <p> <b>If yes, police attendance is required.</b></p>		
Will you need access to water for this event (outdoor only)?	Yes	No
<p> If yes, contact the Wendell Parks and Recreation Department at 601 West Third Street or call 919-366-2266 to schedule service and pay the required fee.</p>		
Will you need access to electricity for this event?	Yes	No
<p> Type of service: _____</p> <p> If yes, contact the Wendell Parks and Recreation Department at 601 West Third Street or call 919-366-2266 to schedule service and pay the required fee.</p>		
Will you need police (security) for this event?	Yes	No
<p> If yes, contact the Wendell Police Department at 9 South Pine Street or call 919-365-4444 to arrange security and payment.</p> <p> Full payment is due without 48 hour notice of cancellation.</p>		
Will you need a parade permit for this event?	Yes	No
<p> If yes, contact the Wendell Police Department at 9 South Pine Street or call 919-365-4444 to secure the required permit.</p> <p> If yes, please indicate the exact route of this parade:</p> <p>_____</p> <p>_____</p>		
Will signs be requested to advertise the event?		
<p> 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.</p> <p> How else will your event be advertised?</p> <p>_____</p>		
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"> <li>○ Food: _____</li> <li>○ Merchandise: _____</li> <li>○ Amusement rides: _____</li> <li>○ Total number of vendors: _____</li> </ul> <p> <b>Food Vendors:</b> 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> <b>Amusement Ride and/or Inflatable Rides Vendors:</b> 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> <b>Merchandizing Vendors:</b> 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>		

Will your event need restroom facilities at Wendell Community Park?	Yes	No
 If yes, coordinate with the Wendell Parks and Recreation Department at 601 West Third Street or call 919-366-2266 for use of the bathroom facilities at the Wendell Community Center.		
Will your event need outdoor restroom facilities at Carver?	Yes	No
 If yes, Event Coordinator is to make arrangements for the rental of Port-o-Johns. Event Coordinator to provide the name and contact information to the Parks and Recreation staff. <ul style="list-style-type: none"> <li>○ Indicate the location on the site plan of each unit.</li> <li>○ Indicate the number of regular units needed for the event: _____</li> <li>○ Indicate the number of handicap units needed for: _____</li> </ul>		
If this is an outdoor event, have you contacted Parks and Recreation at 919-366-2266 to arrange clean up and payment?	Yes	No
Will your event need additional trash dumpsters or recycle containers?	Yes	No
 If yes, coordinate with the Parks and Recreation Department at 601 West Third Street or call 919-366-2266.  If yes and at Carver Elementary, event coordinator must make arrangements for a dumpster.  <b>The dumpster at Carver Elementary is for Carver Elementary use only.</b>		

**Applicant Responsibilities**

-  Space is reserved when an application and non-refundable deposit are received.
-  Requests must be in writing for each occasion and are not automatically renewed.
-  If request requires review and approval above the Parks and Recreation staff:
  - Parks and Recreation Commission review request and make a recommendation.
  - Recommendation of the Parks and Recreation Commission is forwarded to the Wendell Town Board of Commissioners.
  - Wendell Town Board of Commissioners will review the request and make decision.
-  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.
-  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.
-  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.
-  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.

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**Insurance Requirements and Affidavit of Event Coordinator**

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

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.

\_\_\_\_\_  
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"/>	

	# of days	Amount	Cost	Account Code
Amount due for Community Center	0	\$ -	\$ -	
Amount due for Wendell Park Large Field	0	\$ 150.00	\$ -	
Amount due for Wendell Park Doug Proctor Field	0	\$ 150.00	\$ -	
Amount due for Wendell Park Field 3 (no lights)	0	\$ 75.00	\$0.00	
Amount due for Carver Field 1	0	\$ 150.00	\$0.00	
Amount due for Carver Field 2	0	\$ 150.00	\$0.00	
Amount due for Open Space	0	\$ 30.00	\$0.00	
<b>SUBTOTAL - due for Facility &amp;/or Fields:</b>			\$ -	10-365-0200
	Number	Amount	Cost	
Part-time staff for Community Center (per hour)	0	\$10.00	\$0.00	
Staff Fee @ Wendell Park (per day)	0	\$250.00	\$0.00	
Staff Fee @ Carver Park (per day)	0	\$250.00	\$0.00	
Amount due for police officer (per hour)	0	\$35.00	\$0.00	10-208-0000
<b>SUBTOTAL - due for Town staff</b>			\$0.00	
	Number	Amount	Cost	
Field dry mix (per bag)	0	\$10.00	\$0.00	
Amount due for dumpster:	0	\$125.00	\$0.00	
Amount due for clean-up:	0	\$0.00	\$0.00	10-620-4600
Amount due for insurance:	0	\$200.00	\$0.00	10-620-5400
<b>SUBTOTAL - due for other services:</b>			\$0.00	
<b>TOTAL DUE FOR EVENT:</b>			\$0.00	
<b>Space is reserved when deposit is received.</b>				
Non-Refundable Deposit Due:			<b>\$0.00</b>	
<b>Signer understands and agrees to non-refundable deposit.</b>				
Deposit submitted by:				
	Balance Due	Amount Paid	Date Received	Received By
Cash or Check [Check Number _____]	\$0.00	\$0.00		
Cash or Check [Check Number _____]	\$0.00			
Cash or Check [Check Number _____]	\$0.00			
Cash or Check [Check Number _____]	\$0.00			
Cash or Check [Check Number _____]	\$0.00			
Cash or Check [Check Number _____]	\$0.00			
Cash or Check [Check Number _____]	\$0.00	\$ -		

Miscellaneous Expenses: