

VOLLIS SIMPSON WHIRLIGIG PARK AND MUSEUM EVENT APPLICATION

TODAY'S DATE: _____

NAME OF EVENT CONTACT: _____

CONTACT PHONE: _____

CONTACT EMAIL: _____

CONTACT ADDRESS: _____

NAME OF SPONSORING ORGANIZATION (if applicable): _____

ARE YOU A "FRIEND OF THE WHIRLIGIGS"? _____

Visit wisonwhirligigpark.org/donate for more information

ZONE REQUESTED (please see attached map for zone parameters) CHECK ONE:

ZONE 1 (pavilion) _____ BOTH 1 & 2 _____

ZONE 2 (green and stage) _____ BOTH 1 & 3 _____

ZONE 3 (parallel to Douglas St.) _____ BOTH 2 & 3 _____

MUSEUM SPACE (limited to <40 people) _____ (an in person meeting is required for all museum space rentals to discuss requirements, cost, staffing, etc.)

EVENT DATE: _____

IS THIS DATE FLEXIBLE (please include alternative dates)? _____

PURPOSE OF USE (concert, festival, family reunion, etc): _____

RENTAL TYPE: CHECK ONE

HALF DAY (4 hours or less) _____ FULL DAY (more than 4 hours) _____

ZONE 1 \$750
ZONE 2 \$1250
ZONE 3 \$500

ZONE 1 \$1500
ZONE 2 \$2500
ZONE 3 \$1000

***PRICES LISTED ABOVE ARE BASE PRICES FOR PARK RENTAL, ADDITIONAL FEES WILL BE REQUIRED DEPENDING ON EVENT DETAILS**

EVENT TIME: _____ TO _____ (THIS INCLUDES SET UP AND CLEAN UP TIME)

*I understand that Special Event Liability Insurance Coverage is required for this event, and a copy of the policy must be submitted prior to event. _____ (initial)

PERSONS EXPECTED: _____

*Please note that how many persons expected will determine how many off duty law enforcement officers will be required by event organizer in order to secure event. Wilson Police Department can be contacted at (252)399-2323. 0-99 persons = 1, 100-199 persons = 2, etc

IS ADMISSION BEING CHARGED FOR EVENT? _____

WILL YOU BE USING A TENT? (please include dimensions) _____

DOES THIS EVENT REQUIRE AN ELECTRICITY HOOK-UP (food truck, band, etc)? _____

DOES THIS EVENT REQUIRE A WATER HOOK-UP (food truck, etc)? _____

WILL ALCOHOL BE SERVED? _____

*Please note that if alcohol will be sold or served, you must complete and submit a copy of the Special One-Time Permit Application for Sale of Alcoholic Beverages or a Limited Special Occasion Permit located at <https://abc.nc.gov>, additional fees will apply

***IF EVENT REQUIRES EXTRA STAFF SUPPORT, ANY ADDITIONAL FEES WILL BE DISCUSSED AT PRE-EVENT FOLLOW UP MEETING.**

ADDITIONAL COMMENTS: _____

EVENTS AT THE VOLLIS SIMPSON WHIRLIGIG PARK AND MUSEUM ARE RESERVED ON A FIRST-COME, FIRST-SERVED BASIS. YOUR DATE WILL BE TENTATIVELY HELD ONCE YOUR APPLICATION HAS BEEN RECEIVED AND REVIEWED BY PARK STAFF. A PRE-EVENT FOLLOW UP MEETING EITHER BY PHONE OR IN-PERSON IS REQUIRED TO FINALIZE THE APPROVAL OF ALL APPLICATIONS. A NON-REFUNDABLE DEPOSIT OF HALF OF TOTAL DUE WILL BE REQUIRED IN ORDER TO SECURE EVENT DATE ONCE APPLICATION IS APPROVED. FINAL PAYMENT WILL BE DUE NO LATER THAN TWO WEEKS PRIOR TO EVENT DATE.

Signature _____

FOR OFFICE USE ONLY:

INITIAL AND DATE ONCE COMPLETED

EXECUTIVE DIRECTOR APPROVAL: _____

NEIGHBORING BUSINESSES/ONLINE CALENDAR: _____

TOTAL DUE: _____

INSURANCE: _____

DEPOSIT PAID: _____

ABC PERMIT: _____

ON CALENDAR: _____

WPD: _____

FOLLOW UP MEETING COMPLETE: _____

STREET CLOSURE APPLICATION _____

STAFF SUPPORT: _____

RESTROOMS: _____

WATER/ELECTRICITY(TEST OUTLETS)(DISTRIBUTION BOX): _____

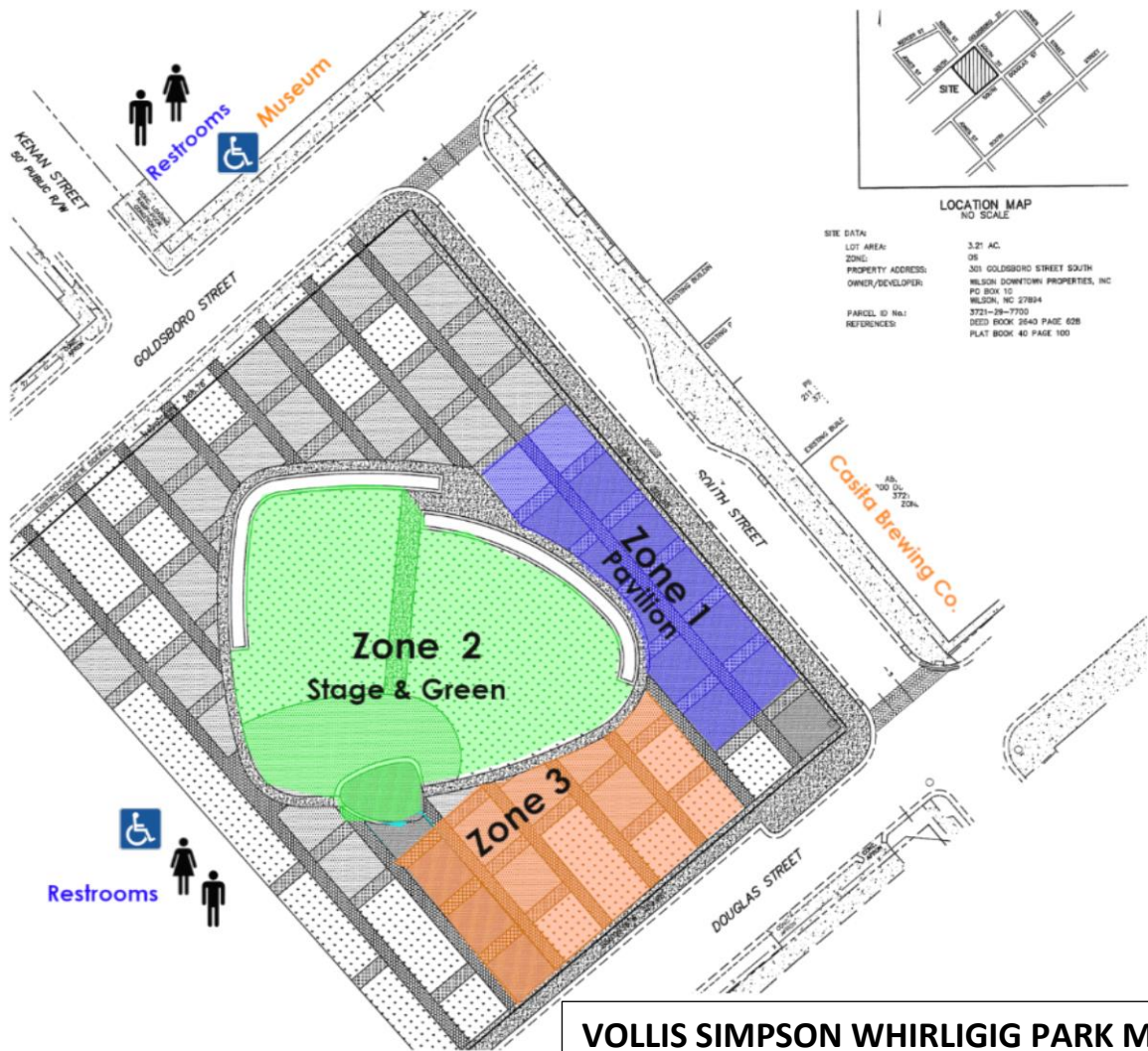
PARKS & REC: _____

ENVIRONMENTAL SERVICES: _____

TRASH CANS: _____

SIGNS: _____

ALL FEES PAID: _____



VOLLIS SIMPSON WHIRLIGIG PARK MAP