

**ADDENDUM G. SPECIAL EVENTS--TOURNAMENTS**

**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.

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

Which of the following best describes the group:

Non-Profit  League  Other \_\_\_\_\_

Special Notes:

- *CCPR requires all 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 organization..*
- **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.**
- Park remains open to the public during the activity.
- The league/organization planning the activity is responsible for training those individuals collecting fees to charge entrance fees to only those individuals attending the activity.
- The league/organization planning the activity is responsible for notifying other teams/leagues/organization scheduled to use the park of the activity.
- This request form, insurance policy, and fee must be turned in at least 45 days prior to requested date.
- League/organization representative agrees that its group will familiarize itself with policies governing use of park/facilities and that the group will comply with the policies; and that confirmed reservation becomes void if fees are not paid.

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

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

Signature \_\_\_\_\_  
Name of League/organization Contact

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

Comments:

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

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