



Procedures to Host Special Events in Parks/Greenways/Athletic Facilities

5k Races-Festivals-Fairs-Concerts-Athletic Tournaments

1. Contact the Parks and Recreation Department to determine the availability of the location (date & time (919 435-9560).
2. If the location is available, the requesting organization/individual should contact Lieutenant Larry Danforth with the Wake Forest Police Dept. at (919 435-9618) or email ldanforth@wakeforestnc.gov to complete a Special Events Application.
3. If approved, Lieutenant Danforth will forward the Special Event Application to the Parks and Recreation Dept.
4. The organization/individual should then contact the Parks and Recreation Department to complete a rental/use agreement. The location/purpose of the event will determine if rental fees will be charged.
5. A copy of the event layout (including staging) should be included when the rental agreement is completed/returned. You should also include, water stations, restroom facilities, parking and plans for emergencies.
6. The organization/individual will be responsible for the removal of all trash and ensure that it is carried off the premises at the conclusion of the event.
7. The event should not impede the normal functions of the park/facility. The park/facility should not be altered during the course of the event.
8. The renter/host must be at least 21 years of age.
9. No group or individual may use the facility to host for-profit events. Further, no party may charge admission nor solicit funds in the use of the facility. Clothing and food donations are allowed.
10. Provide a copy of the certificate of insurance listing the Town Wake Forest, it's officers, agents and employees as Additional Insured with respect to the General Liability Insurance Policy (\$1,000,000 minimum limit); You can contact the following organizations to get a quote: www.recuserquote.com, allison@younggroup.biz, www.cossioinsurance.com. The Town of Wake Forest does not partner with or endorse any of these organizations. This is solely for informational purposes only.
11. Any organization/individual that does not follow the above procedures can be asked to vacate the premises.