

**CITY OF RAEFORD
APPLICATION FOR SPECIAL EVENT**

315 N. Main Street
Raeford, NC 28376
910-875-8161

PERMIT # _____

AREA/PARK REQUESTED: _____

FEE \$ _____

1. The purpose for this activity is as follows: _____

2. The time requested for such activity is as follows:

DATES: From: _____ TO: _____
TIME: From: _____ a.m./p.m. TO: _____ a.m./p.m.

3. The place of this activity shall be: _____

4. The approximate number of people engaged in this activity is _____ but the number will not exceed _____.

5. State whether or not minors below the age of 18 years will participate in the activity: () yes () no. If so, state the approximate number of such minors: _____

6. The person(s) in actual charge of this activity and who will keep custody of the permit at the site of the activity at all times: _____.

7. The activity will have as its principal objective (describe in detail): _____

******NO GRILLING AT McLAUGHLIN PARK******

**NO TENTS OR CANOPIES SHALL BE STAKED! ALL TENTS AND CANOPIES SHALL BE SECURED OR WEIGHED
DOWN AT ALL CORNERS!**

8. The activity will include the use of the following items (please check)

() float	() vehicles	() loud speakers	() street closure
() placards	() mechanical devices	() alcohol	
() other: explain below: _____			

HOLD HARMLESS AGREEMENT

The **contractor/individual/group** agrees to protect, defend, indemnify, and **hold the City of Raeford and its officers, employees, and agents free and harmless** from and against any and all losses, penalties, settlement, costs, charges, professional fees, or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceeding, or causes of action of every kind and character in connection with or arising directly or indirectly out of this agreement and/or the performance hereof. The **contractor/individual/group** further agrees to investigate, handle, respond to, provide defense for,

and respond to, provide defenses for and defend any such claims, etc., at his/her sole expense and agrees to bear all other costs and expenses related thereto, even if it (claims, etc.) is groundless, false, or fraudulent.

I have read and understand the foregoing instrument:

Signature of Petitioner/Representative Requesting Permit _____

Printed Names: _____ Daytime Phone # _____

Address: _____

Email: _____

NOTARY
North Carolina

_____ County

I, _____, a Notary Public for said County and State, do hereby certify that
_____ personally appeared before me this day and acknowledged the due
execution of the foregoing instrument.

Witness my hand and official seal, this the _____ day of _____, 20 _____. (Official Seal)

**PROVISION FOR SPONSORS OF SPECIAL EVENTS
HELD ON MUNICIPAL PREMISES**

Insurance Provisions:(This section will be completed once the event is reviewed by the City)

- (a) Comprehensive General Liability: Coverage shall have a minimum limit of \$1,000,000 per occurrence, combined single limit for bodily liability and property liability. This shall include premises and operations, independent contractors, products and completed operations, and contractual liability.

Required: () yes () no () n/a

- (b) Business Auto Liability: Coverage shall have minimum limits of \$1,000,000 per occurrence, combined single limits for bodily injury liability and property damage liability. This shall include owned vehicles, hired and non-owned vehicles, and employee non-ownership.

Required: () yes () no () n/a

SPECIAL REQUIREMENTS

- (a) The City of Raeford is to be included as an additional insured on both the comprehensive general liability and auto liability policies.

Required: (x) yes () no

(b) Current, valid insurance policies meeting the requirements herein identified shall be maintained during the duration of the **named** event. Renewal certificates shall be sent to the City of Raeford thirty (30) days prior to an expiration date. There shall also be a thirty (30) day notification to the City in the event of cancellation or modification of any stipulated insurance coverage. Certificates of insurance meeting the required insurance provisions shall be forwarded to the City of Raeford, statements on the certificate which state that no liability shall be imposed upon the company for failure to provide such notice is not acceptable. It shall be the responsibility of the contractor to insure that all subcontracts comply with the **same** insurance requirements that he/she is required to meet.

Required: (x) yes () no

Reviewed, dated and initialed by the following Dept. for compliance with City regulations & ordinances:

to call for assistance

Police Department _____

Date _____

911

Public Works Department _____

Date _____

910-303-4996
910-303-2750

Fire Marshal _____

Date _____

911

City of Raeford

Park Rental Rules & Regulations

1. Approved permit shall be on site with a renting representative at all times.
2. Absolutely **NO** vehicles on park grounds. **NO** exceptions
3. Alcoholic beverages are prohibited in any city park facility. A violation of this section is punishable as a misdemeanor. Any person violating this section shall be punished as provided in [section 14](#)¹/₂-13 hereof. (Ord. No. 1993-4, § 9, 7-12-93; Ord. No. 2021-05, 12-6-21)
4. No cooking grills or apparatuses of any kind are allowed within the park's curbed boundaries.
5. Bouncing house use and placement in the park must be approved by Public Works Director or his appointed designee prior to setting up. **NO** stakes are allowed to hold the units down. Sandbags are a good alternative.
6. Tents of any kind are permitted. **NO** stakes are allowed to hold the units down. Sandbags are a good alternative.
7. Upon request, the city can supply trash poly carts for your event. Carts must be placed at the curb grass area on E. Donaldson side of the park in an orderly fashion. The request must be written in the comment area on the application.
8. Renters are responsible and liable for **all** trash pickup from the ground after the event.

Hired Food Truck Vendors

1. Food truck vendors are only allowed to set up on the N. Stewart side (School side) of the park.
2. Vendors are to haul all trash they create away from the park.
3. Park renter will be liable for any damage caused by hired vendors.
4. Vendors are responsible for their own power source. City power use is not available.

Park renter:

Sign: _____ Print name: _____ Date: _____