

## So You're Planning an Event ...

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Thank you for choosing one of Pender County's parks or facilities as a site for your special event. In order to expedite the permitting process, please review the Special Event Guidelines and list below. Please keep in mind that not all items apply to each event.

**\* Event Sponsor shall complete a special event reservation application and submit the form within (30) days of requested reservation to Pender County Parks and Recreation.**

**\* Upon preliminary approval by Pender County Parks and Recreations the event sponsor is to submit all required documentation and fees within (10) working days of the event.**

### General

- Special Event Permit application
- Banner Installation Permit Application
- Tax Exemption Certification (if applicable)
- Non-profit Documentation (if applicable)

### Insurance

- General liability Insurance (Pender County listed as additionally insured)

### Maps and Layouts

- Site Map

### Food Vendor Information

- General Liability Insurance Certificates (naming Pender County additionally insured)
- Copy of Pender County's Health Department Food Establishment Permit (if applicable)
- Copy of Pender County's Temporary Food Establishment Permit (if applicable)

**Event Attractions**

\_\_\_\_ Copy of State Department of Labor Elevator and Amusement Device Bureau Inspection/ Authorization (if applicable)

- Inflatable Rides (e.g. bounce houses)
- Amusement Rides
- Stages Platforms, etc.

\_\_\_\_ General liability Insurance (Pender County listed as additionally insured)

**Additional requirements for Courthouse Square**

\_\_\_\_ Temporary Power Service Agreement from Town of Burgaw

\_\_\_\_ Trash Hauling contract

\_\_\_\_ Port-o-John contract

\_\_\_\_ Copy of State Department of Transportation (DOT) and/or Town of Burgaw Street Closure Authorization



## Pender County Parks and Recreation Department Special Event Guidelines



Any organizations holding a special event on a facility under the control of the Pender County Parks and Recreation Department shall follow the rules list below:

1. A special event, for these purposes, is defined as one which will attract more than 100 participants, or one which in the opinion of the Pender County Parks and Recreation Department will necessitate special concerns because of its nature. The maximum number of participants for events held at other Pender County Parks shall be determined on a case by case basis by the Parks and Recreation Department staff, based on availability of sufficient infrastructure resources, the overall carrying capacity of the park and the compatibility with other uses of the park during the time requested.
2. A special event shall be sponsored by a local non-profit community organization, co-sponsored by a local non-profit organization and a for-profit concern or sponsored by a for-profit concern so long as a majority of the new proceeds derived from the event are contributed to a non-profit organization. Pender County retains the right to verify contributions to non-profit organizations. User costs vary depending upon the nature of the user. Nonprofits must be able to produce proof of such designation, such as the organization's 501-C(3) number.
3. The event sponsor shall complete a special event reservation application and submit the form within thirty (30) days of the requested reservation to Pender County Parks and Recreation Department for preliminary approval.
4. Upon preliminary approval by the Parks and Recreation Department, the event sponsor shall submit all required documentation and fees within ten (10) working days of the event. If request is approved, a contract will be prepared.
5. A special event shall follow all state and local laws, including Pender County Park Ordinances (attached).
6. The event sponsor is responsible for obtaining liability insurance coverage with a minimum of one million dollars (\$1,000,000) of coverage per event. A certificate of insurance verifying this coverage must be submitted 10 days before the reservation. Pender County (805 South Walker Street, Burgaw, NC 28425) shall be named as an additional insured in the policy. Pender County may require a higher aggregate amount of liability insurance coverage for some events.
7. The event sponsor is responsible for submitting a certificate of insurance with a minimum of one million dollars (\$1,000,000) of coverage per event, naming Pender

- county as an additional insured (805 South Walker Street, Burgaw, NC 28425), from all vendors of food, merchandise or other products to be sold during the event. These certificates shall be submitted prior to approval of the reservation request for the event.
8. The event sponsor shall schedule a meeting with the Pender County Parks and Recreation Department for the purpose of coordinating logistical issues. This meeting is required before final approval will be given for the event. The meeting should take place at least ten (10) days prior to the event. Alterations to the facility in any way are prohibited unless written authorization has been obtained from the Pender County Parks and Recreation Department. The event sponsor shall only have use of the space for which a contract was granted. Unauthorized use of any facilities on the park grounds for which authorization was not specified may result in immediate suspension of the use of the facility.
  9. The Pender County Parks and Recreation Department shall determine the number of trash receptacles and port-o-johns required for the event. The sponsor is responsible for contracting with a private hauler for these services. The cost of providing these services shall be sponsor's responsibility. Proof of a trash hauling and port-o-john contract must be provided to the county.
  10. The placement of tent stakes, anchors, or any other objects into the ground may only be permitted in certain areas. These locations must be approved in advance by the Pender County Parks and Recreation Department.
  11. Dogs and other pets are strictly prohibited from the site of the event. The event sponsor shall include notice of this prohibition in all advertising for the event and shall monitor the event for compliance with this prohibition. The event sponsor shall be responsible for removal of dogs and pets from the event site.
  12. Event organizer must provide map/layout of event 10 days prior to event. Layout must include food vendors, port a johns, entrances, power sources, etc. There must be emergency services on site prior, during, and closing of event.
  13. The event sponsor shall provide adequate staffing to direct traffic and parking for the entire duration of the event. The event sponsor shall provide the number of staffing for traffic and parking, a map of the park detailing where staffing will be positioned and a detailed plan for overflow parking.
  14. Motorized vehicles and trailers are restricted from driving on the Pender County Courthouse square. This restriction includes passenger vehicles, full sized trucks, tractors, food trucks and all trailers. Small utility vehicles may be utilized only on the sidewalks to deliver merchandise and set up booths.
  15. Pender County Parks and Recreation may require a facility attendant to be onsite during setup, throughout the event and during breakdown for an additional fee.

# Park Ordinances

## ARTICLE II. - PARKS

### DIVISION 1. - GENERALLY

#### **Sec. 28-19. - Applicability.**

This article shall apply to all *parks* owned, operated or maintained by the county.

#### **Sec. 28-20. - Hours of operation.**

All *parks* shall be open to the public during posted hours. It shall be unlawful for any person or vehicle to enter or be within a *park* beyond posted hours of operation unless approved by a permit issued by the director of *parks* and recreation or his designee, or unless such person is participating in authorized and scheduled programs, classes, special events or meetings.

#### **Sec. 28-21. - Closing when necessary.**

Any section or part of any *park*, recreation area or facility may be temporarily closed to the public by the director of *parks* and recreation or his designee at any time for maintenance and/or other purposes.

#### **Sec. 28-22. - Reservations.**

Unless an area is specifically reserved for a person or group by the director of *parks* and recreation or his designee, areas such as picnic shelters or ball fields shall be used or occupied on a "first come, first served" basis. No person shall refuse to vacate a reserved area, such as a picnic shelter or a ball field, which has been properly reserved by another person. No person shall continue to occupy a reserved area beyond the time limitation of his reservation if there is another person with a valid reservation waiting to use the area.

#### **Sec. 28-23. - Vehicles in *parks*.**

(a) It shall be unlawful for any person to operate any motor vehicle, minibike, motorcycle, ATV or other motorized vehicle on any area except the *park* roads or *parking* areas. It shall be unlawful for vehicles to be *parked* in other than the designated *parking* areas.

(b) It shall be unlawful to leave a vehicle *parked* overnight. In such instances, the vehicle may be towed at the owner's expense.

(c) Law enforcement, emergency services and *parks* and recreation employees whose duties require them to drive vehicles and/or equipment shall be exempt from the above restrictions.

#### **Sec. 28-24. - Speed limit.**

It shall be unlawful to drive at a rate of speed in excess of ten miles per hour in any *park*.

**Sec. 28-25. - Destruction of property.**

(a) It shall be unlawful for any person to remove, destroy, mutilate or deface any structure, monument, statue, planter, fountain, wall, fence, railing, vehicle, bench, picnic table, tree, plants or any other property in any *park* area.

(b) It shall be unlawful for any person to dig, cut, bruise, debark or mutilate or cause to be transplanted, cut, bruised, debarked, or mutilated any plant material within any *park* area.

(c) The prohibitions above shall not apply to any person acting under authorization or directive of the director of *parks* and recreation or his designee.

**Sec. 28-26. - Disorderly conduct.**

(a) It shall be unlawful for any person to use any profane, boisterous or insulting language or to engage in disorderly conduct in any *park* area.

(b) It shall be unlawful for any person to make or cause to be made any loud, disturbing or unnecessary noises in any *park* area except normal cheering and applauding during the progress of an activity or event sponsored, authorized or approved by the county or director of *parks* and recreation.

**Sec. 28-27. - Inappropriate conduct.**

(a) It shall be unlawful to commit any nuisance; or use threatening, abusing, insulting, obscene or indecent language; or act in an indecent lascivious or improper manner; or do any act which constitutes a breach of the public peace.

(b) It shall be unlawful to harass any visitor or behave in a reckless manner which would endanger any visitor or the visitor's property.

**Sec. 28-28. - Firearms and weapons.**

It shall be unlawful for any person, except those exempted under G.S. 14-269(b) to carry, possess or discharge any type of firearm, explosive device, air guns of any description (BB guns, paintball guns, pellet guns etc.), or bowie knife, dirk, dagger, sling shot, leaded cane, switchblade knife, blackjack, metallic knuckles, razor, shuriken, stun gun, bow and arrow or other deadly weapon as defined in Article 35 of [Chapter 14](#) of the North Carolina General Statutes within any *park*. This prohibition shall not apply to a weapon which is in a motor vehicle so long as the weapon is not brandished. This prohibition shall not apply to an authorized event, such as an archery demonstration/program.

**Sec. 28-29. - Pyrotechnics.**

It shall be unlawful for any person to possess, display, use, set off or attempt to ignite any firecracker, fireworks, smoke bombs, rockets, black powder guns or other pyrotechnics, without

written permission from the director of *parks* and recreation or his designee and permits from the local fire marshal. Permission will only be granted for community firework events.

**Sec. 28-30. - Alcoholic beverages and narcotic drugs.**

(a) It shall be unlawful for any person to possess, consume or display beer, wine, malt or alcoholic beverage or any narcotic drugs in any *park* area.

(b) It shall be unlawful for any person under the influence of the above-listed beverages or any narcotic drugs to enter or remain within any *park* area.

**Sec. 28-31. - Smoking.**

(a) It shall be unlawful for any person to smoke, including electronic cigarettes, in any *park* area except in the *parking* lot, which is the designated smoking area.

(b) Smoking may be prohibited by the director of *parks* and recreation or his designee in the entire *park* when it is deemed necessary or advisable due to fire and weather conditions.

**Sec. 28-32. - Pets/horses/animals.**

(a) It is unlawful to bring pets/horses/animals in the *park* except for service animals.

(b) It shall be unlawful to dispose of or release waterfowl, deer, rabbits, or other pets/animals in the *park*.

**Sec. 28-33. - Mistreatment/hunting of animals.**

It shall be unlawful for any person to hunt, shoot, injure or molest any bird or animal, nor shall any person have any wild bird or animal in his possession within any *park*.

**Sec. 28-34. - Games and sports.**

(a) It shall be unlawful for any person to participate in games or athletic contests in any *park* area except in specifically designated areas.

(b) It shall be unlawful to strike or otherwise propel a regulation golf ball on any/all portions of *park* property/boundaries.

**Sec. 28-35. - Fires.**

(a) It shall be unlawful for any person to kindle, build, maintain or use a fire other than in *park*-provided or department-approved grills designated for such purposes. Any fire shall be continuously under care and direction of a competent person over 16 years of age from the time it is kindled until it is extinguished.



(b) No person within the confines of any *park* shall throw away or discard any lighted match, cigarette, cigar, or other burning object.

**Sec. 28-36. - Leaving refuse in *park* areas.**

(a) Except in containers provided for that purpose, no person shall leave, deposit, dump, throw, cast, lay or place, or cause to be deposited, dumped, thrown, cast, laid, or placed any ashes, trash, rubbish, soil, earth, paper, garbage, refuse, debris, plant clippings, limbs or leaves in or upon any *park* areas or in any watercourse, lake, pond or slough within any *park* areas.

(b) Dumpsters placed on *park* areas shall be used for *park* refuse only. It shall be unlawful for private citizens or businesses to use *park* dumpsters for their private refuse.

**Sec. 28-37. - Advertising.**

It shall be unlawful for any person to post or erect any structure, sign, bulletin board, poster or advertising device of any kind at any place within any *park* without the written permission from the director of *parks* and recreation or his designee and in conformance with all applicable zoning regulations.

**Sec. 28-38. - Charge of admission.**

It shall be unlawful for any person and/or organization to charge an admission fee to the *park* or a facility within the *park* without written permission from the director of *parks* and recreation or his designee.

**Sec. 28-39. - Meetings and exhibitions.**

It shall be unlawful for any person to erect any structure, stand or platform, hold any meeting or exhibition, perform any ceremony, or make any speech or address without written permission from the director of *parks* and recreation or his designee.

**Sec. 28-40. - Selling, peddling, begging.**

It shall be unlawful for any person to engage in soliciting, peddling, begging or selling of any kind in any *park* area. This section shall not apply to fundraising events conducted by private, non-profit entities or organizations. Any such fundraising activities must have prior written approval from the director of *parks* and recreation or his designee.

**Sec. 28-41. - Camping.**

(a) It shall be unlawful for any person to set up tents, shacks or any other temporary shelter for the purpose of overnight camping,

(b) It shall be unlawful for any person to leave in any *park* after closing hours any movable structure or special vehicle to be used or that could be used for such purpose, such as a camper/trailer, house trailer or the like.

**Sec. 28-42. - Aviation.**

It shall be unlawful for any person to voluntarily bring, land or cause to descend or alight within or upon any *park* any airplane, flying machine, balloon, parachute or other apparatus for aviation. The term "voluntarily," as used in this section, means anything other than a forced landing. Law enforcement, military and emergency services aircraft may land in the *park* boundaries if necessary in the course of their duties.

**Sec. 28-43. - Engine-powered models or toys restricted.**

It shall be unlawful for any person to start, fly or use any fuel-powered engine, jet-type or electric-powered model aircraft, boat, car, truck or rocket or like powered toy or model except in areas specifically designated for such use.

**Sec. 28-44. - Excavating.**

It shall be unlawful for any person to make an excavation in any *park* area for any purpose, unless authorized or approved by the county or director of *parks* and recreation or his designee.

**Sec. 28-45. - Rules and regulations.**

(a) A copy of the rules and regulations governing the use and maintenance of *parks* and recreational facilities may be obtained from the *parks* and recreation department or viewed online.

(b) All *park*, municipal, county, state and federal ordinances apply.

**Sec. 28-46. - Establishment, enforcement of rules and regulations.**

The director of *parks* and recreation has the authority and responsibility to establish and enforce any rules and regulations governing the use and maintenance of *parks* and recreational facilities not inconsistent with this article. Such rules and regulations shall not be deemed part of this article and violations shall not be punishable as a misdemeanor or by civil citation.

**Sec. 28-47. - Misuse of facilities.**

Flagrant misuse of *parks* and recreational facilities will result in forfeiture of future reservation privileges and/or being banned from *parks* and recreational facilities within the county.

**Sec. 28-48. - Enforcement; penalties.**

(a) This division shall be enforced by *park* personnel or their designee and any authorized law enforcement officer within their jurisdiction. Violators of this article shall, upon conviction, be guilty of a misdemeanor pursuant to G.S. 14-4 and shall be fined not more than \$50.00, or imprisoned for not more than 30 days.

(b) Violation of this division also shall subject the offender to a civil penalty of \$100.00 for each offense to be recovered by the county in a civil action in the nature of debts, as provided in G.S. 153A-123(c). The county shall make written demand for payment, delivered by certified mail, return receipt requested, upon the person or persons responsible or their agents and assigns, and shall set forth in detail the violation for which the penalty has been invoked. If payment is not received or equitable settlement reached within 30 days after demand for payment is received, the county may refer the matter to the county attorney for the institution of a civil action in the nature of debt in the name of the county in the appropriate division of the general court of justice in the county, for recovery of the penalty and any equitable remedy available to the county.

(c) In addition to the above-listed criminal and civil penalties, offenders may be liable for paying restitution for repairs and/or replacement of any *park* property damaged as a result of violations of this article. Each day a violation continues shall constitute a separate and distinct offense, punishable as set forth herein and described above.

(d) Repeat violations of this division shall subject the offender to a civil penalty not to exceed \$500.00 for each offense to be recovered by the county in a civil action in the nature of debts, as provided in G.S. 153A-123(c). The county shall make written demand for payment, delivered by certified mail, return receipt requested, upon the person or persons responsible or their agents and assigns, and shall set forth in detail the violation for which the penalty has been invoked. If payment is not received or equitable settlement reached within 30 days after demand for payment is received, the county may refer the matter to the county attorney for the institution of a civil action in the nature of debt in the name of the county in the appropriate division of the general court of justice in the county, for recovery of the penalty and any equitable remedy available to the county.

### ARTICLE III. - FIREARMS ON COUNTY PROPERTY

#### **Sec. 28-103. - Firearms prohibited on county property.**

Pursuant to G.S. 14-415.11(c), as amended, it shall be unlawful to possess, carry or have upon the person a firearm upon any property owned or leased by the county.

#### **Sec. 28-104. - Notice.**

Pursuant to G.S. 14-415.11, the county shall cause the conspicuous posting of notices at or near the entrance to all county buildings and property that the possession or carrying of firearms on county property is prohibited.

#### **Sec. 28-105. - Exceptions.**

(a) This article shall not apply to persons such as authorized law enforcement officers who are exempted from concealed weapons prohibitions under G.S. 14-269.

(b) This article shall not prohibit the possession or placement of unloaded firearms in locked motor vehicles in *parking* lots on county property.

(c) This article shall not be construed to apply to authorized hunting activities lawfully conducted on county property with the approval of county officials having jurisdiction over that property.

**Sec. 28-106. - Penalties.**

Violations of this article shall be a misdemeanor subject to the penalties set forth in G.S. 14-4 and upon conviction shall be punishable by a fine of not more than \$100.00.

ARTICLE IV. - MISCELLANEOUS NUISANCES

**Sec. 28-126. - Water pistols, water rifles, etc., on courthouse square.**

(a) Water pistols, water rifles or other mechanical devices designed for and capable of shooting a stream of liquid are hereby declared to be contraband on the courthouse square in the county.

(b) Law enforcement officers observing individuals in possession on courthouse square in the county of such water pistol, rifle or other device capable of shooting a stream of water are authorized to confiscate such devices, obtain the name and address of the owner, and make arrangements to store and return the device to the owner after public events have ended.