

****This application must be completed and turned in at least 45 days prior to your special event****

Section 1: Event Introduction/On-Site Info.

1. Event Name SHA Quarterly Program: "Pride of Swansboro - Bots + Boat Building"

2. Organization Sponsor Swansboro Historical Assoc. 501 3c

* 3. Event Date August 21, 5:00 - 9:00 pm

Time Start 5:00 p.m. Time End 9:00 p.m.

Has your event been held previously? Yes/No

If so, where and when? Not this program but others since 2014-2017

4. On-site Person Responsible:

Name Amelia Dees-Killette

Home Address 510 Broad St. Swansboro

E-mail swansborohistory@gmail.com Phone 910 467 5815

5. Facility/Park Requested Assembly Room - Old Town Hall - Emmerton School

6. Brief Event Description

The program will be for members and the general public. It will be a presentation of unpublished photos from the 1930s - 1970s on the historic Swansboro charter boat building era.

7. Expected attendance 50-75

8. Describe any admission fees and/or items to be sold/distributed

Free to the public

* Planning session w/Jack Dudley
July 10 1:30 - 3:00 p.m.

Nov Program and ³ planning session TBA (5 1/2 hrs)
Possible daytime seminars - no more than (2-3 hrs @ most)

Section 2: Services Required/Outside Items

1. Describe plans for clean-up We have always cleaned up by emptying trash cans if we have refreshments and returning tables and chairs to original locations
2. Will extra trash receptacles be necessary? Yes ___ # ___ No

Refuse Removal: Town Staff will work with applicant for extra trash removal based on event. An additional fee may be applied for this service.

3. Describe how you propose to control parking and traffic at the event. How many people do you plan to provide or hire to accomplish these functions? Will you need to incorporate road closures or use barriers? N/A

4. Will First Aid be provided? Yes ___ No
If so, by whom? _____ Medical Certification Level _____

5. List any other required services you may need None

6. Will you utilize temporary structures (i.e., tents, concession stand, stage)? If yes, describe each type and planned location. no

Will a tent or overhead canopy larger than 400 sq. feet be erected at this event? Yes ___ No

****A temporary tent or canopy larger than 400 sq. feet requires a permit and inspection from the Town of Swansboro in order to be used at the event.**

7. Do you plan to provide additional portable restrooms? Yes ___ No
If yes, how many? _____ where? _____

8. Will there be vendors at your event? Yes ___ No
What type of vendors will be at your event? (food vendors, craft vendors, etc.) _____

***All additional required vendor information can be found under the 'Events with Vendors' portion of this application.**

9.

Alcohol:

**** Alcohol sale and consumption is strictly limited to indoor facilities ONLY! ****

Will alcoholic beverages be sold at the event? Yes ___ No

If yes, what facility are you planning to use? Recreation Center ___ Town Hall ___
Park (list park) _____

In order to serve alcohol an ABC permit is required. Whose name will be on the license?

Name _____ Home Phone _____

Address _____

Is the vendor a licensed liquor establishment? Yes ___ No ___

Contact person _____

Work Phone _____ Home Phone _____

Address _____

How will the liquor be dispensed? _____

How will admission to the beer/liquor area be controlled by age? _____

10.

Describe Security proposal for the event _____

****If security arrangements are deemed inadequate by the Police Chief, the applicant shall be REQUIRED to employ law enforcement officers through the Swansboro Police Department.**

N/A

Agreements/Statements

Applicant acknowledges and agrees that after the event, all Parks and Recreation facilities/parks affected by the use requested on this application shall be thoroughly cleaned of all rubbish and other debris. If the applicant fails to clean up within 24 hours after conclusions of the event, the department head shall authorize the work to be done at the expense of the applicant; fee of \$150.

Applicant Signature Amelia Dees-Killette

HOLD HARMLESS STATEMENT AND AGREEMENT

Submission of application indicates that participant hereby indemnifies and shall defend and hold harmless the Town of Swansboro, their employees, and their volunteers from and against all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, monetary loss, interest, attorney's fees, costs and expenses of whatsoever kind or nature arising out of the participant's participation in the Festival, including those arising from damage to property or injury to or death of participant, its customers, volunteers, employees, or subcontractors, whether arising before, during, or after the Festival and in any manner directly or indirectly caused, or contributed to in whole or in part, by reason of any act, omission, fault, or negligence of participant or its customers, volunteers, employees, agents or subcontractors.

Further, that the participant releases the Town of Swansboro from any and all liability for loss or damage to property and merchandise used or sold by the participant in the operation of the booth due to theft, fire, storm, flood, and damages through any force of nature or otherwise.

The participant grants the Town of Swansboro permission to use any photographs, motion pictures, videos, recordings or any other record of participation in the festival.

Amelia Dees-Killette

Applicant Signature

7/9/24
Date