



City of North Little Rock
Parks and Recreation Department

Revised: 201803

Special Event Application

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.

BASIC EVENT INFORMATION

Event Name/Title: _____

Location of Event: Burns Park - specific location: _____
 North Shore Riverwalk Park - section(s) _____
 Other Park: _____

Date(s) of Actual Event: _____

Estimated Number of Attendees: Adults (19+) _____ Youth (0-18) _____ Total: _____

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: _____
If this is a 501(c)(3), please submit documentation with this form

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/Email: _____

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: _____

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: _____

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

No Yes - Describe: _____

All vendors are required to have a business license. An A&P Permit is also required to sell food and/or beverages. Please list all vendors, their contact information, and on-site contact. Use separate sheet as needed.

Vendor Name	Owner's Name and Mailing Address	Owner's Phone Number	A&P Permit #	NLR Business License #	On-Site Contact and Number

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 the Event utilize Inflatables (moon bounce, etc.)?

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 utilize 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 utilize 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 utilize tents?

No Yes - Describe the number, size, and how they will be secured (water barrels, sandbags, etc.) If stakes are mandatory, Department MUST be present during installation: _____

Include the tent locations on the Site Map.

Will the Event utilize 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

How will the Event Staff be identifiable during the event? _____

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), blank park site maps are available, 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).

APPLICANT SIGNATURE

By signing and submitting this form, I acknowledge that I will follow all applicable Federal, State, local laws, and the policies of the Department. I acknowledge that I have received a copy of and agree to abide by the Special Event Rules and Regulations. I understand I am responsible for any licensing and permitting fees, damages and cleanup to the event site.

Applicant Name:	
Title:	
Signature:	
Date:	

*Payment: Cleanup/damage deposit is due within five (5) business days of approval of the event.
 Event Fee is due a minimum of five (5) business days prior to the event date.
 All payments will be deposited upon receipt.
 Cleanup/damage deposit refund will be submitted for processing within five (5) business days after the event, if applicable.*

Please return completed form and attachments to:
 Special Events, North Little Rock Parks and Recreation
 2700 Willow Street, North Little Rock, AR 72114
 Phone: 501-791-8543 • Fax: 501-791-8528
 email: specialevents@nlrpr.org

OFFICE USE

Department	Signature / Email	Date of Approval
Facility Manager		
Police		
Fire		
Traffic		

Attached or Included (if applicable):

- Cleaning and Restoration Plan
- Letter of Agreement with Charity
- Alcohol Beverage Control Letter or Permit

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: _____

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) - Excludes North Shore Riverwalk Park area</i>			
ALL City Parks except North Shore Riverwalk Park area			
	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
	Food Truck Special Event	\$	
	Per Food Truck Per event		25.00
	Informal Training Runs and Rides (Must notify NLRPR of event)	\$	0.00
	Neighbor Associations Affiliated with City on Case by Case Basis	\$	Varies
	Commercial Solicitation/Sales		
	Per Parking Space	\$	50.00
North Shore Riverwalk Park area (I-30 to Broadway Street Bridge)			
	Section A (Broadway Bridge to Willow Street)		
	All Day Rental (5 am - 11 pm)		1500
	1/2 Day 5 am - 11 pm		750
	Clean Up Deposit		500
	Section B (Willow Street to Main Street Bridge)		
	All Day Rental (5 am - 11 pm)		1500
	1/2 Day 5 am - 11 pm		750
	Clean Up Deposit		500
	Section A & B (Broadway Bridge to Main Street Bridge)		
	All Day Rental (5 am - 11 pm)		3000
	1/2 Day Rental (5 am - 2 pm OR 2 pm - 11 pm)		1500
	Clean Up Deposit		1000
	Section C (River House and surrounding Area)		
	All Day Rental (5 am - 11 pm)		800
	1/2 Day Rental (5 am - 2 pm OR 2 pm - 11 pm)		400
	Clean Up Deposit		500
	ADD Ons for North Shore Riverwalk Park (Sections A, B, and C)		
	Bike Rack Barricades (paid to NLR Street Department)		varies
	Chain Link Fencing (Temporary) - per linear foot		3.85

SPECIAL EVENTS (continued)			
ADD ONS FOR ALL EVENTS AND TOURNAMENTS			
	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)	\$	75
	Per day, per trailer - Large events (more than 1000 people)	\$	100
	<i>Extra Site Prep (depending on man hours)</i>		
	Mowing	\$	Varies
	Blowing/Sweeping Area	\$	Varies
	Portable Stage (includes delivery, set up, and take down by city staff) (per use)		500.00