



Ottis Landing Usage Application

Section I

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

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

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

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

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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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)



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**Insurance:** All events will obtain from a North Carolina licensed insurance company a certificate of liability insurance with a minimum coverage 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 its assessment of 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.***



### Ottis Landing Usage Application

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 it has received, read and understood 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. If this application includes use of the Ottis Landing over-water facility, Applicant further acknowledges that it has received, read, and understood the following requirements and directives:

- No cooking, food preparation, or pyrotechnics
- No attachment of equipment, staging, or other structures to the decking or railing.
- The facility is designed to handle a “live load” of 100 pounds per square foot. It is the responsibility of the Applicant and event personnel to determine if the proposed loading on the deck due to equipment, staging, other structures and personnel/guests will meet these live load requirements. (Full engineered specs available by request).
- Event personnel will need to contact the Fire Marshall to determine occupancy loading for the planned event.
- The Applicant and event personnel are responsible for assuring that such codes, loading and other specifications applicable are not exceeded in any way during its permitted usage, and Applicant agrees to remain responsible for any damage to the facility and other Town or private property, and legally liable for harm to persons or property of others attending or participating in the event, including bystanders.

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: \_\_\_\_\_



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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