

This form must be submitted at least 60 days prior to event before approval can be determined

NEW BERN PARKS, RECREATION & Cultural Services

FACILITY AND EVENT APPLICATION

(Please complete this Event Package in its entirety)

Section I:

Date of Application: 8-27-2018 Date of Reservation & AREA REQUESTED: 6-22-2019 At Lawson Creek Boat Ramp
Time: 4:30 AM Name of Organization: American Bass Anglers - Division 15
Contact Person(s): Chad Conwell Email: cconwell@abadivision15.com
Address: 1063 Chicken Shack Rd City: Hookerton St: NC Zip: 28538
Home Number: 252-717-8602 Work Number: Cell Number: 252-717-8602

DESCRIBE IN DETAIL PURPOSE OF EVENT: Bass Tournament

Additional Information:

Do you have general liability/property damage insurance? X Yes X No Upon submission of your application, a General liability/property damage insurance certificate, naming the City of New Bern as an additional insured, is required unless otherwise agreed to in writing. The insurance policy must be secured and a copy of the certificate must be presented before the application is approved.

Are you a non-profit/not-for profit organization, or representing one? Yes X No if yes, include your federal ID number and the name of the organization (if different than above)

Are you requesting City Services? Yes X No *If yes, see attached Request For City Services Form; you may also view the City Services Fee Schedule at: www.newbern-nc.org go to "quick menu", then Fee Schedule.

Number of persons expected to exceed 100?: Yes X No *if yes, how many expected?

Admission fee? X Yes No* if yes, how much? 70.00 (see rule #5)

Attach a copy of the event site plan. Include on the map, the stage, other entertainment, activities, food and beverage booths, restrooms and port-a-johns, ticket booths, sponsor booths, fencing, etc. (REQUIRED)

Will there be vendors? Yes X No *if yes see attached vendor requirements

Will there be music? Yes X No What form? (Live or recorded)

Are you requesting permission to have/serve alcohol beverages? Yes X No (*if yes, see attached requirements for alcoholic beverages use.)

**Will there be amusement devices? Yes X No * If yes, these devices require proof of general liability insurance before the application is approved, naming the City of New Bern as an additional insured; also, provide name of company and type of amusement rides (bounce house, mechanical rides, Etc;

Facility Requested (check one): Stanley White Recreation Center West New Bern Recreation Center CRC

Other Please name:

Indoor facility area requested (check all that apply)

Table with 4 columns: Meeting Room, Kitchen, Multi-Purpose Room, Game Room, Fitness Area, Gym, Other.

SUMMARY OF ANTICIPATED USAGE:

Table with 7 columns: Facility/Space, Day(s) of the Week, Beginning Date, Ending Date, Set-up/Start Time, Takedown/End Time, Total Hours.

37.50

For facility directory and amenities, please go to www.newbern-nc.org or call: 252-639-2901

REV: 5/5/16/16

Rec Desk 8-28-18

24. Uniformed security officers from the New Bern Police Dept. may be required during your event. The applicant will be responsible for scheduling official security and for taking such measures as needed to protect City property while in their possession. Upon acceptance of this agreement, documentation of an official security agreement must be presented to the Administrative Office of The Parks and Recreation Department no later than ten business days prior to the event.
25. Where applicable and prior to use, a member of the organization that is renting a facility will be provided a tour, with a facility supervisor or designee and note pre-event facility condition **on an approved checklist**. After the event, the same people will tour the facility and, (if applicable) a written damage report will be submitted to the renter, outlining the charges due for damage recovery.
26. Food/drinks in designated areas only.
27. No posters, signs, decorations, etc. may be attached by any means (including tape) to the walls of the facility.
28. Curtains in facilities cannot be moved or changed. Banners, decorations, etc. cannot be attached to the curtains with pins, glue or any other way. Nails, pins, tacks, glue etc. may not be used to secure scenery or decoration to floors, walls, etc.
29. Only Center personnel will be allowed in mechanical areas and control rooms
30. Center supervisor/or designee has discretion to deny or restrict use of rooms, areas, gymnasium or equipment that are deemed to be subject to possible use during rental activity.
31. For the use of indoor facilities, maximum of 10 hours per rental per day, including set-up and clean-up.
32. No street shoes will be allowed on the gym floor; participants must wear sneakers/athletic shoes.
33. Furniture or heavy objects on the gym floor may be used only by permission of the center supervisor.

The information I have provided on this application is true and complete. If this application is approved, I understand that I may be asked to pay a deposit as well as furnish a certificate of general liability insurance naming the City of New Bern as an additional insured. I agree to provide a notarized financial statement of event to the New Bern Parks and Recreation Department if requested to do so. I understand that a Parks and Recreation sponsored activity has precedence over the above schedule, and I will be notified of any conflicts (should any arise) in the adequate time to reschedule my event. I have read all rules and regulations and understand and promise to abide by all set forth.

Chad D Conwell

Director

8-27-2019

SIGNATURE

TITLE (IF APPLICABLE)

DATE

-----**FOR OFFICE USE ONLY**-----

REQUEST APPROVED: _____ DATE: _____

FEE: _____ CLEANING DEPOSIT: _____ STAFFING NEEDED: ____ YES ____ NO

STAFF ASSIGNED: _____

REQUEST DENIED: _____ DATE: _____

IF DENIED, STATE REASON: _____

Please return completed application to:
 New Bern Parks & Recreation
 P.O. Box 1129
 1307 Country Club Rd.
 New Bern, NC 28562
 Telephone: 252-639-2901
 Fax: 252-636-4138



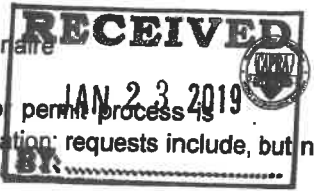
NEW BERN

PARKS & RECREATION

Family, fitness and fun come together here.



New Bern Parks & Recreation, Pre-Event or Permit Questionnaire



The purpose of this form is to obtain information before the application of permit process is requested. All requests are to be returned to Parks & Recreation Administration; requests include, but not limited to parks, open spaces, ball fields, streets, festivals, parades, road races and rallies.

If requesting the use of a recreation center, complete and return to the facility of choice (contact facility at bottom of page); approval of application is at the discretion of the Center Supervisor.

Please note: When requesting the use of City facilities for event purposes, allow for a minimum of 60 days prior to the requested event date for consideration; for permits, allow for a minimum of 30 days prior to the requested permit date for consideration. Completing a pre-event or permit questionnaire does not guarantee approval.

Name: Jim Hipkiss Today's Date: 1/23/19
Address: 5080 HARRISON PHELPS RD City: ABRANDE
State: NC Zip: 28551 Telephone: 252-566-9863 Cell: 252-670-3905
E-mail address: JIM@REBELBEL.COM

Facility Requested (check one): Stanley White Rec. Center West New Bern Rec. Center
George St. Park Spray Ground New Bern Aquatics Center Athletic Field City Park
Other (example: Open Space/Ball Field/Street):

Date of Event: See Attached Hours: From: 4:00 A To: 5:00 P

Purpose of Event:

Is this an ongoing event? Yes No (if yes, please explain, include dates & times:

Are you requesting closure and/or use of State-owned streets/bridges in the City limits of New Bern? Y* N

*If yes, a 90-day notice is required by DOT regulation to gain permission to use/close State roads/bridges. A Special Event Form must be completed and returned to NCDOT. If you require this form, please let our office know and we will supply one for you. Once the NCDOT Special Events Form is complete, attached the following: a map of the route; along with a certificate of insurance naming the City of New Bern and NCDOT as an additional insured.

Is event for fundraising purposes? Yes No (If yes, please provide non-profit or not-for-profit organization name and tax I.D.

Number) Organization Name: NB BASS MASTERS ID #:

Projected Attendance: 50 Will you be charging admission? Yes No (If yes, state how much \$)

Note: Security may be required at the organizers expense, given the attendance and projected nature of the event.

Recreation Center: please check the area(s) you are requesting
Meeting Room Kitchen Multi-purpose Room Game Room Fitness Room Gymnasium

Park Name: LAWSON CREEK Please check the area(s) you are requesting.
Shelter Open Space Stage Gazebo Other: Ramp #1

Electricity? Yes No (Check one) Water? Yes No (Check one)

Signature: [Signature] Title (if applicable): Director Date: 1/23/19

would like to
PUT UP A X 2' x 3'
for the score - OK'd
By [Signature]

Jim Hipkiss

Fishing Tournament Dates

March 29

March 30

May 4

May 25

June 8

June 29

July 6

July 20- Bojangles

August 10

August 31

October 4, 5

RD
Receipt # 96233



New Bern Parks and Recreation

Invoice #0008102

[Edit](#) [Actions](#)

Created: 1/23/2019 3:44 PM

Customer	Invoice Date	Due Date	Invoice #	Status	Total
Jim Hipkiss (Neuse River Bass Masters)	1/23/2019	1/23/2019	0008102	OPEN	\$400.00

Item	Qty	Unit Price	Amount	Sec Dep	Sales Tax	Amount Due	Amount Paid
Lawson Creek Park - Boat Launch #1 6/29/2019 Fishing Tournament Details	1	50.00	50.00	0.00		50.00	0.00
Lawson Creek Park - Boat Launch #1 7/6/2019 Fishing Tournament Details	1	50.00	50.00	0.00		50.00	0.00
Lawson Creek Park - Boat Launch #1 7/20/2019 Fishing Tournament Details	1	50.00	50.00	0.00		50.00	0.00
Lawson Creek Park - Boat Launch #1 8/10/2019 Fishing Tournament Details	1	50.00	50.00	0.00		50.00	0.00
Lawson Creek Park - Boat Launch #1 8/31/2019 Fishing Tournament Details	1	50.00	50.00	0.00		50.00	0.00
Lawson Creek Park - Boat Launch #1 10/4/2019 Fishing Tournament Details	1	50.00	50.00	0.00		50.00	0.00
Lawson Creek Park - Boat Launch #1 10/5/2019 Fishing Tournament Details	1	50.00	50.00	0.00		50.00	0.00
Lawson Creek Park - Boat Launch #1 6/8/2019 Fishing Tournament Details	1	50.00	50.00	0.00		50.00	0.00

Sub Total	\$400.00
Sales Tax	\$0.00
Total	\$400.00
Less Amount Paid	(\$0.00)
Amount Due	\$400.00

Paul
2-18-19

[Make a Payment](#)

Notes | Payments | History

[Add New Note](#)



New Bern Parks and Recreation

Invoice #0008101

Edit

Actions

Created: 1/23/2019 2:02 PM

Customer	Invoice Date	Due Date	Invoice #	Status	Total
Jim Hipkiss (Neuse River Bass Masters)	1/23/2019	1/23/2019	0008101	OPEN	\$100.00

Item	Qty	Unit Price	Amount	Sec Dep	Sales Tax	Amount Due	Amount Paid
Lawson Creek Park - Boat Launch #1 5/4/2019 Fishing Tournament Details	1	50.00	50.00	0.00		50.00	0.00
Lawson Creek Park - Boat Launch #1 5/25/2019 Fishing Tournament Details	1	50.00	50.00	0.00		50.00	0.00

Sub Total \$100.00

Sales Tax \$0.00

Total \$100.00

Less Amount Paid (\$0.00)

Amount Due \$100.00

*Paid
2-18-19*

Make a Payment

Notes

Payments

History

Add New Note

Department PER

CITY OF NEW BERN, INC.

Receipt No. 96258

\$ 500⁰⁰

DATE RECEIVED 2-18-19 20

Received of Jim Kypkiss

~~Five Hundred~~ ~~50~~ ~~100~~ DOLLARS

In payment for the following: Fishing Tournaments

1112-6050-58418-745-101

By [Signature]

White - Customer
Canary - Finance
Pink - Department