



## **Special Event Consideration Packet**

### **Section 1**

Thank-you for choosing to host your event at one of Morehead City's fine parks. To ensure that the resolution for your event can be presented to the Town Council in a timely matter and so the event runs smoothly with no delays, please turn in all paperwork promptly.

- Step 1: Establish dates for proposed events, present event application to Morehead City Parks and Recreation Department and pay required fee at least 60 days in advance.
  - Step 2: Determine if additional paperwork is required.
  - Are there more than 150 attendees/participants? (Yes / No)
  - Are there more than 500 attendees/participants? If so, Police will need to be hired.
  - Will there be alcohol? If so, Police will need to be hired.
  - Will a street need to be closed for this event?
  - If the answer to any of the above questions is a yes, please see the checklist (page 2), and Section 2.
- Step 3: If the event requires the closing of streets, distribution of alcohol, firework displays, and/or significant city staff assistance, Town Council approval by resolution is required. The event resolution must be emailed to [Cathy.Campbell@MoreheadCityNC.org](mailto:Cathy.Campbell@MoreheadCityNC.org) and [Victoria.Ward@MoreheadCity.org](mailto:Victoria.Ward@MoreheadCity.org) along with detailed map, indicating event footprint and street closures, two months prior to the event. If you need a resolution template, Cathy Campbell, City Clerk, will be happy to provide one.
- Step 4: Turn in event insurance 3 weeks prior to the event.

\*Please provide one point of contact only!

Please call Victoria Ward, Recreation Supervisor, at 252-726-5083 ext. 6 with questions or concerns.



### **Special Event Checklist:**

- Establish dates, fill out park application (Due at initial meeting).
- Pay Fee (Due at reservation time).
- Fill out First Responder paperwork if necessary (more than 150 people, alcohol, street closure).
- Turn in map of event.
- If you will be having a tent, get a permit and inspection (if required).
- Resolution (Due week before Public works meeting the month prior {4<sup>th</sup> Thurs 9am} ...Due 3<sup>rd</sup> Thursday of the month at the latest.
- Insurance (Due 5 weeks before event date).

An event requires an approving resolution if;

1. There is use of town staff or property (i.e. extra trash cans)
2. There are street closures
3. There is alcohol (Must have council permission and alcohol permit)
4. There are fireworks

I have received, read and understand this special event packet and all the requirements necessary to host an event in Morehead City, NC.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Morehead City Staff Only:

Received by: \_\_\_\_\_ Date: \_\_\_\_\_