

STATE OF NORTH CAROLINA  
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
DIVISION OF PARKS AND RECREATION  
**SPECIAL ACTIVITY PERMIT**

PARK/RECREATION AREA NAME: \_\_\_\_\_

Name of Group: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Position/Office Held: \_\_\_\_\_

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

Phone Number: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Dates of Event: \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_ Times Scheduled: Begin \_\_\_\_ End \_\_\_\_

Description of Events and Activities planned: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please attach an additional sheet if necessary.

**ATTACHMENTS:**

☐ Events Agenda

☐ Required endorsements and supporting documents from other agencies

☐ Advertisements

☐ Price Schedule

☐ Performance Bond

☐ Other

I hereby acknowledge with my signature a full and complete understanding of the general conditions with which this activity will comply and agree to abide by these conditions and any special provisions required by the North Carolina Division of Parks and Recreation.

Signature of Responsible Official: \_\_\_\_\_

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

*For office use only.*

Permit Number: \_\_\_\_\_ Date of Issue: \_\_\_\_\_

Special Provision, Conditions of Issuance: \_\_\_\_\_

\_\_\_\_\_

☐ See attached sheet

**Fees:** Permit \$ \_\_\_\_\_

Signature of Approving Official: \_\_\_\_\_

Additional Charge \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

## CONDITIONS

1. Permittee shall not discriminate against any person or persons because of race, religion, color, sex, age, or national origin, in the conduct of its operation under this permit or other authorization.
2. Permittee agrees to exercise the privileges granted in this permit, subject to the supervision of the representatives of the North Carolina Department of Environment and Natural Resources and in accordance with all rules and regulations of the Department.
3. Permittee agrees to comply with all Federal Laws and regulations and all the laws, ordinances, and regulations of the State, County, and municipality where in the said premises are located, with regard to construction, sanitation, licenses, or permits to do business, and all other matters.
4. Permittee agrees to keep the buildings and grounds clean and in a sanitary condition. It shall particularly be the responsibility of the permittee to leave the buildings, grounds, equipment and facilities in a clean and orderly condition at end of occupancy. 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, the said premises shall be delivered up in as good repair and condition as the same are in at beginning of occupancy.
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 or structure shall be altered, 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 or commodity to the general public, unless authorized by this permit.
8. 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.
9. Permittee shall and hereby does waive and release any and all claim against the North Carolina Environment and Natural Resources Department or its employees, or the State of North Carolina for any and all damages, loss, 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.
10. Permittee shall take proper steps to provide for the health and safety of participants on said premises.
11. 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 site Park Superintendent.
12. The site Park Superintendent, Division Chief of Operations, 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 the permit. In the event a permit is revoked the fee is non-refundable.
13. Permittee shall not advertise the event or activity except as specified as a condition this permit.