



# PARK USE AGREEMENT



**BELL  
TOWER  
GREEN**



120 S. Church St. Salisbury, NC 28144

# Event Rental Process



## HOW IT WORKS

Apply! Park spaces may be reserved for events by completing a Request for Park Use Application no later than 30 days before the preferred event date. For larger community events, it is recommended that applications be submitted as soon as possible, but no earlier than one year in advance of the preferred event date. Applications can be found on our website, [www.salisburync.gov/play](http://www.salisburync.gov/play).

Event date and location requests will be handled on a first-come, first-served basis. The requested date will be held only after the Request for Park Use Application has been submitted with appropriate fee.

The applicant will receive a call from a Parks and Recreation representative within three working days to arrange an in-person meeting regarding your park use application. Depending on the type of event you or your organization are hosting, the process may vary. As we begin reviewing and processing your materials, we will be in contact with you to provide updates, recommendations, and/or requests for additional information. This process is a collaboration between several City departments and you or your organization may be contacted individually by these departments if they have specific questions or concerns about your event.

Depending on the request, the process can take anywhere from a few days to a few weeks to complete. The earlier a request can be submitted the more time Parks and Recreation staff will have to work with you to provide feedback and meet your needs.

Signed application and a refundable damage deposit along with 100% of the total rental cost must be received by Salisbury Parks and Recreation at the time of the in person meeting. Dates cannot be reserved on the calendar without this payment and signed agreement.

Certificate of Insurance (if applicable) will be due no later than 2 weeks before the event date.

Following the event without incident, the damage deposit will be returned as a check by mail no later than two weeks after the event.

## CANCELLATION POLICY

Cancellations within 14 days of your event will forfeit a 30% non-refundable portion of the park rental fee. Damage Deposit will be refunded.

## APPLICATION SUBMISSION

Request for Park Use Application can be printed online or picked up and submitted to:

Attention: Park Use Application  
Salisbury Parks and Recreation Department  
217 S. Main Street  
Salisbury, NC 28144

All communication may be directed towards our Parks and Recreation Administration office at (704) 216-PLAY or [play@salisburync.gov](mailto:play@salisburync.gov).

# FREQUENTLY ASKED QUESTIONS



## DO YOU OFFER ANY DISCOUNTS?

We do! We offer a discount for non-profit organizations and week day/business hour reservations.

## WHAT DO YOU DO ABOUT RAIN?

For weddings and other events that cannot have alternate dates, SPRD can recommend several area companies for large tent rentals.

## I'M LOOKING TO HOST A PRIVATE EVENT. CAN THE PARK BE CLOSED TO THE PUBLIC?

Some, but not all, areas of the park may be closed to host a private event. It is important that certain park features remain open to public use, such as play structures and restrooms.

## I SAW SOMETHING ABOUT INSURANCE... WHAT KIND DO I NEED?

Every event requires a Certificate of General Liability Insurance additionally covering the park in case of incident. We can help answer any questions about this process upon completing an application.

## DO YOU HELP WITH MARKETING FOR MY EVENT?

Marketing for events is up to the event organizers.

## WHAT IS YOUR REFUND POLICY IN CASE I NEED TO CANCEL?

Cancellations made with at least 14 days notice will forfeit 30% of the park rental fee. Damage Deposit will be refunded. Cancellations made within 13 days notice will forfeit all rental fees but will be eligible for a refund of the damage deposit.

## CAN I LEAVE MY SET UP OVERNIGHT AND/OR HOST MY EVENT OUTSIDE OF PARK OPERATING HOURS?

Any equipment dropped off early or remaining after an event incurs an additional fee and must be pre-approved by the Parks and Recreation staff. Security for equipment left overnight is the responsibility of the event organizer. Events can take place outside of normal park operating hours, and additional fees to cover off-hour staffing are incurred.

## DO I NEED SECURITY FOR MY EVENT?

We recommend that any public community event ensures additional security will be present. SPRD requires any event with alcohol and/or a projected attendance of 500+ to have either off-duty police officers or other hired security present.

## ARE THERE ANY RULES FOR PERFORMANCE OR FILM CONTENT AT MY EVENT?

Due to the proximity of child-centered spaces in the park, we require all musicians, comedians, and speakers to perform only clean sets. No screening of films are allowed by anyone other than the Salisbury Parks and Recreation Department. Decibel range must be compliant with both city ordinances and park policy, as measured by SPRD staff.

## WHAT IS THE POLICY FOR PHOTO/VIDEO AND MEDIA COVERAGE AT THE PARKS?

SPRD does have a flat fee for flexible photo/video shoots at the parks if any monetary exchange or benefit may be made with the use of images/footage. However, event rentals do not incur this additional fee for photography/videography for the duration of the event. Drones may only be operated by a licensed drone operator with the pre-approval from the SPRD director, and no drones may be flown around the Bell Tower or water wall. SPRD requests that administrative staff be made aware of on-site press and media companies covering events.

## DO I NEED TO GO THROUGH ANY OTHER PROCESS TO MAKE MY EVENT HAPPEN?

SPRD will do our best to assist you with all aspects of your park reservation, however, additional permitting may be required. ABC permits are required for the sale or giveaway of alcohol. Permits from the local fire department are required for tents larger than 200 sq. ft. Other permitting may be required depending on the scope of the event. SPRD must be given a copy of all permits prior to the start of the event.

## DOES THE PARK HAVE ANY OTHER RULES?

To ensure the safety of staff and visitors, SPRD does have general park rules, as well as event policies and regulations, which are included in the Request for Park Use Application. General Park rules may also be found on our website, [www.salisburync.gov/play](http://www.salisburync.gov/play).

## WHAT ARE THE BELL TOWER GREEN PARK HOURS?

Park hours vary by month/season and are as follows: 8:00 am-6:00 pm during November, December, January and February. 8:00 am-10:00 pm during May, June, July and August. 8:00 am-8:00 pm during March, April, September and October.

# PRICE LIST



## SPECIALS & DISCOUNTS:

Non-Profit Organizations—with proof of tax-exempt status submitted with application, will receive a 50% space rental discount.

Monday through Friday Day Rates—rentals held Monday through Friday between the hours of 8:30 am-5:00 pm will receive a 75% discount from the original space rental fee.

## PARK SPACE RENTAL RATES

LOCATION	CAPACITY	COUNTY & NON-COUNTY PRICE				
		County Rate	County Add. Per Hour Rate	Non-County Rate	Non-County Add. Per Hour Rate	Damage Deposit
Green, Amphitheater, Promenade (5 hours)	4000	\$750	\$100	\$1000	\$200	\$300
Green (3 hours)	4000	\$300	\$50	\$500	\$100	\$100
Promenade (3 hours)	375	\$200	\$50	\$350	\$100	\$100
Bell Tower Lawn & Gazebo (5 hours)	900	\$300	\$50	\$500	\$100	\$100
Natural Play Area (2 hours)	275	\$100	\$25	\$200	\$50	\$50
Garden Trellis (3 hours)	285	\$300	\$50	\$500	\$100	\$100
Whole Park	5000	\$4000	\$250			\$1000
Concert/Large Spectator Event (8 hrs)		\$2000	\$150			\$500
<b>ADDITIONAL FEES</b>						
Rain Date Hold (non-refundable)						\$300

# BELL TOWER GREEN PARK RULES



## PROHIBITED ACTIVITIES

- Drugs, Alcohol, Gambling, Vulgar Language
- Weapons of any kind except those carried by Police
- Fireworks or other Explosives
- Solicitation
- Gambling
- Model Aircraft and/or Drones
- Metal Detecting
- Skateboarding
- Camping

## BELL TOWER GREEN HOURS

- |                  |                         |
|------------------|-------------------------|
| 8:00 am-6:00 pm  | Nov., Dec., Jan., Feb.  |
| 8:00 am-10:00 pm | May, June, July, Aug.   |
| 8:00 am-8:00 pm  | Mar., Apr., Sept., Oct. |

## PARK RESERVATION REQUIREMENTS

- Vehicles are not allowed on grass, bridges or pathways.
- No items may be stored for any user/group.
- No items may be left overnight unless approved by the Park Manager or his designee.
- City owned equipment shall not be removed from the facility.
- Decorations cannot be affixed to park structures, trees, or plants by nails, staples or tacks.
- No decorations are allowed on the water wall or in the splash pad.
- Balloons for decoration are permitted, however, balloon releases are not allowed. Renter must remove any broken pieces if balloons pop.
- Open flames, decorations that may be flammable or combustible, smoke or fog generating equipment or apparatus is prohibited. Exceptions: Unity Candles and Birthday Candles
- The use of confetti, bird seed, plant seed or rice is NOT permitted.
- Alcoholic Beverages are not allowed in the park without proper permitting and permission.
- No BBQs or grills unless authorized.
- The placement of tents that require stakes are not allowed, renters can only use weighted tents.
- Tents, tables and chairs are not allowed in the garden beds.
- The time and date of event cannot be changed without Salisbury Parks and Recreation approval.
- The site will be inspected before the event and on the first working day after the event.
- Cancellation within 14 days of reservation will result in the loss of 30% of the total rental fee.
- Reservation must be made by someone 18 or older and must have graduated high school.

**Bell Tower Green Park is always open to the general public unless otherwise noted.  
Please plan accordingly.**

**All Salisbury Parks and Recreation facilities, parks and green spaces are tobacco free.**

**Please do your part to help us keep our park system clean. Put litter in its place and pick up after your pets.**

 \_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

# APPLICANT AND EVENT INFORMATION



This application should be used for all Bell Tower Green Rentals. Please complete, in detail, the information below. The application should be turned in according to the application deadline schedule prior to the event.

## EVENT ORGANIZER

Company Name: \_\_\_\_\_

Type of Organization:  Corporation  LLC  Non-Profit/Charitable Event  Individual/Other

Contact Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Website Address: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

On-site Contact Name and Number: \_\_\_\_\_

## SECONDARY EVENT ORGANIZER

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

## EVENT DETAILS

Event Name: \_\_\_\_\_

Event Description (You may provide this information as an attachment if necessary): \_\_\_\_\_

Is there an admission fee?  Yes  No if so, how much? Adult \$ \_\_\_\_\_ Child \$ \_\_\_\_\_

What is the anticipated attendance? \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Set Up Time: \_\_\_\_\_ Actual Event Start Time: \_\_\_\_\_

Event Tear-Down Time: \_\_\_\_\_ Actual Event End Time: \_\_\_\_\_

**BELL TOWER GREEN HOURS**  
8:00 am 6:00 pm Nov., Dec., Jan., Feb.  
8:00 am 10:00 pm May, June, July, Aug.  
8:00 am 8:00 pm Mar., Apr., Sept., Oct.

# PARK RESERVATION INFORMATION



What area(s) of the park do you intend to use for your rental? Please check all that apply.

LOCATION		CAPACITY	COUNTY & NON COUNTY PRICE				
			C Rate	C Add. Per Hour	N/C Rate	N/C Add. Per Hour	Damage Deposit
	Green, Amphitheater, Promenade (5 hours)	4000	\$750	\$100	\$1000	\$200	\$300
	Green (3 hours)	4000	\$300	\$50	\$500	\$100	\$100
	Promenade (3 hours)	375	\$200	\$50	\$350	\$100	\$100
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	Natural Play Area	275	\$100	\$25	\$200	\$50	\$50
	Whole Park Private Event (8 hours)	5000	\$4000	\$250			\$1000
	Concert/Large Spectator Event (8 hours)	5000	\$2000	\$150			\$500
AMENITIES FEES							PRICE
	Rain Date Hold (non-refundable)						\$300

## STAFF USE ONLY

Location Fee \$ \_\_\_\_\_  
 Additional Hours Fee \$ \_\_\_\_\_  
 Damage Deposit \$ \_\_\_\_\_  
 Amenities Fee \$ \_\_\_\_\_  
 Total Park Usage Fees Due \$ \_\_\_\_\_

### BELL TOWER GREEN HOURS

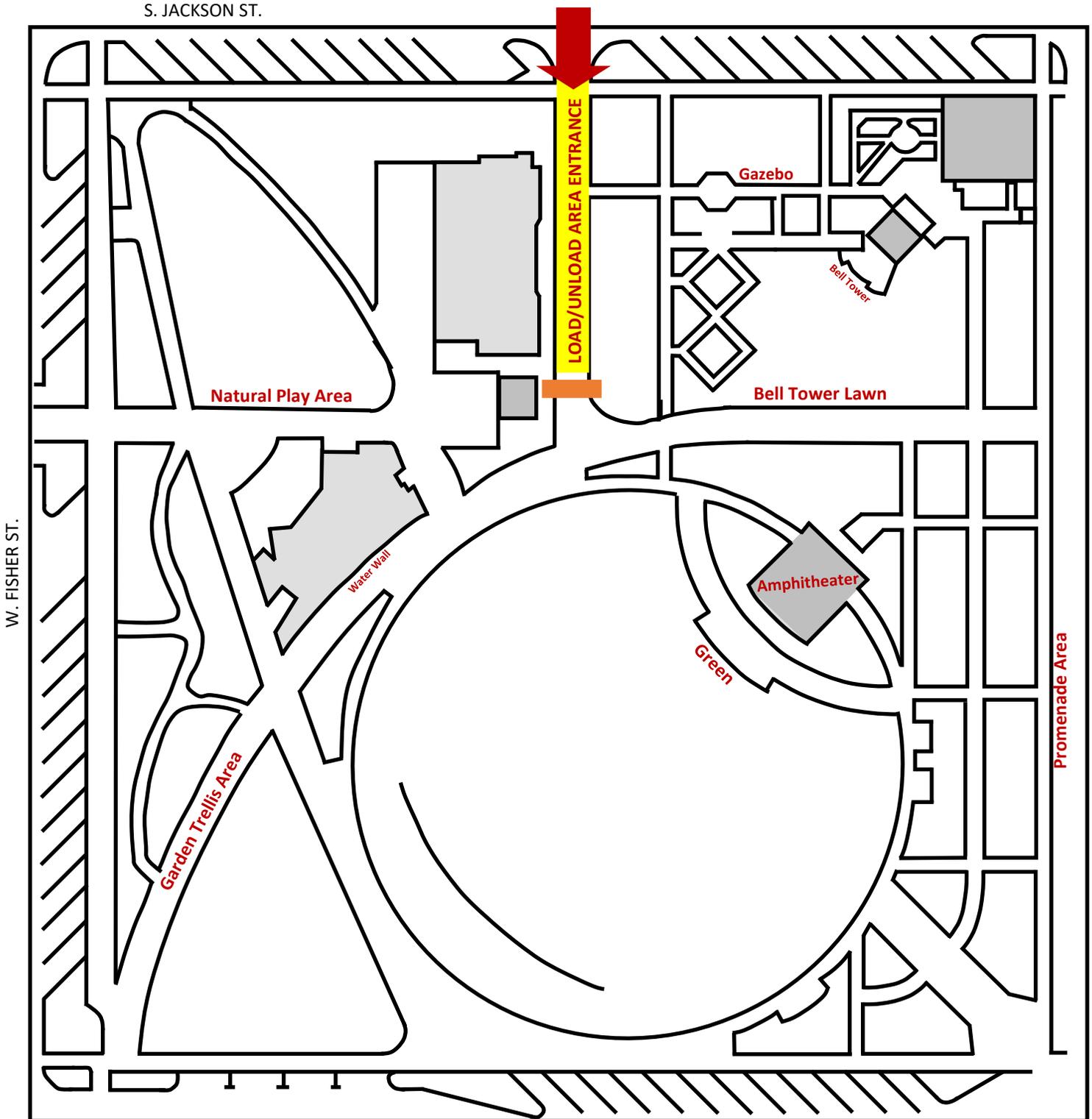
8:00 am 6:00 pm Nov., Dec., Jan., Feb.  
 8:00 am 10:00 pm May, June, July, Aug.  
 8:00 am 8:00 pm Mar., Apr., Sept., Oct.

# EVENT SITE PLAN



Please draw your site plan on the park map below. Include a key showing the use of symbols for people, tents, food trucks/cooking stations, tables and chairs, designated alcohol serving areas, additional portable restrooms, if applicable.

PLEASE NOTE: You can load & unload at the entrance on S. Jackson St. only.  
See highlighted area in yellow.



# NOTICE OF TEMPORARY STREET CLOSURES



s. Church Street, W. Fisher Street, and S. Jackson Street all directly surrounding Bell Tower Green can be closed for your event upon approval as part of the Park Use Agreement. As part of the permit process, organizers are responsible for notifying adjacent businesses, residents and other applicable parties prior to the street closure to notify all affected residents/businesses both on and adjacent to a proposed street closure. Therefore, this document can serve as a notification for the following proposed street closure. Additional attachments may be included as necessary.

Name of Person Responsible for Initiating this Notification: \_\_\_\_\_

Event Title: \_\_\_\_\_

A temporary street closure has been requested for the following date(s)/time(s) for the street(s) listed.

Closure Start Date: \_\_\_\_\_ Closure End Date: \_\_\_\_\_

Closure Start Time: \_\_\_\_\_ Closure End Time: \_\_\_\_\_

Street Name(s) and Block(s): \_\_\_\_\_

\_\_\_\_\_

**SEE ADDENDUM A—NOTIFICATION OF INTENT TO TEMPORARILY CLOSE STREET FORM**

## CATERING AND FOOD VENDOR DETAILS



Food handlers must comply with applicable health department requirements. Event organizer is responsible for having all health permits in place for the event, including a certification of hold harmless for the City of Salisbury.

If a professional caterer will be hired for this event, please provide the following information and attach copies of the company's Liability Insurance Certificate, Health Certificate and ABC License if applicable.

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

*Please submit attachments if necessary.*

## ALCOHOLIC BEVERAGES



When serving alcohol, state law applies to all dispensing and sale of beverages. Your site plan must clearly identify the boundary of the area where alcoholic beverages are to be served or sold. In accordance with Section 22-151 (2) ABC permits must be obtained and a copy provided to the Salisbury Parks and Recreation Department no less than 7 days prior to the event. Renter agrees that in serving alcohol, it will carefully monitor the amounts served so that any patron who is or appears to be intoxicated will not be served. "Brown Bagging" is not permitted on the premises. For additional information about state ABC requirements contact the Kannapolis/Rowan ABC Board at 704-633-1641 or visit the website at <http://abc.nc.gov/Permit/SpecialPermits>.

Please describe your plan to ensure the safe sale or distribution of alcohol at your event.

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**If you acquire a special use permit from ABC the City of Salisbury social district will not apply to Bell Tower Green during your event.**

**However, if your event does not require a special use permit from ABC, the social district will be in effect.**

## STAGING DETAILS

### STAGING DETAILS

The following items will be used at the event (Please mark all that apply)

Amplified Music

Live Entertainment

Loud Speaker

Other \_\_\_\_\_

## RESTROOMS AND SANITATION

Some event will require additional portable restrooms and/or hand washing stations and the use of these items may require the Event Organizer to meet ADA regulations. Please contact a rental company to determine the number of stations required based on the standard attendance to restroom ratio.

Will Event Organizer provide portable restroom facilities?  Yes  No

If so, please provide the following information. (Please indicate location(s) on the Site Map.

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

## WASTE REMOVAL

Depending on the size of your event you may be required to have additional roll out waste/recycle bins from City of Salisbury Public Services. Salisbury Parks and Recreation will assist you in determining if extra bins are necessary. Any waste related to your event that does not fit into a park trash receptacle or roll out waste/recycle bin must be removed by the Event Organizer. Event Organizers must ensure that the site is clean from debris at the end of the event.

Event Organizer and/or Food Trucks related to your event is responsible for removing their own grease.

# PUBLIC SAFETY



## POLICE DEPARTMENT

Events with 250 or more in attendance and/or events with alcohol must have a Security and Safety Plan in place to ensure public safety. The Event Organizer will be responsible for arranging Public Safety directly through the Salisbury Police Department via the link or the phone number below at least 21 days in advance of the event. The police officer fee is \$30 per officer per hour. Officers will be required to be at the event one-half hour before to one-half hour after the event ends. Events of 250 or more are required one (1) officer per 250 increment at staff discretion. Alcohol events are required two (2) officers regardless of attendance. The Salisbury Parks and Recreation Department must have the name of the officer(s) at least 15 days prior to the event date. Officer(s) are assigned by the Salisbury Police Department and shall be paid by the Event Organizer.

Events with alcohol sales are required to have a Crowd Manager designated through the North Carolina Department of Insurance. Information is available on the NCDOT website at [http://www.ncdoi.com/OSFM/Fire\\_Safety\\_Programs](http://www.ncdoi.com/OSFM/Fire_Safety_Programs). Certificate(s) designating crowd manager(s) must be provided 15 days prior to the event.

Events requiring road closures will follow Salisbury Police Department guidelines of recommended number of officers.

The Salisbury Police Department has the final determination regarding officer staffing needs for event and ensuring public safety.

Name of Officer(s): \_\_\_\_\_

Required Officer(s) Times: \_\_\_\_\_

**To request security through the Salisbury Police Department:**

<https://salisburync.gov/Government/Police/Hire-Off-Duty-Officers>

**1-877-636-8300**

## MEDICAL PLAN

Any event with 500 in attendance and lasting longer than four (4) hours is required to have a First Aid Station on-site. Please indicate the location on the Site Map.

- I am requesting the services of the Salisbury Fire Department (see page 10)
- Event Organizer will provide medical services on site for the event
- Event Organizer will provide a medical doctor, registered nurse, and/or EMT staff for entire event

If providing an ambulance company, doctor, RN or EMT, please provide the following information:

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

## PUBLIC SAFETY CONT.



### FIRE DEPARTMENT

The Salisbury Parks and Recreation Department requires that medical staff be in place during certain events to ensure the safety of the participants. The Event Organizer will be responsible for arranging Fire personnel directly through the Salisbury Fire Department. If the Event Organizer chooses to use the services of dedicated off-duty Fire personnel, the fee (\$30.00 per hour) required for your event shall be **paid directly to the Salisbury Fire Department** upon arrangement. The price includes a firefighter who is also a medic, vehicle and medical supplies. The Fire Department Chief or designee will determine the number of medical staff for each event. The Salisbury Parks and Recreation Department must have the name of the fire fighter(s) at least 15 days prior to the event date. Fire fighter(s) are assigned by the Salisbury Fire Department and shall be paid by the Event Organizer.

Name of Fire Fighter(s): \_\_\_\_\_

Required Officer(s) Times: \_\_\_\_\_

The Fire Department may be required to inspect certain aspects of your event and will issue correction notices if required and re-inspect the site to insure compliance. Some fees may apply and will be determined by the Salisbury Fire Department.

The Salisbury Fire Department Inspections shall include but not be limited to the following:

- Access to hydrants, fire department connections, fire control rooms
- Event egress
- Tents or canopies 400 sq. ft or larger
- Inflatable bounce houses 200 sq. ft or larger \*

**\*SEE ADDENDUM B—REQUIREMENTS FOR REQUESTING INFLATABLE BOUNCE HOUSE APPARATUS**

If you have any questions you can visit or call the Salisbury Fire Department:

**Salisbury Fire Department**  
**514 East Innes Street**  
**Salisbury, NC 28144**  
**(704) 638-5351**

# HOLD HARMLESS AGREEMENT



In consideration of the receipt of this permit from Salisbury Parks and Recreation, Event Organizer hereby releases Salisbury Parks and Recreation from all injury and any liability of any kind arising from Event Organizer's use and occupancy of city property and agrees to indemnify and hold harmless Salisbury Parks and Recreation, its agents, or servants.

In no event shall Salisbury Parks and Recreation be liable for any damage or injury to Event Organizer or any agent or employee of Event Organizer or to any person coming upon the premises in connection with the Event Organizer's use and occupancy of the premises.

Event Organizer acknowledges that it shall reimburse Salisbury Parks and Recreation for any and all damage to Salisbury Parks and Recreation property, its agents and/or its servants as a result of the use and occupancy of the premises (ordinary wear and tear excepted) by Event Organizer, its agents, or servants, or by any person coming upon the premises during the Event Organizer's use as an invitee or licensee of the Event Organizer.

Event Organizer agrees that the rights and obligations under the permit and this agreement shall inure to and be binding on its successors and assigns.

This hold harmless agreement must be signed by Event Organizer and received by Salisbury Parks and Recreation before any permit will be issued.

 Event Organizer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# CERTIFICATE OF INSURANCE



Host Organization and/or Event Organization will provide a Certificate of Insurance in order to provide satisfactory evidence sufficient coverage for the types, limits, forms and ratings required by the City's Risk Manager or City Attorney or their designee.

 \_\_\_\_\_  
*Print Name* \_\_\_\_\_  
*Title*

 \_\_\_\_\_  
*Signature* \_\_\_\_\_  
*Date*

***Certificate of Insurance naming the City of Salisbury as loss payee must be submitted with application.***

**For Liability Insurance, it must be as follows for events:  
Liability Coverage must be a minimum of \$1,000,000.00 (One Million Dollars).  
The City must be named as Additional Insured and a Certificate Holder as follows:  
City of Salisbury  
Attn: Salisbury Parks and Recreation  
217 S. Main St., Salisbury, NC. 28144.**

# ACKNOWLEDGEMENT OF FEES



Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

By signing this application, I acknowledge that I understand the rules and regulations pertaining to organized activities and public events in Bell Tower Green Park. I agree that I must pay all fees and costs to the Salisbury Parks and Recreation Department in full as applicable. All fees and costs are paid at Salisbury Parks and Recreation, 217 S. Main St., Salisbury, NC 28144.

Park Use Fee Total (less Damage Deposit): \_\_\_\_\_

Damage Deposit Total: \_\_\_\_\_

Sum of Fees due to the Salisbury Parks and Recreation: \_\_\_\_\_

 \_\_\_\_\_ I acknowledge that cancellation within 14 days of my reservation will result in the loss of 30% of my total rental fee. Damage Deposit will be refunded.  
*Initial Here*

 \_\_\_\_\_  
*Signature of Applicant* \_\_\_\_\_ *Date* \_\_\_\_\_

\_\_\_\_\_  
*Signature of Staff* \_\_\_\_\_ *Date* \_\_\_\_\_

*\*Name and address above will be used to remit any refundable portions of the damage deposit and other fees as applicable.*

**ADDENDUM A**

**NOTIFICATION OF INTENT TO TEMPORARILY CLOSE STREET**



Notification should be provided at least 15 days prior to the event.

<b>NAME</b>	<b>ADDRESS</b>	<b>NOTIFICATION</b>
_____	_____	<input type="checkbox"/> In Person <input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Other Date of Notification: _____
_____	_____	<input type="checkbox"/> In Person <input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Other Date of Notification: _____
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_____	_____	<input type="checkbox"/> In Person <input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Other Date of Notification: _____

## ADDENDUM B

### REQUIREMENTS FOR REQUESTING INFLATABLE BOUNCE HOUSE APPARATUS

Permitted only at the following outdoor Salisbury Parks and Recreation park and facility sites:

**Park Sites:** Cannon Park, City Park, Foil Tatum Park, Jersey City Park, Kelsey Scott Park, Lincoln Park, Long Street Park, Salisbury Community Park, Town Creek Park, Bell Tower Green

**Facility Sites:** City Park Recreation Center, Hall Gym, J.C. Optimist Sports Complex, Miller Recreation Center, Salisbury Civic Center

In order to provide for a safe and enjoyable experience, Salisbury Parks and Recreation has established certain restrictions regarding apparatuses in the park system. Specifically, the following identifies both permitted and prohibited apparatuses:

- Permitted apparatuses: Bounce houses and inflatables up to twenty (20) feet in height.
- Prohibited apparatuses: Trampolines, reverse bungee trampolines, water apparatus (dunk tanks, slip and slides, inflatable water slides, etc.), mechanical bulls and pony rides, non-kiddie rides, super amusement rides, trackless trains and privately owned amusement apparatus and/or amusement rides both mechanical and non-mechanical.

Bounce houses are limited to 20' x 20' in size, without water features and must be provided and powered by a vendor-supplied generator under 5KW. Salisbury Parks and Recreation does not provide generators.

**Other vendor responsibilities:**

- responsible for following manufacturers' guidelines with regard to installation and safe operation of all apparatuses
- apparatuses must be secured to prevent lifting, rolling, etc. in case of high winds
- apparatuses may not be secured to trees, benches, shelters or other park equipment or amenities
- shall provide an attendant, ages eighteen (18) or older for any apparatus; shall be covered by vendors insurance and will be present at all times during the operation of the apparatus
- generators may not be refueled on City Property and may not be plugged into park utilities
- shall be subject to reimbursement for any repairs resulting from damages caused by apparatus to City property or assets including, but not limited to, the installation, operation or disassembly of the same.

All required documents must be submitted to Salisbury Parks and Recreation Administrative Offices no less than fourteen (14) days prior to the shelter reservations date and/or special event. This will allow ample time for the City to process the documentation final bounce house approval.

The permittee must submit a Bounce House Request Letter (required) seeking permission to have a bounce house at their event. Salisbury Parks and Recreation can supply a form letter at the time an Application for Shelter Use Permit, Application for Special Event Permit, or Facility Reservations are made. The letter is not considered submitted until all required information is completed (including the vendor company chosen).

The permittee is responsible for ensuring their bounce house vendor submits the proper Certificate of Liability Insurance-CLI (required) to Salisbury Parks and Recreation Administrative Offices. An emailed copy of the CLI is acceptable and must be followed by an original through postal mail. Send email to [play@salisburync.gov](mailto:play@salisburync.gov)

The permittee is responsible for informing their selected bounce house vendor of the following City insurance requirements: the amount of Liability Coverage must be a minimum of \$1,000,000.00. The City must be named as Additional Insured and a Certificate Holder as follows: City of Salisbury, Attn: Salisbury Parks and Recreation, 217 S. Main St., Salisbury, NC. 28144. If you have any questions in regards to insurance requirements, please contact Salisbury Parks and Recreation at 704-216-PLAY (7529). It is the responsibility of the permittee to ensure the above requirements are completed. Permittee understands that failure to do so will result in denial of the bounce house request.

Permittee will be notified of final bounce house approval by Salisbury Parks and Recreation via phone after the required documents are approved.

Any organization, community group or individual providing an inflatable bounce house apparatus without prior permit approval through Salisbury Parks and Recreation will be subject to the following:

- immediate removal of the inflatable apparatus
- immediate termination of the applicable Shelter Use Permit, Special Event Permit and/or Facility Reservation
- immediate termination of the event and must leave the park grounds or facility premises
- possible banishment from all City parks and recreation facilities for a period of time up to but not limited to one (1) calendar year from the date of violation

**I have received a copy of this document and will adhere to and comply with all requirements herein:**



\_\_\_\_\_  
*Signature of Permittee*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*