

**\*\*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 \_\_\_\_\_
2. Organization Sponsor Little Pink Houses of Hope
3. Event Date 8-21-24  
Time Start 9:00 am Time End 12:30 pm  
Has your event been held previously? Yes/No  
If so, where and when? yes
4. On-site Person Responsible:  
Name Dawn Walker  
Home Address 2218 Wiggins St. Burlington NC  
E-mail dawn@littlepink.org Phone 336-260-1309
5. Facility/Park Requested Bicentennial Park
6. Brief Event Description Little Pink offers free vacation retreats to breast cancer patients and their families. This is our 13th year in this area. We, along with Swansboro Paddle Boarding host an event. Ocean Cure from Wilmington leads the kayak and paddle boarding for the families.
7. Expected attendance 75-80
8. Describe any admission fees and/or items to be sold/distributed N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Section 2: Services Required/Outside Items

1. Describe plans for clean-up We always clean up before we leave.

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? We will have 13-15 vehicles. We are asking il Cigno for permission to park. In the past we have gotten permission from Presto Patterson to park at Preston's corner.

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

5. List any other required services you may need \_\_\_\_\_

6. Will you utilize temporary structures (i.e., tents, concession stand, stage)? If yes, describe each type and planned location. yes, Little Pink Tent and chairs

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 N/A

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\*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.**

**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 *Dawn Walker*

**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.*

*Dawn Walker*  
Applicant Signature

7-1-24  
Date