

KERNERSVILLE PARKS AND RECREATION DEPARTMENT

SPECIAL USE PERMIT APPLICATION

Thank you for choosing a Kernersville Park for your public event. Special Use permits allow Kernersville Parks and Recreation to make necessary maintenance preparations, and avoid overuse of facilities. Per ordinance of the Town of Kernersville (Ch. 20, Art. III) a special use permit is needed for any event, assemblage or gathering in a public park that (a) exceeds 100 people or (b) significantly alters normal operations of the park. The permit is subject to approval or denial by the Director of Parks & Recreation.

An application for a special use permit can be acquired by calling the Parks & Recreation Administrative Office. The application must be submitted to the Parks & Recreation Administrative Office not less than thirty (30) days prior to the date of the proposed activity, and not more than twelve (12) months prior to the proposed activity.

Requirements: The person or organization applying for the permit must comply with all policies, procedures, rules and regulations pertaining to the use of public parks within the town ordinances. A reasonable usage fee shall be assessed by the Director of Parks & Recreation based on its regular fee schedule for usage, with additional costs that may be incurred by the Town for the proposed activity. Proof of liability insurance indemnifying the applicant against any perils, suits, claims and losses, which may arise in connection with the proposed activity, is required to be submitted with the permit.

Approval Process: The Director of Parks & Recreation shall have the authority to grant or deny special use permits. The following criteria shall be the basis for approval or denial:

- Activity will not generate excessive or unreasonable traffic, noise, or will not adversely affect the health, safety or welfare of participants or citizens not associated with the event.
- Activity will not extensively interfere with the primary use or uses for which such park is designed or intended.
- The petitioner will provide adequate security personnel.
- Parking options are adequate.
- Designation of an area compatible with anticipated crowd size and proposed activities.

Notice of Denial: In the event the application fails to meet the above criteria, the request will be denied. If the request is denied, the applicant shall be apprised of the reason(s) in writing and will (a) be able to re-submit an application with the appropriate corrections or (b) entitled to request a hearing with the Parks & Recreation Advisory Board at its next regularly scheduled meeting.

Date of Application: _____

Date Received: _____

OFFICE USE

APPLICANT INFORMATION

Name of Organization: _____

Name of Applicant: _____

Mailing Address: _____
STREET CITY STATE ZIP

Home Phone: _____ - _____ - _____

Work Phone: _____ - _____ - _____

Email: _____

EVENT INFORMATION

Event Name: _____

Park Facility: _____

Shelter: _____

Date: _____

Time Frame: _____ to _____

Estimated Number of Participants: _____

Crowd Activity: Stay or Come/Go

EVENT DETAILS

Briefly describe your event activity, including it's primary intent and any related activities:

Please list any equipment or supplies that you would like to bring in for your event/activity: (ex bounce house, personal grill, etc.):

Have sufficient arrangements been made for parking the estimated number of guest?

YES NO IF YES, PLEASE EXPLAIN: _____

ADDITIONAL INFORMATION

Do you have libility insurance for the event? YES NO IF YES, AMOUNT:\$ _____

Will you furnish adequate security for the event? YES NO

Are you contracting any food vendors for the event? YES NO

*Please Note: all contracted food vendors must have a Peddlers License through the Town of Kernersville (Town Clerk 992-0404) and be certified through the Forsyth County Board of Health(336-703-3100)

Does your activity require additional electric hook up? YES NO

Does your activity require water hook up? YES NO

Is vehicle access on trails requested? YES NO

Usage Fee as determinded by the Director of Parks & Recreation

\$ _____
OFFICE USE

WAIVER AGREEMENT & RELEASE

The applicant of this special use agreement agrees to obey all federal, state and local ordinances, as well as all rules pertaining to the facility being used for the duration of the event. The applicant agrees to assume full liability for any loss or damage that may result to the facility, furnishings and/or equipment herein. The applicant agrees to hold the Town of Kernersville, it agents, and its employees harmless and indemnified from and against any claims, suits, or causes of actions arising from the event sponsored by me or my organization.

It is specifically understood that the Town of Kernersville by issuing this permit is in no way a sponsor or endorser of this event.

As the applicant, I acknowledge that all information included in this application is correct and I agree to all terms set forth through this agreement.

Applicant Name-Print

Approved by:

Ernie Pages, Director of Parks & Recreation

Applicant Signature

Date

Permit Issued as of: _____

E-MAIL TO CUSTOMER
EXPERIENCE SPECIALIST