



**MOREHEAD CITY  
PARKS & RECREATION**

Shelter – Gazebo – Rec Center Classroom/Conference Room – Stage – Trail  
Park Usage Application (Non-Athletic Facility Usage)

**Section I**

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

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

Phone: (Day) \_\_\_\_\_ (Night) \_\_\_\_\_ Email: \_\_\_\_\_

Day of Event Contact: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Facility Requested: (Circle) Shevans Park: Large Shelter Small Shelter MATS Trail  
Rotary Park: Shelter Exercise Trail Jaycee Park: Gazebo Concert Stage Jib Plaza  
Rec Center: W.S. King Room Conference Room Exercise Classroom Classroom  
Katherine Davis Park MLK, Jr. City Park: Gazebo Other (specify) \_\_\_\_\_

Facility Usage: (Circle) Class/Meeting Party/Picnic/Reunion School Field Trip  
Special Event (please specify) Concert Wedding Festival Race  
Fishing Tournament Fundraiser Trade Show Other(specify): \_\_\_\_\_

Date(s) & Time(s) of Use: \_\_\_\_\_

Proposed Use & Description of Use: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Special Services / Requests: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Section II**

***Special Events Must Complete This Section.***

What is the nature of the event? (Circle one)

Athletic (specify sport) \_\_\_\_\_ Entertainment (List type) \_\_\_\_\_

Trade Show/Exhibition Assembly Other (specify) \_\_\_\_\_

Please give a detailed description of the requested event: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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**Tent Usage Request:** Yes No (If yes, contact Planning & Inspections 726-6848 for permit)

**Alcohol Sales Request:** Yes No (If yes, ABC permit required)

**Concession Request:** Yes No (If yes, contact Health Department for requirements)

**Insurance:** All events will require a certificate of liability insurance from a North Carolina licensed company of a minimum of one million/two million (\$1,000,000 /\$2,000,000) dollars that lists the Town of Morehead City (Town) as an additional insured. The Town reserves the right to increase the minimum amount of required insurance depending upon the nature of the event.

**Proof of Insurance provided:** (required with application)                      yes                      no

**Provide an Organizational History**

1. How long has the organization been in existence? \_\_\_\_\_

\_\_\_\_\_

2. Who are the officers, directors, shareholders and principal members of the organization?

\_\_\_\_\_

\_\_\_\_\_

3. Has the organization operated under any other names? (Please list) \_\_\_\_\_

\_\_\_\_\_

4. Is the organization affiliated with any other organization? \_\_\_\_\_

\_\_\_\_\_

5. Has the organization operated in any other markets? (Please list) \_\_\_\_\_

\_\_\_\_\_

**Present a Demonstrated Ability to Properly Manage Event**

What is the source for event staff (gate people, ushers, box office personnel, parking attendants and clean-up crew)? Will this consist of paid staff or volunteers?

\_\_\_\_\_

\_\_\_\_\_

Does the organization employ an adult general or event manager that will be on-site for each event?  
(circle & provide contact information for the on-site manager)                      Yes      No

\_\_\_\_\_

Please provide a list of events the organization has managed during the past three years.

\_\_\_\_\_

\_\_\_\_\_

**Describe the Financial Condition of the Organization**

Please attach an organizational balance sheet/cash flow statement and three business references.

*We reserve the right to request additional financial statements and references.*



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**It is understood and agreed that the Town of Morehead City (Town) and the Morehead City Parks and Recreation Department (MCPRD) shall be free of liability for personal injury or property damage claims that may arise out of, or occur during, the use of the facility by Applicant and that no cause of action shall accrue to any organization, its users, members, officials, agents, servants, employees, participants, guests or spectators for injuries or property damage of any kind whatsoever arising out of or from use of the facility by Applicant. Applicant agrees to hold the Town and MCPRD, their agents and employees harmless from and to defend all such claims for personal injury, including death, and property damage. The Applicant shall in no wise be or become the agent, servant, or employee of, nor a contractor for, the Town of Morehead City nor of or for the Morehead City Parks and Recreation Department. Applicant and neither the Town of Morehead City nor its Park and Recreation Department are in a joint venture, association, partnership or any other entity or common or joint efforts or enterprise.**

**The Applicant acknowledges that is has received, read and understands the Morehead City Parks and Recreation Department Non-Athletic Facility Park Usage Policies and related documents and agrees to be bound by and subject to those policies.**

**The event will be scheduled following the receipt and approval of the application by the Morehead City Parks & Recreation Department Director/Staff. The applicant will receive a signed copy of the approved application for confirmation.**

**Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**Official Use Only**

**Approved / Declined**

**MCPRD Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**Security Deposit: Paid \$ \_\_\_\_\_ cash check# \_\_\_\_\_ N/A Date \_\_\_\_\_ Received \_\_\_\_\_**

**Facility Usage Fee: Paid \$ \_\_\_\_\_ cash check# \_\_\_\_\_ N/A Date \_\_\_\_\_ Received \_\_\_\_\_**

**If you have questions regarding the application, please contact the Morehead City Parks and Recreation Department at (252) 726-5083.**

**Please submit request a minimum of 60 days prior to the requested facility usage or event date by mail to the address below:**

Morehead City Parks & Recreation Department  
706 Arendell Street, Morehead City, NC 28557