

Maggie Valley Recreation & Festival Grounds Reservation Form / Rental Fees

INSTRUCTIONS: Please read the Maggie Valley Festival Grounds Guidelines before completing this form. It is important that you fill out all sections and give space for details of the event. Please return this form to the Town Hall, 3987 Soco Road, Maggie Valley, N.C. 28751. If you have any questions, please contact the Town of Maggie Valley at 828-926-0866 or fax to 828-926-3576.

NAME OF EVENT: _____

DATE AND TIME OF EVENT: From: _____ a.m./p To: _____ a.m./p.m.

SET UP (DATE & TIME): _____ CLEAN UP (DATE & TIME): _____

EVENT SPONSOR(S): _____

ADDRESS: _____

PHONE #: _____ FAX# _____ CELL# _____

ESTIMATED NUMBER OF PEOPLE TO ATTEND EACH DAY OF THE EVENT: _____

DETAILED DESCRIPTION OF EVENT / ACTIVITIES (Continue on separate sheet if necessary):

WHICH AREA(S) OF THE FESTIVAL GROUNDS DO YOU WISH TO RESERVE?

(Please use the attached map to sketch how you plan to carry out the event.)

PLEASE ANSWER THE FOLLOWING QUESTIONS:

Yes/No

Comments

Will you be using additional restrooms facilities? (PortaJohns)	{ } { }	_____
Will you need electricity?*	{ } { }	_____
Will you need police officers?*	{ } { }	_____
Do you plan to use a public address system?	{ } { }	_____
Will a band perform?	{ } { }	_____
Do you plan to sell goods or merchandise?	{ } { }	_____
Will you need assistance in purchasing insurance?	{ } { }	_____

* Additional charges may apply.

**Please provide information on any prior events, festivals, etc. that you have sponsored.
(Use additional sheets if needed)**

Event:
Location:
Contact Person:
Telephone #:

Event:
Location:
Contact Person
Telephone #:

Event:
Location:
Contact Person:
Telephone #:

Event:
Location:
Contact Person
Telephone #:

A non-refundable application fee of \$100.00 will apply to all applications, and must be sent along with the application to 3987 Soco Road, Maggie Valley, N.C. 28751. This fee will be used to research dates, office work or any filing that has to be done for a specific event or festival. A rental fee of \$1500.00 must be paid to the Town Clerk's office within thirty (30) days of approval of this application. In addition, a security deposit of \$1000.00 is due ninety (90) days prior to the event. \$250.00 will be charged for each day of the event to cover the expenses of ice, water, electric and the use of the stage which is due at the time the rental fee is collected.

If the event is canceled within 90 days prior to the date of the event, the security deposit and rental fees will be forfeited. The security deposit will be refunded if the clean-up guidelines are met and no damages are found. The rental fee does NOT include security or clean up fees. The Chief of Police will determine police protection costs, which will vary according to the type and length of the event. The Town of Maggie Valley reserves the right to require anyone to leave the Festival Grounds at any time. The Town of Maggie Valley promotes safety first and anyone who poses a threat to another person, structure or property on the Festival Grounds will be required to leave.

The Town of Maggie Valley reserves the right to restrict the flow of vehicle traffic on the festival grounds during inclement weather to prevent the destruction of the grounds as a courtesy to future events.

PLEASE READ AND SIGN THE STATEMENT BELOW

I certify that I am authorized to act for the above organization/group/individual. This organization/group/individual understands that approval of the use of the Maggie Valley Festival Grounds in no way constitutes or signifies town sponsorship of the activity or function conducted by this organization/group/individual, and that this organization/group/individual will be responsible for adhering to the Maggie Valley Festival Grounds guidelines. Rules for the use of the property are subject to change at any time without prior notice. I shall defend, save harmless and indemnify the TOWN OF MAGGIE VALLEY against any tort, liability, claim, demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the use of the Festival Grounds. By signing this document I expressly give the TOWN OF MAGGIE VALLEY the right to perform a background check to verify the information contained herein or other such information as may be determined expedient by the Town. I further certify that I have been provided with a copy of the Town's operating policies for the use of the Festival Grounds and agree to abide by same.

(PLEASE PRINT)

NAME : _____ **DATE of BIRTH:** _____

DRIVER'S LICENSE #: _____

REPRESENTING (GROUP) : _____

SIGNATURE : _____ **DATE :** _____

*** Non-profit or small events may appear before the Festival Board for

special consideration, on a case-by-case basis.

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

APPLICATION FEE PAID: (AMOUNT) : _____ DATE: _____

SECURITY DEPOSIT PAID: _____ DATE: _____

RENTAL FEE PAID: _____ DATE: _____

INSURANCE CERTIFICATE RECEIVED: _____ DATE: _____

GROUP APPLYING FOR ABC PERMIT: _____ DATE: _____

SECURITY DEPOSIT REFUNDED: _____ DATE: _____

EVENT APPROVED (Authorized Signature): _____ DATE: _____

MAGGIE VALLEY RECREATION & FESTIVAL GROUNDS

BASIC FESTIVAL INFORMATION

Date:

Event Coordinator:

Event:

E-Mail Address:

Web Address:

Address:

City:

St:

Zip:

Fed I.D. Number:

Proposed Dates:

IMPORTANT DATES:

Applications, including a non-refundable \$100.00 application fee, must be post-marked by:_____.

Acceptance notifications will be mailed the week of:

Booth fee and location request are due:

All cancellation request must be received by:

No refunds will be available after this date:

Approval or Disapproval to be mailed by:

Festival Hours: 7:00am to 10pm.

APPLICATION REQUIREMENTS PROCESS:

Your application must include a non-refundable \$100.00 Application Fee and the following enclosed forms: (Applications without the required information will not be considered.)

MAGGIE VALLEY RECREATION & FESTIVAL GROUNDS

OPERATING POLICIES

PURPOSE: To establish operating policies intended to benefit Maggie Valley Citizens, Festival Grounds Customers, and the Town's Management and Operating Staff.

ASSEMBLY: A planned or prearranged meeting, performance, rally, demonstration, speech, social function, or similar event, whether or not open to the general public, attended by a group of 25 or more persons engaged as organizers, participants, or spectators.

TOWN SPONSORED EVENT: An assembly or other event or activity sponsored by and conducted under the authority and control of the Town of Maggie Valley.

USE OF FESTIVAL GROUNDS:

A. The Maggie Valley Festival Grounds shall be available for use from 7:00 a.m. to 10:00 p.m. every day, except as otherwise provided herein.

B. The designated Town official may determine that it is necessary to keep persons temporarily off the Festival Grounds for the purpose of safety, maintaining, improving, or preventing damage to the same.

C. No temporary sign (s) of any kind shall cover the existing signage on the Wade Reece Memorial stage including but not limited to the illuminated electronic messaging sign currently in place at the festival grounds.

D. No nails, tacks or tape of any kind shall be used on the Wade Reece Memorial stage walls (inside or outside) or pillars before, during or after the event.

E. The operation of the lighting system at the festival grounds shall not be used during the set-up or tear down operation. All lights must be turned off by 11 pm.

F. Electronic amplification of sound shall be allowed only if and to extent reasonably necessary to reach or communicate a message to the target audience within the boundaries of the Maggie Valley Festival Grounds. In other words, electronically amplified sound shall be directed, and the volume controlled, such that the audience within the Maggie Valley Festival Grounds can be reached without creating a disturbance beyond the boundaries of the Festival Grounds.

G. The Town of Maggie Valley does not discriminate on the basis of race, national origin, sex, religion, age or disability in any provision of providing services to the public.

H. User fees shall be adopted by the Town Board of Aldermen. Generally, user fees will be established at the time the annual budget is adopted. User fees are subject to change based upon the time of year, day of the week and nature of the event requested.

I. All users of the Maggie Valley Festival Grounds are required to execute the Town's standard individual or group application/agreement prior to their use of the Grounds. The agreement includes an indemnity holding the town harmless from any and all liability caused by the user's negligence during their use of the Grounds.

J. When applicable, any group that will advertise their event may be required to submit a copy of said advertising plan, budget and schedule of said advertising.

K. There shall be no overnight camping on the Festival Grounds

PRIORITY OF USE:

1. Town of Maggie Valley (includes programs designated by the Town Board)
2. Maggie Valley Chamber of Commerce and Visitors Bureau
3. Other recurring users
4. Citizens and other groups having properly reserved the use of the Grounds and paying the appropriate user fees

RECURRING USE: Groups requiring recurring use may submit a request to the scheduling office stating the need for a recurring reservation and three choices of meeting times. The Town Board may approve recurring requests after considering the impact on the previously approved uses and future potential needs. Recurring uses may be approved for up to one year and may be renewed annually, always 90 days prior to the event.

RESERVATIONS: All users are required to reserve use of the Festival Grounds through the Town Clerk's office. Reservations are to be approved by the Town Board of Aldermen or designated representative. Reservations are required no later than ninety (90) days in advance of the requested use date.

MAGGIE VALLEY RECREATION & FESTIVAL GROUNDS

Rules & Regulations Terms of Use

TERMS OF USE:

A. The Maggie Valley Festival Grounds or any portion thereof, may be reserved on a first come first served basis by any person or organization subject to the priority of use section of this document. Requests for reservations must be submitted to the Town Clerk's office on the Maggie Valley Festival Grounds Reservation Form and shall be submitted at least ninety (90) days prior to the date requested. In submitting the application, the applicant agrees to pay all applicable fees and abide by all rules in using the Festival Grounds.

B. The Town may require the organizers of events expected to draw more than 100 vehicles to the area of the Festival Grounds to provide parking attendants to protect adjoining properties from improper parking.

C. The person or organization reserving the facility shall be responsible for cleaning it prior to leaving the premises. All trash must be placed in appropriate receptacles. Failure to clean the site, parking areas, and adjacent street will result in the Town charging the responsible person or organization for the direct cost of cleaning the site.

D. The person or organization reserving the facility may request, and the Town of Maggie Valley may require, off-duty police officers to assist in crowd and traffic control at the expense of the person or organization reserving the Festival Grounds. If police officers are used an additional cost will apply, this cost will be determined by the Chief of Police.

E. Resale items are not allowed unless a vending permit has been approved in advance by the Town Manager. Vending permits will generally be approved for private sales in support of specific events for the benefit of the participants of the event being conducted at the Grounds. All applicable taxes are to be collected and reported to the appropriate agency.

F. Organizers shall be responsible for obtaining the appropriate food preparation and handling permit(s) as may be required by the Haywood County Health Department or other such regulating agency.

G. Violation of facility use rules may result in expulsion with denial of future rental privileges. Rules and regulations are subject to the interpretation of and enforcement by designated Town Officials.

H. Users are expected to be aware of and to obey all other appropriate and applicable laws concerning public conduct and safety during their use of the Festival Grounds.

I. All fence/gates must remain open or be attended by event organizers during all times that assemblies are ongoing. No exit gate may be locked while the property is in use by 25 persons or more.

J. Any group that intends to sell alcoholic beverages is required to submit an application to the appropriate agency within 90 days of receiving approval for use of the grounds. Any consumption of alcoholic beverages must be done in compliance with applicable state ABC rules and regulations. NO Alcohol allowed on the premises other than by ABC Permit only.

K. The Town of Maggie Valley requires insurance coverage on all events that take place on the Festival Grounds. Proof of insurance with a minimum of 1 million in coverage is required 90 days in advance of the event. The Town of Maggie Valley is to be listed as an additional insured on all policies. If you do need assistance in identifying an insurance provider for your event, the Town of Maggie Valley has a list of providers for your review. For more information on insurance coverage please call 828-926-0866.

L. All permits and insurance certificates must be submitted to the Town of Maggie Valley ninety (90) days prior to moving anything onto the property without special approval by the PRFAC.

Terms of Use (page 2)

M. The Festival Grounds rental fee is \$1500.00 for 3 days or less with \$1,000 deposit due ninety (90) days prior to the date of the event. Additional Fees will be charged for additional days.

N. In the event of a declared national disaster, all deposits will be returned

MAGGIE VALLEY RECREATION & FESTIVAL GROUNDS

Rules & Regulations

Public Works

Trash collection and disposal is the responsibility of the Events coordinator. There is a dumpster located on the Festival Grounds, the events coordinator will be responsible for paying the cost by tonnage.

Cooking oil collection and disposal is the responsibility of the Events coordinator.

Barrels are provided for dumping cooking oil. Any oil poured onto the grounds will be the responsibility of the event coordinator.

The Festival Ground restrooms can accommodate up to 1,500 people per day. It is the responsibility of the Events coordinator to have enough facilities for the event. You have two locally available vendors:

A: Birchfield Bros. Port-a-Jon – Contact Evelyn White at Telephone number 828-665-8474.

B: Green Brothers Johnny On The Spot – Telephone number 828-648-3170.

No matter which you choose, the vendor's receipt must be attached to the application.

There are a limited number of spaces where electricity is available and they are limited in electrical capacity.

The stage, electric, water may be used for a flat fee of \$250 per day.

Public Works(page 2)

There are a limited number of spaces where water is available with a ½ inch hose bib connection @ \$15 a space.

(* The designation of 'clean' is at the discretion of the Maggie Valley Public Works Department Director.)

Access to the grounds will be prohibited until all fees are paid

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

Trash collection option

Date:

Vendor receipt received:

Date:

Deposit amount received:

Date:

Cooking oil disposal option:

Date:

Vendor receipt received:

Date:

Deposit amount received:

Date:

Portable restroom vendor receipt received:

Date:

Maggie Valley Public Works Department:

Approval: _____ Date:

MAGGIE VALLEY RECREATION & FESTIVAL GROUNDS

Rules & Regulations *Maggie Valley Police Department*

Maggie Valley Police Department form must be filled out and submitted with application.

You must submit a detailed safety plan for the event to consist of:

Parking – In addition to the Festival Ground, there is another field across from the Fair Grounds that may be used for additional parking. The additional parking must be requested at the time the application is submitted. Emergency Entrances must be drawn on the attached map and approved by the Maggie Valley Police Department.

Traffic Control – All traffic control is handled through the Maggie Valley Police Department. The fee is 20.00 per hour per officer.

Security – If you are serving alcohol, you must hire at least one (1) officer to be on site while the festival ground is open.

A map is enclosed to help you lay out your event. Please don't hesitate to call the Police Department for help.

It is the Event Coordinator's responsibility that all vendors have all state and city permits.

If alcoholic beverages are being sold, the Event Coordinator must secure a valid North Carolina ABC permit. The permit must be verified and accepted by the Maggie Valley Police Department and a copy enclosed with the application. The ABC permits **MUST** be obtained 90 days prior to the event.

If Emergency Medical Services are required, please contact Haywood County EMS at (828) 452-6600.

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

Traffic control requested: Number of officers:

Traffic control fee paid: _____ Date: _____
(Traffic fees may be paid after the event if approved by the Chief of Police.)

ABC Permit verification: _____ Date: _____
90 days prior to the event

Maggie Valley Police Department

Approval: _____ Date: _____

