



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Special Event Applications – Fee Waiver Request**

Board Meeting Date: **August 13, 2024**

Prepared By: **Anna Stanley – Parks & Recreation Director**

Overview: Two special event applications have been submitted to Parks and Recreation requesting waiver of fees.

1: Little Pink Houses of Hope-Little Pink Houses of Hope offers free vacation retreats to breast cancer patients and their families. They are also partnering with Swansboro Paddle Boarding to host this event. Ocean Cure, from Wilmington, leads kayaking and paddleboarding for families. The event will be held on August 21, 2024, 9am-12:30 pm at Bicentennial Park. The fee would be \$40 for an open space permit. Little Pink Houses of Hope is asking for a waiver of fees for the event. Non-profit letter and certificate of insurance will be received prior to the event. The request was presented to the Parks and Recreation Advisory Board on July 17, 2024, and the board recommended that the fees be waived for the Little Pink House of Hope event on August 21, 2024.

2: Swansboro Historical Society (SHA)-SHA is a non-profit organization requesting the Town of Swansboro waive the fees for use of the Assembly Room/Old Town Hall for their quarterly evening programs, occasional planning sessions, and daytime seminars. Programs planned for this year are; August 21, 2024, 5-9pm (Pride of Swansboro: Boats and Boat Building), and two in November (dates and program, to be determined). The SHA has been hosting free programs to the community since 2016. The special event application was presented to the Parks and Recreation Advisory Board on July 17, 2024, and the board recommended that the fees be waived for SHA programs for the remainder of the year or until a lease agreement is signed.

Background Attachment(s): 1: Little Pink Houses of Hope Special Event Application
2: Swansboro Historical Society Special Event Application

Recommended Action:

1: Approve or deny waiver of fees for Little Pink Houses of Hope event;

2: Approve or deny waiver of fees for Swansboro Historical Association for use of the Assembly Room/Old Town Hall for community programs for the remainder of the year or until a lease agreement is signed.

Action: _____

