



City of North Little Rock
Parks and Recreation Department

Special Event Application

Office Use Only	
Date:	_____
Location:	_____
<i>Revised: February 2017</i>	

*This Application must be submitted a minimum of 6 weeks prior to the requested date to ensure plenty of time for processing and approval which can take four or more weeks depending on the complexity of the event. A list of fees for Special Events is located on the last page of this application.
If you are a 501(c)(3), please submit documentation with this form*

BASIC EVENT INFORMATION

Event Name/Title: _____
 Location of Event: _____
 Date(s) of Actual Event: _____
 Time Event Begins Each Day: _____ Time Event Ends Each Day: _____
 Will Additional Days/Time be needed to Set-up and Clean-up?
 No Yes - Dates and Times: _____
 Has this Event been held before? No Yes - Date: _____
 Location: _____

APPLICANT INFORMATION

Name / Event Organizer: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone 1: (_____) _____ - _____ x _____ Phone 2: (_____) _____ - _____ x _____
 Email: _____
 Are you organizing the Event on behalf of an organization?
 No Yes - Organization: _____
 Organization Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: (_____) _____ - _____ x _____
 Organization Web Site: _____
 Has the Applicant conducted previous events in the City?
 No Yes: Event: _____
 Date(s): _____
 Location: _____
Use additional pages if necessary.
 Event Day On-Site Contact (if different from Applicant): _____
 Phone 1: (_____) _____ - _____ Phone 2: (_____) _____ - _____

EVENT INFORMATION

This information may also be used for our newsletter and calendar.

Who can the public contact for more information: _____
 Phone: (_____) _____ - _____ Website: _____
 Event Description (what is the event about, what types of activities are planned, etc.): _____

Is the Event open for public attendance?
 No Yes - Is a Paid Admission associated with the Event?
 No Yes - Fees: _____
 Estimated Number of Attendees: Adults (19+) _____ Youth (0-18) _____ Total: _____

EVENT FEATURES

Alcohol

Are you requesting to sell, serve, and/or allow Alcoholic Beverages at any time during the Event?

No Yes - Describe: _____

ABC Permit Holder Name (if applicable): _____

ABC Permit Holder Title: _____ Phone: (____) ____ - _____

Submit letter of permit when received.

Charity benefiting from Sales (if applicable): _____

Attach Letter of Agreement

Vendors

Will vendors be on-site to serve, sell, and/or solicit for sale Food and Non-Alcoholic Beverages?

No Yes - Describe: _____

Please complete a *Vendor Listing Form* and return it to NLRPR a minimum of ten (10) days prior to the rental.

Will vendors be on-site to sample, sell, and/or solicit for sale Merchandise and/or Services?

No Yes - Describe: _____

Please complete a *Vendor Listing Form* and return it to NLRPR a minimum of ten (10) days prior to the rental.

Amplified Sound

Will Amplified Sound be used other than a basic music player?

No Yes - Describe: _____

Will Live Entertainment be used (DJ, band, etc.)?

No Yes - Describe: _____

Vehicles

Will vehicles/trailers/boats be used within the Event area?

No Yes - Describe vehicle(s), quantity, purpose, and driver(s): _____

Will vehicles/trailers/boats need to remain within the Event area overnight?

No Yes - Describe each and reason for overnight stay: _____

Promotional Features

Please describe (type, location, etc.) any type of promotional banners, signs that you desire to place outside of the Event Area: _____

Miscellaneous Features

Will there be Inflatables (moon bounce, etc.) used during the event?

No Yes - Describe: _____

A Certificate of Insurance listing the City of North Little Rock as additionally insured may be required. Additional electrical panel(s) may also be required depending on the power requirements of the inflatable.

Will the Event provide animals and/or exhibition or petting zoo?

No Yes - Describe animals and purpose: _____

Submit documentation of Vaccination Records and Proof of Insurance and Endorsement

Will the Event include the installation of a stage or platform?

No Yes - Describe stage and its location: _____

Include the stage/platform location on the Site Map.

Will the Event need additional bleachers? (*Bleachers may not be available for every Event area.*)

No Yes - Describe the number, size, and locations: _____

Include the bleacher location on the Site Map.

Will the Event include other structures or features not listed in this application?

No Yes - Describe the items and their location: _____

UTILITIES

Power

Will there be electrical usage requiring more power than a standard outlet (if available in Event area)?

No Yes - Either: Requested Number of Electrical Panels and Power Requirement(s): _____

Or you will provide your own generators: quantity and description: _____

Water

Will there be water usage requiring more water than a standard spigot (if available in Event area)?

No Yes - Describe your need: _____

SECURITY, SAFETY, and MEDICAL

The On-Site Event Manager must have available immediate phone access and phone numbers to contact emergency personnel, if not stationed at the Event.

Security

Describe the Security provisions for the event (*If you need assistance in developing a plan, you contact the North Little Rock Police Department at 501-771-7182*): _____

Will barricades or temporary fencing be used?

No Yes - Describe: _____

Include the barricade/fence outline on the Site Map.

Safety

Describe the Safety provisions for the Event (lighting, power cords, walkways, etc.) - How do you plan to keep your attendees, participants, volunteers, staff safe? _____

Medical

Will Emergency Medical providers be stationed at the Event (may be required for some events)?

No Yes - Medical Provider Contact: _____

Describe the access points to the Event area for medical personnel and other responders in case of an emergency: _____

TRAFFIC and PARKING

Parking

Is there current adequate Parking for the Event?

Yes No - Describe plan for additional parking: _____

Traffic

Describe the motor vehicle traffic flow (ingress and egress) for the Event: _____

Will you be requesting the Closing or Obstruction of any public street or public right-of-way?

No Yes - Describe street/right-of-way and beginning and ending intersections: _____

A detailed description and map of the area is required and must be attached.

SANITATION

Applicant is responsible for all clean-up of the area used for the Event. The Applicant shall also clean-up any other area where refuse comes from or is caused by the Event and all refuse from operation to proper disposal areas. The Applicant agrees that it shall clean up the areas described prior to leaving the premises each day.

Restrooms

Will Toilet Facilities be available?

No Yes - Will Portable Toilets be used?

No Yes - Number of Portable Toilets: _____

Location of Portable Toilets: _____

Company: _____

Delivery Date: _____ Take-Away Date: _____

Trash and Waste

Are there adequate receptacles for trash and other refuse on-site?

Yes No - Either: Will a Dumpster be used?

No - Number of additional receptacles requested: _____

Yes - Location of Dumpster(s): _____

Company: _____

Delivery Date: _____ Take-Away Date: _____

Clean-Up

Describe the provisions made for cleaning and restoration of the Event area and facilities (including parking and ingress/egress areas) after the event: _____

MAPS

Site Map

Attach a Site Map (or sketch) if you plan to include any of the previously mentioned event features at your event. The Site Map should indicate the relative location of features that will be included at the Event (barricades, fences, restrooms (portable toilets), dumpsters, stages, generators, vendors, etc.). All Site Maps are subject to the approval of the Department.

Route Map

If the Event includes a run, walk, or other activity in which participants will be following a course, then you must attach a Route Map (or sketch) and a written description of the proposed route. All proposed routes are subject to Department approval and use of any space outside the park is subject to the approval by the property owner. The Department is not responsible for any costs associated with the denial of a proposed route. Cones, yard signs are acceptable forms of marking the course (paint, spray chalk, etc. are not allowed).

Parks and Recreation Department
Special Event Application (Continued)

The Applicant will follow all applicable Federal, State, and local laws in addition to the policies of the Department. This includes North Little Rock Business License, a Health Department License, payment of sales and food tax, if applicable, etc.

Fax copy of event application and all attachments to (501-791-8528) or email copies to speialevents@nlrpr.org. Office Phone: (501-791-8543).

OFFICE USE:

Review/Approval:

- The facility/location is available and the event is an appropriate use.
Facility Manager: _____ Date: _____
- The Safety and Security Plan (as proposed) or (as amended and attached) is acceptable.
Police Department: _____ Date: _____
- The Emergency Plan (as proposed) or (as amended and attached) is acceptable.
Fire Department: _____ Date: _____
- The Traffic and Parking Plan (as proposed) or (as amended and attached) is acceptable.
Traffic Services: _____ Date: _____

- Attached or Included:
- Cleaning and Restoration Plan (if applicable)
 - Letter of Agreement with Charity (if applicable)
 - Alcohol Beverage Control Letter of Permit (if applicable)

Event Application will be final when all signatures and attachments are received and approved.

This event is approved with the conditions and plans set forth.

Approval Authority: _____ Date: _____

Revised January 2017

SPECIAL EVENTS		
<i>Event Manager is responsible for Special Event Form, clean up, trash placed in designated location, police, portable toilets, dumpsters, etc.</i>		
<i>Non Profits must present 501(c)(3) documents and list North Little Rock Parks and Recreation as sponsor to be eligible for a 50% discount on event's base fee (runs/walks, adventure races, festivals, special events, concerts)</i>		
All-Retail Vendors Each	\$	50.00
Runs/Walks (5K, 10K, 15K, Bike Rides, & Basic Event with Limited Park Impact)		
Deposit (to be applied toward fees)	\$	100.00
0-449 Participants		350.00
500+ Participants		600.00
Adventure Races, Festivals, Special Events, Etc.		
Deposit (to be applied toward fees)	\$	500.00
0-499 Participants		700.00
500-999 Participants		1000.00
1000+ Participants		1300.00
Concerts		
Deposit	\$	500.00
Half Day		500.00
Full Day (6:00am-11:00pm)		1000.00
Weddings		
4 hour period (except Old Mill - See page 1)	\$	100.00
Informal Training Runs and Rides (Must notify NLRPR of event)		
	\$	0.00
<u>ADD ON FOR ALL EVENTS AND TOURNAMENTS</u>		
Clean Up Post Event - Staff per hour	\$	40.00
Electrical Panel		70.00
Extra Electrical Usage		Varies
Extra Water Usage		Varies
Additional Bleacher		25.00
Additional Picnic Table		10.00
Additional Restroom		100.00
Facility Rental after Approved or Allotted Time -- Per hour rate		125.00
Commercial Retail Vendor		50.00
Mobile Food Vendors		
Per day, per trailer - Small events (fewer than 1000 people)	\$	200
Per day, per trailer - Large events (more than 1000 people)	\$	300
Extra Site Prep (depending on man hours)		
Mowing	\$	Varies
Blowing/Sweeping Area	\$	Varies
Neighbor Associations Affiliated with City on Case by Case Basis		
	\$	Varies
Commercial Solicitation/Sales		
Per Parking Space	\$	50.00