



## Vollis Simpson Whirligig Park Policies

1. No driving or parking a motorized vehicle in the park or on the sidewalks.
2. All vehicles must unload while parked on the street.
3. Nothing may be attached to any whirligig, flag or light posts.
4. No skateboards, scooters, or rollerblades.
5. Tents must be pre-approved by the Event Manager. Tents are only allowed on the concrete areas. Tent weights are required.
6. No balloon or bird releases allowed.
7. Any activities involving paint must be pre-approved by the Event Manager. Water soluble paint only. Paint is not allowed on the concrete areas. Tarps must cover the activity area.
8. No chalk graffiti allowed.
9. No petting zoos.
10. Dogs are welcomed but must be leashed at all times. Owner is responsible for the removal of pet waste.
11. No kites.
12. No inflatables.
13. No soliciting, selling, or bartering of goods/services without prior approval from the Event Manager.
14. Only pre-approved food trucks may set -up. Power cord covers are MANDATORY. All food trucks must provide their own cord covers to cover their electric cords between their truck and the electric outlets.
15. No glass beverage containers.
16. No political or religious rallies permitted.
17. If park property is damaged, moved, or mishandled, a fine will be issued commensurate with the estimated damages.

# VOLLIS SIMPSON WHIRLIGIG PARK EVENT RENTAL APPLICATION

NAME OF EVENT: \_\_\_\_\_

ORGANIZATION/APPLICANTS NAME: \_\_\_\_\_

ARE YOU A 501(c)(3)? (CHECK ONE): YES \_\_\_\_\_ NO \_\_\_\_\_ IF YES, ATTACH YOUR W-9 IDENTIFICATION NUMBER & CERTIFICATION FORM FROM THE IRS.

EVENT DATE \_\_\_\_\_ EVENT START TIME \_\_\_\_\_ EVENT END TIME \_\_\_\_\_

EVENT CONTACT NAME : \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_

CONTACT PHONE: \_\_\_\_\_

CONTACT ADDRESS: \_\_\_\_\_

PLEASE GIVE A DETAILED PURPOSE & DESCRIPTION OF EVENT: \_\_\_\_\_

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

IS THIS EVENT OPEN TO THE PUBLIC OR A PRIVATE EVENT. (Circle One)

IS AN ADMISSION BEING CHARGED? (CHECK ONE): YES \_\_\_\_\_ NO \_\_\_\_\_

NUMBER OF PERSONS EXPECTED: \_\_\_\_\_

OFF DUTY CITY OF WILSON POLICE OFFICERS ARE REQUIRED FOR ALL EVENTS. THE ORGANIZER IS RESPONSIBLE FOR SCHEDULING & PAYING THE OFFICERS. EVENTS WITH NO ALCOHOL ON PREMISE WILL REQUIRE 1 OFFICER FOR 1-99 ATTENDEES, 2 OFFICERS FOR 100-199, ETC. EVENTS WITH ALCOHOL ON THE PREMISE WILL REQUIRE 2 OFFICERS FOR 1-50 ATTENDEES, 4 OFFICERS FOR 51-100, ETC.

WILL ALCOHOL BE SERVED? (CHECK ONE): YES \_\_\_\_\_ NO \_\_\_\_\_

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

WHAT TIME WILL SET-UP BEGIN? \_\_\_\_\_

\*BREAK DOWN MUST BEGIN IMMEDIATELY AT THE EVENTS END TIME LISTED ON PAGE 1.

DO YOU REQUIRE ELECTRICAL HOOK-UPS FOR FOOD TRUCKS, MUSIC, ETC.? YES \_\_\_\_\_ NO \_\_\_\_\_

DO YOU REQUIRE WATER HOOK-UPS? YES \_\_\_\_\_ NO \_\_\_\_\_

WILL TENTS BE USED? YES \_\_\_\_\_ NO \_\_\_\_\_ IF SO, PLEASE INCLUDE DIMENSIONS. \_\_\_\_\_

RENTAL FEES FOR NON 501(c)(3)'s are as follows:

4 HOURS OR LESS INCLUDING SET-UP & BREAK-DOWN (CHECK ALL ZONES THAT APPLY)

\_\_\_\_\_ ZONE 1 = \$750

\_\_\_\_\_ ZONE 2 = \$1,250

\_\_\_\_\_ ZONE 3 = \$500

MORE THAN 4 HOURS INCLUDING SET-UP & BREAK-DOWN (CHECK ALL ZONES THAT APPLY)

\_\_\_\_\_ ZONE 1 = \$1,500

\_\_\_\_\_ ZONE 2 = \$2,500

\_\_\_\_\_ ZONE 3 = \$1,000

RENTAL FEES FOR 501(c)(3)'s are as follows:

4 HOURS OR LESS INCLUDING SET-UP & BREAK-DOWN (CHECK ALL ZONES THAT APPLY)

\_\_\_\_\_ ZONE 1 = \$375

\_\_\_\_\_ ZONE 2 = \$625

\_\_\_\_\_ ZONE 3 = \$250

MORE THAN 4 HOURS INCLUDING SET-UP & BREAK-DOWN (CHECK ALL ZONES THAT APPLY)

\_\_\_\_\_ ZONE 1 = \$750

\_\_\_\_\_ ZONE 2 = \$1,250

\_\_\_\_\_ ZONE 3 = \$500

\*IF EVENT REQUIRES EXTRA STAFF SUPPORT, ADDITIONAL FEES WILL BE DISCUSSED AT THE PRE-EVENT MEETING.

\*THE VOLLIS SIMPSON WHIRLIGIG PARK IS RESERVED ON A FIRST-COME, FIRST-SERVED BASIS. YOUR DATE WILL BE TENTATIVELY HELD ONCE YOUR APPLICATION HAS BEEN RECEIVED & REVIEWED. A PRE-EVENT IN-PERSON MEETING IS REQUIRED TO FINALIZE THE APPROVAL OF THE APPLICATION.

\*A NON-REFUNDABLE DEPOSIT OF HALF THE TOTAL RENTAL FEE WILL BE REQUIRED TO SECURE THE EVENT DATE ONCE THE APPLICATION IS APPROVED. FINAL PAYMENT WILL BE DUE NO LATER THAN TWO WEEKS PRIOR TO THE EVENT DATE.

\*I UNDERSTAND THAT A SPECIAL EVENT CERTIFICATE OF LIABILITY INSURANCE IS REQUIRED IN THE AMOUNT OF \$2,000,000, IN WHICH BOTH THE VOLLIS SIMPSON WHIRLIGIG PARK & MUSUEM AND THE CITY OF WILSON MUST BE LISTED AS THE CERTIFICATE HOLDER.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Please send completed application to [whirligigparkevents@wilsonnc.org](mailto:whirligigparkevents@wilsonnc.org) or mail to Vollis Simpson Whirligig Park, % Event Manager, PO Box 6161, Wilson, NC 27894