



DEPARTMENT OF NATURAL AND CULTURAL RESOURCES  
NORTH CAROLINA DIVISION OF PARKS AND RECREATION  
**Special Activity Permit**

Park/Recreation Area Name: \_\_\_\_\_

Name of Group/Applicant: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Name of event/activity: \_\_\_\_\_

Location of event/activity : \_\_\_\_\_

Date of event/activity: \_\_\_\_\_ to: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Description of event and/or activities planned. Attach additional pages if necessary: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you requesting to serve alcohol at this event? ☐ Yes ☐ No

**Attachments:**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Events agenda  | <input type="checkbox"/> Performance bond   | <input type="checkbox"/> Other  |
| <input type="checkbox"/> Advertisements | <input type="checkbox"/> Required endorsements and supporting documents from other agencies | <input type="checkbox"/> Check (make checks payable to: NC Division of Parks and Recreation; return to park or recreation area) |
| <input type="checkbox"/> Price schedule |   |   |

I hereby acknowledge with my signature a full and complete understanding of the General Conditions required by the North Carolina Division of Parks and Recreation, and any and all special conditions with which this activity must comply. I agree to abide by such conditions.

Signature of responsible party/official: \_\_\_\_\_

Title of responsible party/official: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Permit number: \_\_\_\_\_ Date of issue: \_\_\_\_\_

Special provision, conditions of issuance: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<input type="checkbox"/> See attached sheet	<b>Fees:</b> Permit: \$ _____	
	Additional charges: \$ _____	_____
	Total: \$ _____	Signature of approving official

## **GENERAL CONDITIONS**

1. Permittee is permitted to exercise the privileges granted herein, subject to the supervision of the representatives of the North Carolina Division of Parks and Recreation and in accordance with all rules and regulations of the Division.
2. Permittee agrees to comply with all applicable federal, state and local laws and regulations with regard to construction, sanitation, licenses, or permits to do business, and all other matters, as they may relate to the activities permitted herein.
3. It shall be the responsibility of the permittee to maintain the buildings, grounds, equipment and facilities used in connection with this permit in a clean, sanitary and orderly condition. The right is reserved to charge a clean-up or repair fee if this is not done. Upon the expiration or termination of this permit, said premises shall be delivered up in as good repair and condition as the same are in at beginning of occupancy.
4. Permittee agrees that it shall be responsible for the proper custody and care of any property furnished it for use in connection with this permit or purchased by it for this permit and will reimburse the State for loss of damage of such property.
5. No timber, tree, or shrub shall be cut, damaged or destroyed, nor shall any other natural feature be damaged or destroyed.
6. No building, structure, artifact, or other property of the State shall be altered, nor any building or structure shall be erected or constructed, except as specified as a condition of this permit.
7. Permittee shall use said premises only for authorized recreational purposes, and shall not operate, or permit to be operated, any concession or profit making enterprise which involves the sale of goods, food, merchandise or other article, commodity, or service to the general public, unless Permittee has obtained prior written authorization from the Division.
8. Permittee shall not discriminate against any person or persons because of race, religion, color, sex, age, national origin or any other protected status, in the conduct of its operation under this permit or other authorization.
9. Permittee shall not transfer or assign this permit, nor sublet said premises or any part thereof or grant use of any part of this permit to person not subject to this permit.
10. Permittee assumes all risk associated with its use of Division property and facilities and shall and hereby does release and forever discharge the North Carolina Department of Natural and Cultural Resources, the North Carolina Division of Parks and Recreation, the State of North Carolina, and/or any of their employees, agents or assigns from any and all claims, demands, damages, actions, causes of action, rights, costs, expenses and compensation whatsoever, including attorney's fees, or suits of any kind or nature whatsoever, both known or unknown, including, but not limited to, any and all injury, damages, loss, and/or cost to person or property, arising either directly or indirectly from the use of said premises and/or from the exercise of the privileges granted by this permit.
11. Permittee shall take all necessary and proper steps to provide for the health and safety of participants on said premises, as applicable.
12. Permittee shall, prior to exercising any rights herein granted, submit a master traffic pattern for the direction and care of vehicular access and parking, if required by the Park Superintendent.
13. Permittee shall not advertise the event or activity except as specified as a condition in this permit.
14. The Park Superintendent or their designated representative shall have authority to revoke this permit and require removal of any equipment upon failure of the permittee to comply with the terms and/or conditions of this permit. In the event a permit is revoked, any previously paid fees are non-refundable.