

**ADDENDUM G. SPECIAL EVENTS – NON FUNDRAISER**

**Note:**

- **For tournaments (District, State, Regional, Special Event, Invitational, etc.), there will be a fee charged to the hosting League/Organization. Fee must be submitted with completed form.**

Name of Event: \_\_\_\_\_

Name of Individual/Organization Sponsoring Event: \_\_\_\_\_

Name of Requested Park: \_\_\_\_\_

Area/Areas Requested in Park: \_\_\_\_\_

Estimated Number in Attendance: \_\_\_\_\_

Point of Contact Name: \_\_\_\_\_

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

Telephone Number: (Day): \_\_\_\_\_ (Evening): \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Beginning Date \_\_\_\_\_ Time \_\_\_\_\_ Ending Date \_\_\_\_\_ Time \_\_\_\_\_

Tournament Fee (If applicable): FEE APPLIED \$ \_\_\_\_\_

Indicate whether electrical outlets will be used:  Yes  No

Provide any specifics on how the park will be used; i.e., tournament; carnival; pet show; fun day; benefit; request for any special provisions, etc.

\_\_\_\_\_

*Special Note:* CCPR requires commercial groups to provide at least \$1,000,000 liability insurance to cover the event, with CCPR and County Commissioners named as a co-insured. Non-profits must provide proof that they are a non-profit (501)c3 Certificate, and also require they have liability insurance. **Note: An application must be made with the Health Department for permits if food will be served at the planned event. Proof of food permit or proof that a permit is not needed must be submitted with this paperwork.**

Return completed original form and fee (if applicable) with required documentation to:

**Athletic Supervisor  
Carteret County Parks and Recreation  
1702 Live Oak Street, Suite 300  
Beaufort, NC 28516**

Approved By: \_\_\_\_\_  
Carteret County Maintenance Representative

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Approved By: \_\_\_\_\_  
Carteret County Parks and Recreation Director

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_