



Town of Swansboro

Event Application Packet

Friendly City by the Sea • Established 1783



Swansboro Parks and Recreation

Updated 3-27-23

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The time has come to apply for your special event! We would like to thank you for your interest in the Swansboro Parks and Recreation Facilities/Parks to host your awesome function. Here we emphasize safety as well as fun and active events. Planning can be a challenge but the increased time you spend ironing out the details the better chance you will have of a successful and enjoyable event for you and those attending. Outside of this application you may contact the Swansboro Recreation Department at (910)326-2600 regarding any other concerns you may have about this process.

This Application is required in any of the following circumstances:

- Your event has the potential for 200 people or more to attend
- Your event involves security, Town indoor facility use, or Town Park use
- Your event anticipates the need for special traffic control or police presence and/or support
- Your event involves dispensing or sale of alcoholic beverages (indoor facilities only)
- Your event involves the sale of items on public property
- Your event is advertised as “Open to the Public” (Concerts, Festivals)
- Your event has an open registration (Races/Tournaments)

****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 _____

3. Event Date _____
Time Start _____ Time End _____
Has your event been held previously? Yes/No
If so, where and when? _____

4. On-site Person Responsible:
Name _____
Home Address _____
E-mail _____ Phone _____

5. Facility/Park Requested _____

6. Brief Event Description _____

7. Expected attendance _____

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

Section 2: Services Required/Outside Items

1. Describe plans for clean-up _____

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? _____

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. _____

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.**

Section 3: Guidelines/Cancellations/Vendors

Town of Swansboro defines an 'Event'- Any organized gathering for the purpose of entertainment, fund-raising, or celebration activities, which is not sponsored by the Town. Events shall include, but not be restricted to, parades, festivals, fairs, dances, exhibitions, or shows of any kind held on public right-of-way or involving the use of Town property or personnel.

Event Guidelines:

- A Major Event, for these purposes, is defined as one which, in the opinion of the Swansboro Parks and Recreation Department, will necessitate special concerns or accommodations because of its nature.
- A Major Event may be scheduled by any individual or group, for paid fees and charges (see fee schedule attached) as agreed upon in this document.
- A Major Event shall follow all State and Local laws, including Town of Swansboro Ordinances and aforementioned fee schedule.
- The Event Organizer is responsible for contacting the Swansboro Parks and Recreation Department to request a reservation for the event.
- The Event Organizer will be responsible for completion of all forms and payment of all fees to the Swansboro Parks and Recreation Department prior to confirmation of the event schedule. All events must be confirmed and all paperwork in place at least 45 days prior to the event date. Marketing is not allowed until contract is signed and approved.
- The Event Organizer shall meet with the Swansboro Parks and Recreation Director and/or Public Works Director, Town Manager, for the purposes of coordinating logistics. This meeting is required.
- The placement of tent stakes, anchors, or any other objects into the ground may only be permitted in certain areas, and with a permit. These locations must be approved in advance by the Swansboro Parks and Recreation Parks Director and/or Public Works Director
- For events involving animals, the event sponsor will be responsible for being in compliance with specific rules, County Guidelines, and ordinances of the Town of Swansboro. All animals, at their respective events, must adhere to reservation and permit allowances. Under no circumstances will dogs/animals be allowed to perform attack or protection activities in Town of Swansboro operated facilities. All dogs must be on leashes at all times.
- The Event Organizer may request to display banners or signs advertising the event within the facilities. These requests will be reviewed and approved/disapproved on a case-by-case basis. Approved banners/signs will be placed in locations designated by the Parks Director. The Event Sponsor is responsible for erecting banners/signs and for removal of same at the conclusion of the event. Reference the banner application for more information on displaying banners/signs
- Absolutely, no nails, staples, or tape should be used for the inside facilities in order to hang decorations.

- The Event Organizer assumes all responsibility for any licenses, fees, permits, etc. that may be required for the operation of a concession stand and vendors. Responsibility for proper sanitary conditions will be maintained and assumed by the group.
- TOWN and Event Organizer agree that the Event Organizer is an independent contractor and shall not represent itself as an agent or employee of TOWN for any purpose in the performance of event sponsor's operations. Accordingly, event sponsor shall be responsible for payment of all federal, state, and local taxes as well as business license fees arising out of Sponsor's activities. Taxes shall include, but not be limited to, Federal and State Income, Social Security, and Unemployment Insurance taxes. Event Organizer, as an independent contractor, shall perform the Services required hereunder in a professional manner and in accordance with the standards of applicable professional organizations and licensing agencies.
- The Event Organizer must be present at all times during the event and have all necessary permits and paperwork.
- Use of the facility is only for the times and dates listed on the permit, and the site must be vacated by the end of the contracted rental time. The facility will be made available at the beginning of the contracted rental time.
- The Event Organizer must provide reasonable accommodations to persons with disabilities, in strict accordance with the Americans with Disabilities Act. Accordingly, the Event Organizer will not exclude anyone from participation in, deny anyone the benefit of, or otherwise subject anyone to discrimination because of the person's race, origin, gender, or sexual orientation.
- The Event Organizer must ensure that all vendors, rental companies, etc. comply with the time limits, parking restrictions, and all other facility/park regulations.
- The Event Organizer is responsible for all damages and/or injuries to persons or property resulting from inadequate supervision or carelessness on the part of the renter. The building and grounds will be inspected prior to and after use by Town of Swansboro staff to determine condition and potential damage charges. Damages will be billed to the Event Organizer.
- The event or festival shall secure liability insurance effective during the course of the festival or event. The kind of insurance required shall include but not be limited to comprehensive general liability including: personal injury and blanket contracting.
- **MINIMUM EVENT INSURANCE REQUIREMENTS:** Attach certificate of liability insurance to this form. Town of Swansboro must be listed as the Certificate Holder. Event should carry at a minimum \$1,000,000 general liability coverage.

Cancellations:

- Cancellations must be received in writing, either by mail, fax, or e-mail. No telephone cancellations will be accepted.

Cancellation 14 days in advance.....full refund of fees
 Cancellation at least 48 hours in advance.....refund of fees, less than 2 hours of use
 Cancellation less than 48 hours in advance.....no refund of fees

Note: Cancellations due to **severe weather systems** (storms, hurricanes, natural disasters) or facility damage/closure, will be rescheduled on the first available date of the customer's choice or fee returned in full.

Events with Vendors

Events Involving Food Vendors:

- Event organizer having food vendors at event, must adhere to Swansboro Parks and Recreation's food vending policies. Event sponsor is required to submit an event application to the Onslow County Health Department for special event application.

Food Vendor Requirements:

 Please ensure that all food vendors adhere to these requirements

Food vendors MUST obtain permits from the Onslow County Health Department. Food sites will be examined and must receive a permit prior to the event. Food vendors will be examined throughout the event. Please direct temporary food permit questions to:

Onslow County Health Department
312 College Street Jacksonville, NC 28540
Phone: (910)938-5851

- **All food vendors must provide a Certificate of Liability Insurance upon registration with vendor application-** Attach certificate of liability insurance to this form. Town of Swansboro must be listed as the Certificate Holder. Vendor should carry at a minimum \$1,000,000 general liability coverage.
- All food vendors must display Health Department permits (18"x24") on the front of their booth along with all menu items and prices.
- Per the National Electric Code (NEC), all temporary wiring installations shall be provided with ground-fault circuit interrupters (GFCI). This means all available receptacles at the festival will be GFCI protected. All vendor wiring, including drop cords, should be checked for proper polarity and continuity of ground conductors. Please test all your equipment before arriving at the festival, as no exceptions will be made. All cords must be secured/covered as so they are not a trip hazard for patrons.

Regulations:

- Electrical outlets are limited and are only available at some locations. These outlets are available on a first come first serve basis. To ensure adequate power, you must provide total voltage and number of amps your equipment draws with this application. Please include all types of equipment you will be using. It is strongly recommended you bring a generator as a backup. Power strips are not allowed.
- Booths must be neat in appearance. Please leave your space clean at the end of each day. Booths must be manned at all times during event hours.
- Vendors are encouraged to bring their own garbage containers. Do not pour grease, oil, dirty water, food debris, hot coals, or other waste on the ground, in public trash receptacles or down street sewer pipes.
- Vendors are required to handle their own NC state sales tax.
- Any vendor failing to meet all requirements and regulations shall be subject to removal from event area.
- The Town of Swansboro will not be responsible for damage to personal property during this event.
- All vendor exhibits should refrain from displaying sex, drugs, gangs, profanity, or illegal behavior.

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 _____

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.

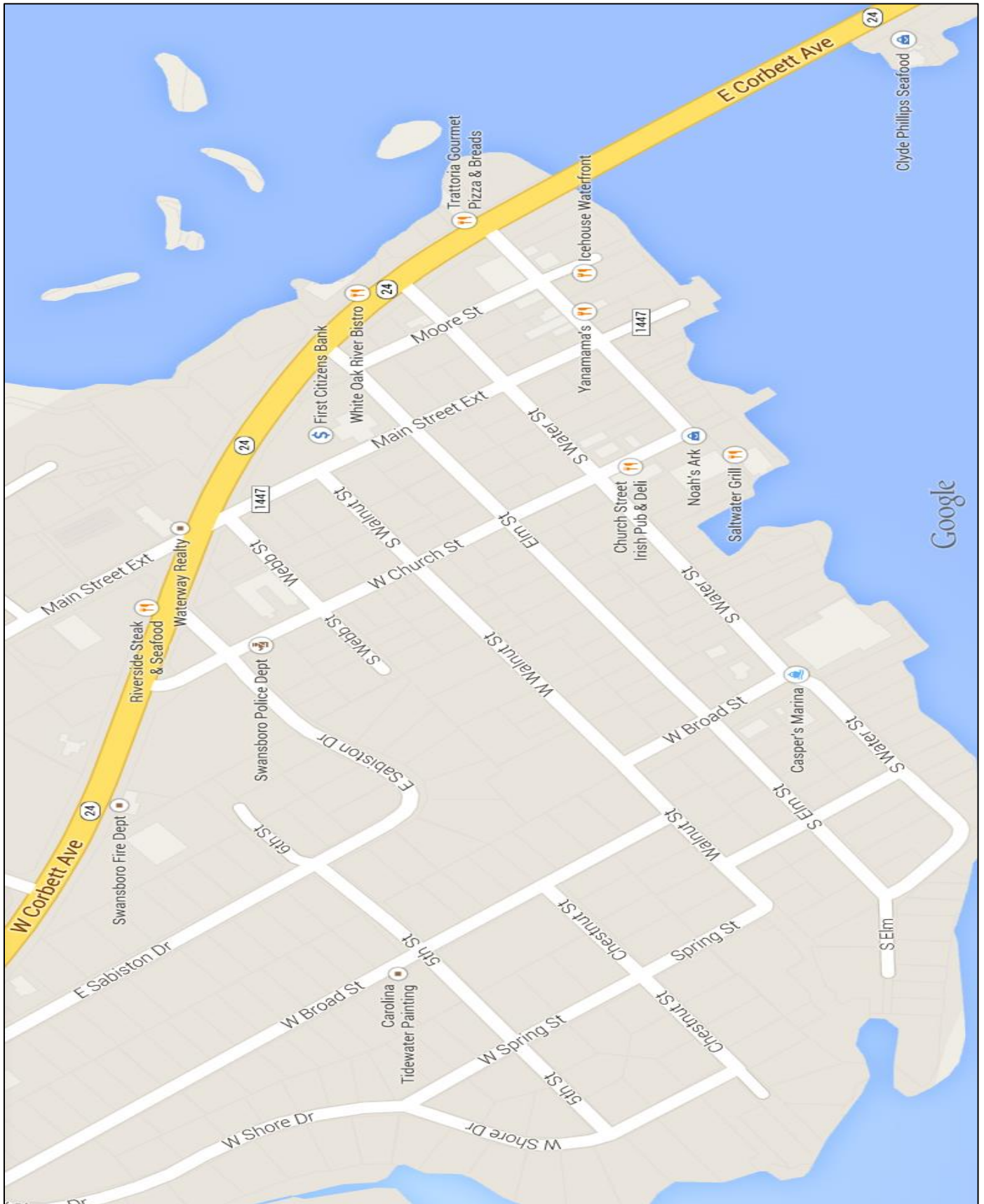
Further, that the participant releases the Town of Swansboro from any and all liability for loss or damage to property and merchandise used or sold by the participant in the operation of the booth due to theft, fire, storm, flood, and damages through any force of nature or otherwise.

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.

Applicant Signature Date

****Please provide a map showing the festival/event area**

A sample map has been provided for your convenience.



THIS PAGE TO BE COMPLETED BY TOWN STAFF

Copies of application to:

Position	Comments/Concerns
P&R Director	
Police Chief	
Fire Chief	
Town Admin.	
Code Enforcement	
Public Works	
Water/Sewer	

Date Received _____ Date Paid _____

Fees Required _____

Electrical Outlets _____

Estimated Attendance _____

Notes

TOWN OF SWANSBORO PARKS RESERVATION APPLICATION & REGULATIONS

1. All organizations, groups and individuals will be responsible for any damages that occur while they are using the park facility. All organizations, groups and individuals will be responsible for the cleanup of the premises immediately following their use each day. Failure to abide by these rules will affect future use of recreation facilities.
2. Organizations, groups, or individuals wishing to use these park facilities should contact the Town of Swansboro and request a park reservation. Reservations are available for the current year only unless prior approval is received from the Town of Swansboro.
3. Trash is to be picked up around the picnic area and disposed of properly. Groups must supply their own trash bags and dispose of the bags by removing them from the park or by placing them in the containers provided. **Littering is prohibited.**
4. No open fires are allowed except in the designated grill locations inside the picnic area. Charcoal may only be used in grills. **Please do not leave the picnic area or park until the grill fire is completely extinguished.**
5. If the picnic area, bathrooms or surrounding area are damaged or left in disarray, a maintenance fee of \$30.00/employee/hour will be charged.
6. Groups reserving any park must not disturb or interfere with any person or party using any other area of the park or any person or party participation in authorized activities within the park.
7. No possession, consumption or display of alcohol or any controlled substance or containers are allowed within the park. Any person under the influence of alcohol or any controlled substance is prohibited in the park.
8. No firearms or other dangerous weapons are allowed in the park. This does not apply to law enforcement officers while engaged in the discharge of their duties.
9. **All rules posted at the park are to be followed.**
10. Flagrant misuse of the park and recreation facilities will result in the forfeiture of the future use and reservation privileges. Persons failing to comply with the rules of the park set forth by the town of Swansboro may be denied future use of the facilities.
11. Any event held by an organization open to the public or charging any fees shall submit a Special Event application, provide the Town of Swansboro with written release of liability and certificate of insurance.
12. No person shall bring dogs or other pets into parks, unless such pets are (a) kept on leashes and under restraint by their owners or handlers, (b) kept in carriers, or (c) kept in owner's' vehicles. Pet owners must collect and properly dispose of any waste from their pets. No person shall bring pets - other than service dogs trained to assist disabled person - into park buildings, including restrooms. No animal, wild or domestic, shall be harassed or molested by people or pets while on park property.
13. Paid reservations, Town sponsored events, and activities shall have priority for the use of park picnic shelters. All other use shall generally be considered on a first come, first serve basis. (Excluded facility: The Pug Pavilion, Olde Towne Square; available by reservation only.)
14. Not for Profit Organizations: Qualified Not for Profit organizations providing a local community service, or event open to the public free of charge may reserve a park facility at no cost. Site specific reservations for programs and events that are not open to the public, or charge a fee, will be required to pay the resident rental rate for the reservation. Organizations will be provided meeting space on a first come first served basis, or in a space designated by the Department, at no cost. Regular rental rates will apply should the organization desire to reserve a specific space, date and time, or plan to charge a fee to attendees of the event.
15. I have paid the appropriate fee and I am responsible for the group reserving the picnic area and I have read and fully understand the Park Agreement. I understand and agree to abide by the rules of the agreement and all rules posted at the park. I further understand that failure to abide by the rules of the park could result in suspension from the park or arrest, if warranted. I agree to defend, indemnify, and hold harmless the Town of Swansboro from any claims for loss or damages, including expenses and defuse cost it incurs as a result of my use of the premises.

TOWN OF SWANSBORO PARKS RESERVATION APPLICATION

Name _____ Organization _____

Provide documentation of Non-Profit Status if applicable

Address _____ City/State _____ Zip _____

Telephone(s) _____ Email _____

Park Requested _____ Date(s) Requested _____ Time(s) _____

Purpose of Rental _____

I, _____, the authorized representative of _____ declare that the Swansboro Park identified will be used only for the above stated purpose and times and understand that the rental fees listed below shall apply where applicable. I further understand that I will be personally liable for the costs of any damages to the park or its facilities. Items left behind are not the responsibility of the Town. No equipment or furnishings shall be relocated, altered, or removed without the approval of the policy administrator. **I have received and agreed to all terms of the Parks Reservation Application.**

Signature of Applicant

Date

Resident Rate	Park Facilities Fees	Non-Resident Rate
\$10/hr.	Municipal Park Tennis Courts	\$15/hr.
\$10/hr.	Municipal Park Basketball Courts	\$15/hr.
\$15/hr.	Municipal Park Large Picnic Shelter	\$25/hr.
\$10/hr.	Municipal Park Medium Picnic Shelter	\$15/hr.
\$15/hr.	Municipal Park Concession Stand	\$25/hr.
\$20/hr.	Municipal Park Athletic Fields	\$30/hr.
\$10/hr.	Riverview Park Small Picnic Shelter	\$15/hr.
\$25/hr.	Riverview Large Covered Deck	\$40/hr.
\$50/hr.	Downtown Park Bandstand/Pavilion (2 hr. minimum required)	\$75/hr.
\$15/hr.	Pirates Den Park Large Picnic Shelter	\$25/hr.
\$15/hr.	Pineland Park Picnic Shelter	\$25/hr.
\$25	Parks Open Space/Church Street Gazebo Usage Permit	\$40
\$10	Permit with Reservation (i.e.-grills, tent, inflatables, DJ)	\$15
\$5	Ice with Reservation (available only during Recreation Center hours of operation)	\$5
	Parks/Facilities are available on a first come first serve basis to all at no charge when there are no programs, or paid rentals, during operation hours	

Refunds for event cancellation:

Cancellation at least 14 days in advance Full Refund of Fees
 Cancellation at least 48 hours in advance Refund of fees, less 2 hours use fee
 Cancellation less than 48 hours in advance No Refund of Fees

Reservations must be made at least 3 days in advance

Administrative Use Only:

Calculate Applicable Fees _____	Hourly Rate* Total Hour(s)
Comments: _____	Ice with Reservation
_____	Permit for outside items (i.e. – grills, tent, inflatables, DJ)
Received by: _____	Items: _____
Rec Desk ID: _____	_____
	TOTAL: _____ METHOD: _____

TOWN OF SWANSBORO

GENERAL POLICY NO. 3a – MEETING ROOM USE

Purpose

The purpose of this policy is to establish the criteria, terms, and conditions for the use of Town meeting rooms. This policy shall apply to the Assembly Room, the Community Room, the Recreation Center, and any other meeting spaces which may be created from time to time.

Availability

Town meeting rooms may be used by community organizations, civic organizations, governmental agencies, social groups, other citizens, and businesses. Any event held by an organization open to the public or charging a fee shall submit a special event application and provide the Town with a written release of liability and Certificate of Insurance naming the Town of Swansboro as an additional insured.

Applications and Reservations

All persons – other than Town boards, committees, or departments – who wish to use a meeting room must submit a Town-required application and any requisite fees for such use to the administrator of this policy. The official record of reservations shall be maintained by the administrator of this policy, who may also require a pre-use conference to review the terms and conditions of use.

Use Priority

Town boards, committees, and departments and Town-sponsored activities shall have priority for the use of meeting rooms. All other use shall generally be considered on a first-come, first served basis.

Fees

Use Fees. Except for Town government or Town-sponsored events and activities, fees will be charged for the use of the meeting rooms. These fees may include the following:

- 1) Minimum and hourly use fees for the use of the facility. Hourly use fees apply to both the event and on-site event preparation time.
- 2) Attendant fees for unlocking, locking, and/or monitoring facilities.

The following are eligible to book a reservation during posted operating hours at no cost: (a) for qualified not-for-profit organizations that provide local community services, programs, or events free of charge to the public, (b) for governmental agencies, and (c) for organizations conducting activities of direct financial benefit to the Town government.

Organizations will be provided meeting space on a first come first served basis, or in a space designated by the Department, at no cost. Regular rental rates will apply should the organization desire to reserve a specific space, date and time, or plan to charge a fee to attendees of the event.

Damage Deposit. A \$100 Damage Deposit is required for all rentals. Individuals or organizations wishing to make multiple reservations can request to have the damage deposit held through the last scheduled reservation. The requirement for a damage deposit is not a limitation on a user's responsibility and financial liability for actual damage costs. The damage deposit will not be waived because of non-profit or government status.

Fee Schedule. Fees and deposits shall be as set forth from time to time in the schedule of fees adopted by the Board of Commissioners. If a person desires to use a space for which a fee is

not listed, the administrator of this policy shall determine the fee by comparison with other established fees. All fees due shall be paid in advance of use.

Fee Waiver. Organizations that have contributed \$100,000 or more are eligible to reserve space at no charge for 10 years from the time of the contribution. (amended 11/22/16)

Terms and Conditions

The application and any agreements regarding meeting room use shall include appropriate provisions and conditions designed to (a) protect the Town from liability in instances of meeting room use by other persons or organizations, and (b) protect Town property from damage or unreasonable wear and tear.

Alcoholic beverages may be allowed for the use of events if the following conditions are met: (1) the event must be catered (and the alcoholic beverages served) by a caterer with a verified license from the state Alcoholic Beverage Control Commission for serving alcoholic beverages off site, or the user must possess and present an appropriate special event permit for the service of alcoholic beverages from the ABC Commission; (2) the user must furnish proof of liquor liability insurance, and the Town must be named as an additional insured on the insurance certificate; (3) the user must observe all state ABC regulations for the service of alcoholic beverages; and (4) all alcoholic beverages must be consumed inside the building, and no alcohol consumption is permitted on lawn, parking lot or adjacent street areas, or on adjoining properties. Persons considering the service of alcoholic beverages are encouraged – and may be required – to utilize a system of service that limits the number of drinks per person.

The policy administrator may include any other reasonable terms and conditions necessary to protect the interests of the Town and to protect municipal property. The Town reserves the right to cancel any meeting use reservation due to (a) the need to use the facility for an essential municipal purpose or (b) a determination that the proposed use of the facility is inappropriate, unsafe, or based on false or inaccurate application information.

Care and Maintenance

All meeting room users shall exercise care and vigilance in the use of the reserved room, shall insure that any reserved facility is left clean and orderly, shall place all refuse in trash bins located outside the building, and shall return the room and its furnishings to its pre-use condition. No equipment or furnishings shall be relocated, altered, or removed without the approval of the policy administrator. Items left behind in a meeting room are not the responsibility of the Town, will not be kept stored for recovery, and will be disposed of in the discretion of the Town.

Administration

The Town Clerk is designated as the day-to-day administrator of this policy. Interpretations and determinations under the policy, if in question, may be made by (first) the Town Manager and (second) the Board of Commissioners.

Updated August 19, 2008, March 17, 2009, June 16, 2009, May 21, 2010, February 18, 2014, November 22, 2016, July 1, 2021.

TOWN OF SWANSBORO MEETING ROOM RENTAL APPLICATION
 (RECREATION CENTER/TOWN HALL COMMUNITY ROOM/OLD TOWN HALL ASSEMBLY ROOM)

Name _____ Organization _____

****Provide documentation of Non-Profit Status if applicable****

Address _____ City/State _____ Zip _____

Telephone(s) _____ Email _____

Room Requested _____ Date(s) Requested _____ Time(s) _____

Purpose of Rental _____

I, _____, the authorized representative of _____ declare that the Swansboro room identified will be used only for the above stated purpose and times and understand that the rental fees listed below shall apply where applicable. I further understand that I will be personally liable for the costs of any damage to the room or its contents. In addition, if the room is not left in its pre-rental condition the remaining balance of the damage/cleanup fee will not be returned. (The applicant is responsible for inspecting the space prior to use and for notifying the policy administrator, prior to use, of any damage or cleanliness issues that might affect refund of deposit.) Items left behind are not the responsibility of the Town. No equipment or furnishings shall be relocated, altered, or removed without the approval of the policy administrator. **I have received and agreed to all terms of the Meeting Room Policy.**

Signature of Applicant _____

Date _____

Resident Rate	Recreation Center & Town Hall Room Rental Fees	Non-Resident Rate
\$20/hr.	Lounge/Game Room	\$40/hr.
\$20/hr.	Classroom	\$40/hr.
\$30/hr.	Multipurpose Room	\$50/hr.
\$10/hr.	Kitchen (RC)	\$20/hr.
\$5	Ice Machine (Recreation Center only)	\$5
\$100/hr.	Town Hall Community Room (601 W. Corbett Ave)	\$125/hr.
\$75/hr.	Assembly Room (Old Town Hall/ 502 Church St.)	\$100/hr.
\$25/hr.	Kitchen/Multi-Use Space (Assembly Room)	\$50/hr.
\$10	Permit for Outside Items (i.e.- grill, tent, inflatable, DJ)	\$15
\$15/hr.	Additional Staff Hours (for reservations outside of normal operating hours)	\$15/hr.
\$100	Damage/Cleanup Fee (refundable if cleanup is satisfactory)	\$100

**Rooms are available on a first come first serve basis to all at no charge when there are no programs, or paid rentals during operating hours. Instructors using space in parks are required to partner with the Parks & Recreation Dept. or reserve space. **

Refunds for event cancellation:

Cancellation at least 14 days in advance Full Refund of Fees
 Cancellation at least 48 hours in advance Refund of fees, less 2 hours use fee
 Cancellation less than 48 hours in advance No Refund of Fees

Reservations must be made at least 1 week in advance

Administrative Use Only:

Calculate Applicable Fees

Comments: _____

Received by: _____

Rec Desk ID: _____

Disbursement Voucher Processed on: _____ By _____
 Initials

 \$100

Items: _____

Damage Deposit
 Hourly Rate* Total Hour(s)
 Kitchen Use
 Additional Staff Hours
 Permit for outside items
 (i.e. – grills, tent, inflatables, DJ)

TOTAL: _____ **METHOD:** _____

TOWN OF SWANSBORO CODE ENFORCEMENT DEPARTMENT
601 W. CORBETT AVE. SWANSBORO, NC 28584
PHONE: 910-326-4428 FAX: 910-326-3101

COMMUNITY EVENT BANNER APPLICATION

DATE: _____ PERMIT#: _____

APPLICANT/ORGANIZATION NAME: _____

CONTACTPERSON: _____ PHONE: _____

MAILING ADDRESS: _____

PROPERTY LOCATION(s): _____

DIMENSIONS OF BANNER/PENNANT/FLAG(S): _____

DESCRIPTION OF MESSAGE: _____

ESTIMATED COST OF BANNER/PENNANT/FLAG(S): _____

OF DAYS DISPLAYED: _____ DATE TO BE TAKEN DOWN: _____

PER ARTICLE 16, SECTION 16-5 OF THE UNIFIED DEVELOPMENT ORDINANCE, TEMPORARY BANNER AND POST-MOUNTED SIGNS FOR TOWN-APPROVED FESTIVALS AND FOR EVENTS SPONSORED BY NON-PROFIT ORGANIZATIONS SUCH AS CIVIC GROUPS, CHURCH ORGANIZATIONS, SCHOOLS, AND GOVERNMENT AGENCIES, PROVIDED THAT THEY ARE LOCATED IN BUSINESS, OFFICE AND INSTITUTIONAL, OR GOVERNMENT ZONING DISTRICTS NC 24 OR MAJOR THOROUGHFARES AND THE FOLLOWING CONDITIONS ARE MET:

- 1) DEVICES (SIGNS AND BANNERS) ARE NOT INSTALLED MORE THAN FOURTEEN (14) DAYS PRIOR TO EVENT AND ARE REMOVED WITHIN TWO (2) DAYS OF EVENT'S END.
- 2) NO MORE THAN EIGHT (8) DEVICES ARE ALLOWED FOR THE SAME EVENT AT ONE TIME.
- 3) DEVICES ARE NOT PLACED IN RIGHTS-OF-WAYS AND ARE PLACED ONLY WITH THE PERMISSION OF THE PROPERTY OWNERS.
- 4) UNSAFE CONDITIONS ARE NOT CREATED, AND DEVICES ARE NOT PLACED IN UNSAFE LOCATIONS.
- 5) SIGNS AND BANNERS ARE NOT DISPLAYED ABOVE A HIGHWAY WITHOUT TOWN AND NCDOT APPROVAL IN WRITING.
- 6) SIGNS AND BANNERS ARE NOT PLACED WITHIN THE HISTORIC DISTRICT UNLESS ALONG HIGHWAY 24.
- 7) THE MAXIMUM SIZE FOR EACH SIGN OR BANNER IS 32 SQUARE FEET. THE MAXIMUM HEIGHT SHALL NOT EXCEED SIX FEET.
- 8) PORTABLE SIGNS, INCLUDING TRAILER OR VEHICLE-MOUNTED SIGNS, ARE PROHIBITED EXCEPT DIRECTIONAL OR PUBLIC INFORMATION SIGNS PLACED BY THE TOWN OR THE North Carolina DEPARTMENT OF TRANSPORTION.

ORGANIZATION REPRESENTATIVES MAY, AFTER APPROPRIATE TRAINING AND ORIENTATION BY THE TOWN STAFF REGARDING THE ORDINANCE REQUIREMENTS, BE LICENSED TO INSTALL THE TYPES OF TEMPORARY SIGNS AND BANNERS ALLOWED IN THIS SUBSECTION WITHOUT OBTAINING INDIVIDUAL PERMITS. SUCH LICENSES MAY BE WITHDRAWN IF SIGNS OR BANNERS ARE INSTALLED IN VIOLATION OF THE ORDINANCE REQUIREMENTS BY THE LICENSEE OR THE ORGANIZATION THAT THEY REPRESENT. LICENSEES MAY BE REQUIRED TO INCLUDE IDENTIFICATION AND CONTACT INFORMATION ON SIGNS OR BANNERS THAT THEY INSTALL.

APPROVED BY: _____ DATE: _____

IF THERE WILL BE A TENT ERECTED FOR YOUR EVENT, PLEASE COMPLETE THE FOLLOWING BUILDING PERMIT APPLICATION. *Type of Permit, circle Other and write out TENT*

RESIDENTIAL/COMMERCIAL

TOWN OF SWANSBORO

Permit # _____

601 W. CORBETT AVE.
SWANSBORO, NC 28584
(910) 326-4428 (910)326-3101 fax

BUILDING PERMIT APPLICATION

PROJECT ADDRESS (Physical Job Location): _____

Owner's Name: _____ Phone: _____

Address: _____ Mobile: _____

City/State/Zip: _____ Email: _____

CONTRACTOR INFORMATION: (If Home Owner is performing work, write "self")

NAME OF BUSINESS: _____ Phone #: _____

Address: _____ Phone #: _____

Project Contact Name: _____ Phone #: _____

TYPE OF PERMIT (Circle applicable area):

Building.....Demolition.....Moving.....Accessory Bldg.....Manufactured Home.....Modular Home.....Construction Trailer.....
Swimming Pool.....Electrical.....Mechanical.....Plumbing.....Sprinkle Bldg Sys.....Exhaust Hoods.....Other _____

Class of work(Circle one): New.....Addition.....Repair.....Renovation.....Demolition Other _____	Structure Classification (Circle one): Single Family.....Multi Family.....Industrial.....Commercial..... Other _____
--	--

Building:
Total Sq. Ft. _____, # of Stories _____, Stories Below Ground _____, Above Ground _____; Sq. Ft. per Floor _____/_____/_____;

Building Height _____, # of Bedrooms _____, Present Property Use _____, Proposed Use: _____

- All new construction requires a copy of the survey showing the following:
- a. The building location or use in respect to the adjacent right of ways.
 - b. The location shape and dimensions of all buildings (existing or proposed) on said lot.
 - c. The location and dimensions of off-street parking spaces and means of access to such spaces.

Note: Two Complete sets of building plans and plot plans with setbacks shown is required with this application. One set of plans will be returned to the applicant and one set of plans will remain in the Code Enforcement Department. No reverse image plans allowed.

An "As Built" survey is required following the foundation wall inspection. **PROCEED AT YOUR OWN RISK UNTIL SETBACK VERIFICATION IS GIVEN.**

(Please note that the zoning setbacks and property use will be reviewed to the provisions of the UDO of the Town of Swansboro. There may be private covenants governing the use of the subject property, which may be more or less restrictive than the UDO. Nothing contained in this permit may be construed so as to allow the holder hereof to build upon or otherwise use the subject property in any manner contrary to such covenants.)

DESCRIPTION OF WORK: _____

Utilities: (Circle which applies) Private Well.....Water /Sewer Connection..... Septic Tank	Health Dept Construction Authorization Permit #: (Copy of Permit required)
--	---

Power Company and Premise/Acct#: _____

NOTE: A copy of the Health Dept. Operation Permit is also required prior to Certificate of Occupancy. All building shall have approved address #'s on the buildings.

ALL CONSTRUCTION SITES SHALL DISPLAY A CONSTRUCTION PERMIT BOX WITH JOB SITE ADDRESS CLEARLY VISIBLE.
Any Federal and State Agencies permits when applicable, plans that require approval from the NC Dept. of Insurance, NC Dept. of Labor, Corp. Of Engineers, CAMA, or other agencies, must have approval prior to being submitted to the Town Of Swansboro. A copy of the approval from the specific agency must be submitted with the plans.

-Over-

<i>GENERAL Contractor:</i>		Phone #:
<i>Address:</i>		Phone #:
<i>License #:</i>	License Class: _____ Commercial ___ Limited ___ Unlimited ___ Inter ___ Owner ___	

JOB COST (contractor cost plus labor less land):

<i>ELECTRICAL Contractor:</i>		Phone #:
<i>Address:</i>		Phone #:
<i>License #:</i>	License Class: _____ Commercial ___ Limited ___ Unlimited ___ Inter ___ Owner ___	

JOB COST (contractor cost plus labor less land):

<i>MECHANICAL Contractor:</i>		Phone #:
<i>Address:</i>		Phone #:
<i>License #:</i>	License Class: _____ Commercial ___ Limited ___ Unlimited ___ Inter ___ Owner ___	

JOB COST (contractor cost plus labor less land):

<i>PLUMBING Contractor:</i>		Phone #:
<i>Address:</i>		Phone #:
<i>License #:</i>	License Class: _____ Commercial ___ Limited ___ Unlimited ___ Inter ___ Owner ___	

JOB COST (contractor cost plus labor less land):

<i>CONTRACTOR (Other)</i>		Phone #:
<i>Address:</i>		Phone #:
<i>License #:</i>	License Class: _____ Commercial ___ Limited ___ Unlimited ___ Inter ___ Owner ___	

JOB COST (contractor cost plus labor less land):

I certify that all of the above information is true and accurate to the best of my knowledge and that all work will comply with state and local codes, laws, and ordinance. The Code Enforcement Department will be notified of any changes to the approved plans prior to the change being done. Any inspections that fail or are not ready when the inspector arrives at the job site will require a reinspection fee per failed trade. The re-inspection fee of \$55/trade must be paid prior to the re-inspection being scheduled.(Effective July 1, 2008). If applicable, sidewalks or payment in lieu of, in accordance with Town Code 93.030, must be installed/paid before certificate of occupancy is issued.

Owner/Agent: _____ Date _____

****Code Enforcement Department Use Only****	
Construction Type: Type I [A] [B]; Type II [A] [B]; Type III [A] [B]; Type IV [A] [B]; Type V [A] [B]	
Use & Occupancy: A1, A2, A3, A4, A5, B, E, F1, F2, H1, H2, H3, H4, H5, I1, I2, I3, I4, M, R1, R2, R3, R4, S1, S2, U	
Zoning District _____	Zoning Use _____
Parking Requirement _____	Sidewalks _____
Historic _____	Floodway _____
Flood Zone _____	Verification Bldg Height _____
CAMA _____	Wetlands _____

Verification signature of all contractor license and privilege license _____

Plans Reviewed by: _____ Date: _____

SECONDARY/OFF DUTY AND EXTRA DUTY EMPLOYMENT

SPD POLICY

DATE OF ISSUE:

EFFECTIVE DATE:

RESCINDS: ALL PREVIOUS POLICY

1. Definitions

Secondary Employment: The provision of a service by Department employees for an employer other than the Town of Swansboro in exchange for a fee or other service.

Extra Duty Employment: Any extra duty assignment that is from a temporary employer conditioned on the actual or potential use of law enforcement authority by a sworn employee. Includes assignments such as security, traffic control, crowd control or a general police presence.

Work Day: A work day is considered the amount of on-duty and secondary/extra duty work conducted in any 24 hour period.

2. Secondary Employment

- a. Secondary employment is a privilege and not a right. While reasonable efforts will be made to accommodate such employment, the Public Safety Chief and/or Town Manager may prohibit any and all Department personnel from working in a secondary employment capacity. Secondary employment must not conflict with the employee's hours of municipal employment or with the satisfactory and impartial performance of municipal duties. Secondary employment shall not interfere, conflict with, or bring discredit to the Town of Swansboro.
- b. All Department personnel that desire to engage in secondary employment must submit a written request for each new or amended employment activity for approval through the chain of command. All written requests will expire on December 31st of the year submitted and personnel will be required to complete a new request prior to January 10th of the New Year.
- c. All approved requests will be maintained in the employee's personnel file by the Human Resources Director.
 - i. All employees must have prior approval before they begin secondary employment.
 - ii. It is the employee's responsibility to keep the Department current and updated with all relevant secondary employment information or any time an employer is added, anytime there is a change in job tasks, hours, or location. This information shall be submitted in writing to the Public Safety Chief.
 - iii. Excessive use of sick time, compensatory time, or vacation leave by an employee may result in the revocation or refusal of a request for secondary employment.
 - iv. If the secondary employment may physically or mentally exhaust the employee to the point their performance is affected, permission will be denied.

- v. If an employee's work performance is found to be below acceptable standards, the employee's approval to engage in secondary employment may be denied or revoked.
 - vi. Personnel that engage in secondary employment after being denied will be subject to disciplinary action.
 - vii. If an employee disagrees with the reason for denial to work secondary employment, the employee may discuss the matter with the Public Safety Chief. If still dissatisfied the employee may discuss the matter with Human Resource Director and or Town Manager.
- d. This policy supports Article V "Conditions of Employment; Section 3 – Outside Employment" of the Town of Swansboro Personnel Policy. Employees will adhere to the requirements of both policies.

3. Extra Duty Employment

Members of the Department while working extra-duty assignments, will conduct themselves according to established policies and procedures of the Swansboro Public Safety Department. At no time shall a member of the Department observe the policies and procedures of the temporary employer that may conflict with the policies and procedures of the Public Safety Department or the Town of Swansboro. Sworn members of the Department are accountable for their actions in the same manner they would be for their regular work assignments.

Requests for extra-duty assignments must be submitted to the Department by the temporary employer no later than seventy-two (72) hours prior to the event. The Deputy Police Chief will ensure the request for extra-duty do not conflict with this policy. It will be the responsibility of the Deputy Chief to advertise these extra-duty requests with the entire Department via e-mail, and during roll call, or division meetings. Assignments will be based upon Departmental needs and assigned in a fair and equitable manner. Conditions and responsibilities of extra-duty employment are established as follows:

- a. Members of the Department are required to wear the Police Department uniform of the day and equipment while engaging in extra-duty employment. However, at the request of the employer, the officer may work in plain clothes. This request must be approved by the Public Safety Chief or his designee. An Employee may also use their assigned police vehicle in the event they should be recalled to duty or make an arrest requiring the transport of a prisoner. On-duty officers may assist in transporting prisoners where the safety of the officer and prisoner is concerned.
- b. Each employee is responsible for completing all reports and paperwork arising as a result of action taken while employed in an extra-duty capacity. This includes but is not limited to incident reports, supplemental reports, and intradepartmental administrative reports. The overtime cost that is incurred while completing paperwork and arrests is the responsibility of the temporary employer.
- c. Employees reporting for an extra-duty assignment are responsible for contacting the Communications Center and the on-duty employees by radio advising them they are en-route to an extra-duty assignment along with the location and duration of the assignment. While on an extra-duty assignment the employee must monitor the primary radio channel in the event, they are summoned by supervisory direction to respond to a serious crime in progress.

- d. Any persons or businesses requesting extra-duty employees shall enter into a contract with the Town of Swansboro for said services and will promptly make payment for those services to the Town of Swansboro Finance Department. Employees will not accept direct compensation for services rendered from the temporary employer. Employees who have been injured in an extra-duty assignment while engaged in official law enforcement duties will be compensated under Workers Compensation.
 - e. Employees who have volunteered for an extra-duty assignment must fulfill that obligation or find a suitable replacement. Employees who fail to report for duty at an extra-duty assignment will be subject to disciplinary action.
4. Guidelines for Secondary and Extra-duty Employment

The following provisions apply to both secondary and extra-duty employment.

Employees of the Department shall not engage in:

- a. Any secondary and/or extra duty employment while on sick leave or Workers' Compensation, or in a light duty capacity.
- b. Extra-duty employment while on suspension for disciplinary reasons or on a leave of absence.
- c. Employment that requires an employee to work a total of on-duty and secondary/extra-duty work amounting to more than sixteen (16) hours during a workday or more than seventy-six (76) hours in a work week. This does not apply to an employee while on vacation.
- d. Secondary or extra-duty employment involving:
 - 1. Serving or selling alcoholic beverages for on premise consumption; unless the event is an extra-duty assignment sanctioned by the Town of Swansboro and approved by the Chief of Public Safety;
 - 2. Work as bouncers, doormen, dancers, or cashiers at nightclubs or bars;
 - 3. Work for insurance agencies, collection agencies, private investigators, attorneys, bail bond agencies, security guard services, or taxi cab companies;
 - 4. Towing services, service stations or auto body shops that contract services with the Town;
 - 5. Work or have an open association with convicted or known criminals;
 - 6. Any other employer that may have the potential to have a conflict of interest and/or reflect unfavorably on the employee or Department.
- e. Probationary employees may engage in extra-duty employment upon completion of their Field Training Program.
- f. Employees will not take leave from regularly scheduled duty hours to work extra-duty or secondary employment.
- g. The amount of compensation received from extra-duty employment will be determined by the Chief of Public Safety who will be responsible for setting the rate for services.
- h. Employees shall never conduct secondary or extra-duty employment while on duty with the Public Safety Department. Nor shall an employee receive compensation from sources other than the Town for activities conducted while on duty with the Public Safety Department.
- i. No employee, while on duty, shall solicit any person or business for the purpose of gaining extra-duty employment.

- j. Employees engaged in secondary or extra-duty employment are subject to recall in case of an emergency and will report as directed. At no time shall an employee fail to report during a legitimate recall or assignment because of secondary or extra-duty employment;
 - k. If secondary employment, including self-employment, previously approved by the Public Safety Chief, later appears to result in a conflict of interest or is infringing upon the employee's ability to perform his duties for the Town then said approval may be revoked.
5. Compliance
- Failure to comply with this policy shall result in disciplinary action as determined by the Public Safety Chief up to and including dismissal.

**MEMORANDUM OF UNDERSTANDING
FOR SPECIAL DETAIL/EXTRA-DUTY POLICE SERVICES**

THIS MEMORANDUM OF UNDERSTANDING, entered into this _____ day of _____, 20____, by the first part, _____, hereinafter referred to a Temporary Employer; and the Town of Swansboro, party of the second part, hereinafter referred to as the Town:

WITNESSETH:

That, in consideration of special detail (extra-duty) police services to be performed by sworn members of the Swansboro Police Department as facilitated by the Town as set forth below, it is hereby agreed by Temporary Employer that it will well and faithfully comply with the terms and conditions herein:

1. It is understood and agreed the Town will coordinate the availability of uniformed or plain clothes police officers seeking extra-duty employment, solely at the option of such officer, for Temporary Employer for purposes of maintaining law and order at the immediate location of the Temporary Employer.
2. It is specifically understood and agreed by the Temporary Employer, as such Temporary Employer is separate and independent from the Town, the function of such officers shall be confined to those normally performed by a police officer in the line of duty. Such officers shall be subject to all rules and regulations of the Swansboro Police Department during the temporary employment of Temporary Employer.
3. The Temporary Employer agrees to pay for the special detail services of each officer, a **minimum hourly rate of \$35.00** (minimum of three hours), and payment shall be promptly made to the Town of Swansboro Finance Department, for the benefit of said officers, upon receipt of billing from the Town. The Town shall ensure that appropriate taxes are withheld in directing payments to officers so employed.
4. It is specifically understood that this Memorandum of Understanding is subject to final approval by the Swansboro Police Chief or designee for the Police Department after consideration of the nature of the service requested and the availability of manpower required for said temporary employment. The Town will promptly notify the Temporary Employer of such decision.
5. Following acceptance, either the Temporary Employer or Town may cancel this Memorandum of Understanding upon twenty-four (24) hours' notice to the other. Further, the Town reserves the right to cancel this Memorandum of Understanding on less notice in the event of manpower deficiency due to unscheduled demands made of public safety resources. In the event the officer(s) does not appear as scheduled, it is understood that the Town assumes no liability, therefore.

The number of requested extra-duty police officers: _____ at \$ _____ per hour, for Security/Traffic Control.

Employer's premises located at: _____

On the following date: _____ and time: _____

THE TERMS OF THIS MEMORANDUM OF UNDERSTANDING shall remain in effect until the end of event date and time as scheduled above unless rescinded by either party giving notice to the other, such terms to apply to each request for special detail police services.

IN WTHNESS WHEREOF, the parties have caused this instrument to be signed by their proper officials and prepared this _____ of _____, 20____.

By: _____
Chief of Police

Temporary Employer