

VOLLIS SIMPSON WHIRLIGIG PARK EVENT RENTAL APPLICATION

NAME OF EVENT: _____

ORGANIZATION/APPLICANTS NAME: _____

ARE YOU A 501(c)(3)? (CHECK ONE): YES _____ NO _____ IF YES, ATTACH YOUR W-9 IDENTIFICATION NUMBER & CERTIFICATION FORM FROM THE IRS.

EVENT DATE _____ EVENT START TIME _____ EVENT END TIME _____

EVENT CONTACT NAME : _____

CONTACT EMAIL: _____

CONTACT PHONE: _____

CONTACT ADDRESS: _____

PLEASE GIVE A DETAILED PURPOSE & DESCRIPTION OF EVENT: _____

IS THIS EVENT OPEN TO THE PUBLIC OR A PRIVATE EVENT. (Circle One)

IS AN ADMISSION BEING CHARGED? (CHECK ONE): YES _____ NO _____

NUMBER OF PERSONS EXPECTED: _____

OFF DUTY CITY OF WILSON POLICE OFFICERS ARE REQUIRED FOR ALL EVENTS. THE ORGANIZER IS RESPONSIBLE FOR SCHEDULING & PAYING THE OFFICERS. EVENTS WITH NO ALCOHOL ON PREMISE WILL REQUIRE 1 OFFICER FOR 1-99 ATTENDEES, 2 OFFICERS FOR 100-199, ETC. EVENTS WITH ALCOHOL ON THE PREMISE WILL REQUIRE 2 OFFICERS FOR 1-50 ATTENDEES, 4 OFFICERS FOR 51-100, ETC.

WILL ALCOHOL BE SERVED? (CHECK ONE): YES _____ NO _____

*Please note that if alcohol will be sold or served, you must apply for & submit a copy of the Special One-Time Permit Application for Sale of Alcoholic Beverages or a Limited Special Occasion Permit. Please visit <https://abc.nc.gov> for additional info including permit fees.

WHAT TIME WILL SET-UP BEGIN? _____

*BREAK DOWN MUST BEGIN IMMEDIATELY AT THE EVENTS END TIME LISTED ON PAGE 1.

DO YOU REQUIRE ELECTRICAL HOOK-UPS FOR FOOD TRUCKS, MUSIC, ETC.? YES _____ NO _____

DO YOU REQUIRE WATER HOOK-UPS? YES _____ NO _____

WILL TENTS BE USED? YES _____ NO _____ IF SO, PLEASE INCLUDE DIMENSIONS. _____

RENTAL FEES FOR NON 501(c)(3)'s are as follows:

4 HOURS OR LESS INCLUDING SET-UP & BREAK-DOWN (CHECK ALL ZONES THAT APPLY)

_____ ZONE 1 = \$750

_____ ZONE 2 = \$1,250

_____ ZONE 3 = \$500

MORE THAN 4 HOURS INCLUDING SET-UP & BREAK-DOWN (CHECK ALL ZONES THAT APPLY)

_____ ZONE 1 = \$1,500

_____ ZONE 2 = \$2,500

_____ ZONE 3 = \$1,000

RENTAL FEES FOR 501(c)(3)'s are as follows:

4 HOURS OR LESS INCLUDING SET-UP & BREAK-DOWN (CHECK ALL ZONES THAT APPLY)

_____ ZONE 1 = \$375

_____ ZONE 2 = \$625

_____ ZONE 3 = \$250

MORE THAN 4 HOURS INCLUDING SET-UP & BREAK-DOWN (CHECK ALL ZONES THAT APPLY)

_____ ZONE 1 = \$750

_____ ZONE 2 = \$1,250

_____ ZONE 3 = \$500

*IF EVENT REQUIRES EXTRA STAFF SUPPORT, ADDITIONAL FEES WILL BE DISCUSSED AT THE PRE-EVENT MEETING.

*THE VOLLIS SIMPSON WHIRLIGIG PARK IS RESERVED ON A FIRST-COME, FIRST-SERVED BASIS. YOUR DATE WILL BE TENTATIVELY HELD ONCE YOUR APPLICATION HAS BEEN RECEIVED & REVIEWED. A PRE-EVENT IN-PERSON MEETING IS REQUIRED TO FINALIZE THE APPROVAL OF THE APPLICATION.

*A NON-REFUNDABLE DEPOSIT OF HALF THE TOTAL RENTAL FEE WILL BE REQUIRED TO SECURE THE EVENT DATE ONCE THE APPLICATION IS APPROVED. FINAL PAYMENT WILL BE DUE NO LATER THAN TWO WEEKS PRIOR TO THE EVENT DATE.

*I UNDERSTAND THAT A SPECIAL EVENT CERTIFICATE OF LIABILITY INSURANCE IS REQUIRED IN THE AMOUNT OF \$2,000,000, IN WHICH BOTH THE VOLLIS SIMPSON WHIRLIGIG PARK & MUSUEM AND THE CITY OF WILSON MUST BE LISTED AS THE CERTIFICATE HOLDER.

SIGNATURE _____ DATE _____

Please send completed application to whirligigparkevents@wilsonnc.org or mail to Vollis Simpson Whirligig Park, % Event Manager, PO Box 6161, Wilson, NC 27894