



Portia Mills Hines Park

10th St. and Rankin St., Wilmington, NC

Special event permits are required for any organized event at Portia Mills Hines Park. A permit is required to consider whether the activities proposed are in conformance with applicable laws and regulations and to ensure activities are not detrimental to public health, safety, or welfare.

Permit either includes usage of open green space, picnic shelter and/or basketball court. It does not include the reservation or exclusive use of playground equipment. A special event permit application must be submitted 30 days in advance. If you have additional questions, please contact;

Kayla Perkins at (910) 772-4177
Kayla.Perkins@wilmingtonnc.gov

Mary Toffolon at (910) 765-0630
Mary.Toffolon@wilmingtonnc.gov

We look forward to the opportunity to work with you to ensure the success of your event.

Park Amenities:

Conveniently located at 10th St. & Rankin St., near historic downtown Wilmington, Portia Mills Hines Park has a recently renovated playground area, shelter, picnic table, benches, basketball court and beautiful outdoor green space. **This park has a newly developed restroom facility, park lighting, sidewalks, and parking area.**

RENTAL TIMES: 9 – 1 PM; 2 – 6 PM

Rules and Regulations:

- It is the responsibility of the contract holder to remove trash and debris generated by their event. A detailed plan of how organizers intend to manage and dispose of trash and recycling materials and to ensure a clean space throughout the duration of the event with all trash recycling removed completely from the site. The city does not provide service to outside events.
- Volume level for all bands, music and performers must be kept at an acceptable level as permitted by City ordinance 6-30. Noise permits obtained through Wilmington Police Department
- No alcohol is permitted in park.
- Fastening or attaching any signage or other object to any tree, shrub, or natural amenity in park area is prohibited.
- No glass containers allowed.
- Portable restrooms must be removed from park property within one business day of event.
- Petting zoos, pony rides and amusement rides are **not** allowed.
- Contract holder is responsible for all vendors and concessions and shall comply with City ordinances and codes.
- No vehicles are to be driven or parked on walkways, basketball court or grass areas of the park; except for event set up and clean up.
- Leash and pickup after pets.
- Open fires not allowed.
- No motorbikes, go-carts, 4-wheeler or minibikes allowed on walkways or any park areas.



- Skateboard in designated area only.
- Firearms are prohibited except as permitted under N.C.G.S. 14-415.11.
- No sleeping or camping overnight.
- No lying or sleeping on park benches, tables or play areas.

For large events, the City of Wilmington Parks and Recreation Department reserves the right to request from the contract holder:

- A security plan based on the type of event, number of attendees, and other related factors, as determined by the city.
- A Certificate of Liability Insurance from an acceptable carrier. Such certificate shall provide Bodily Injury and Property Damage Liability protection at a limit of \$500,000. The Certificate shall name the City of Wilmington as an additional insured in accordance with the Hold Harmless Agreement. The City reserves the right to require higher limits if the event so warrants.
- If using inflatable play equipment, you must provide a Certificate of Liability Insurance. The City of Wilmington must be named as an additional insured on the policy. A copy of The certificate needs to be filed with the City of Wilmington Parks and Recreation Department prior to receiving event permit.
- Event must occur during normal park hours which are sunrise to sunset, unless authorized by the Community Services Director.
- It is the event organizer's responsibility to provide event infrastructure needs. The city of Wilmington does not provide bleachers, chairs, picnic tables, or port-o-lets for events.
- Any clean-up and/or repair costs incurred by the City, or if necessary, contractor's fees incurred by the City, due to the applicant's failure to clean and restore the site following event will be borne by the applicant. Additionally, applicant is responsible to clean, clear, repair or pay to repair damage to surrounding properties resulting from event attendees.
- If you need to modify an existing permit (time, date, etc.), it must be done at least five (5) business days prior to scheduled use.
- The City of Wilmington reserves the right to shut down any event, without advance notice to the event organizer, in situations threatening public health, safety and welfare. Such situations include, but are not limited to, hurricanes, tropical storms other severe weather events, unruly or violent crowds, and crowds in excess of property capacity.

Violations will result in a \$100 penalty based on chapter 7 of the Wilmington Code of Ordinances.

As an authorized representative for the above requested special event, I have read, understand, and will abide by all of the rules, conditions and requirements listed above.

Print Name: _____

Signature: _____

Date: _____



STAFF ONLY

Shelter

Greenspace

RESERVATION APPLICATION

Applications should be received at least 30 days prior to event.

<u>Shelter Reservation Rates</u>
Private/Profit (Resident): \$30
Private/Profit (Non-Resident): \$35
501C-3 (Resident): \$20
501C-3 (Non-Resident): \$25
*Non-Refundable Cleaning Fee
< 50 ppl: \$30 OR >50 ppl: \$50

<u>Greenspace Reservation Rates (Non-Shelter)</u>
Private/Profit (Resident): \$30
Private/Profit (Non-Resident): \$35
501C-3 (Resident): \$20
501C-3 (Non-Resident): \$25

Date of Application: _____

Event Contact Person: _____

Phone: _____ Cell: _____ Fax: _____

Email: _____

Sponsoring Organization: _____

Organization Address: _____

City: _____ State: _____ Zip: _____

Applicant Status:

- Wilmington Community/Residential Community
- Government Agency
- Non-profit group
- Private Citizen
- Collaborative Event (two or more organizations working together)

Indicate the collaborating agencies: _____

Type of Event:

- Community Event
- Block Party
- Sports Tournament
- Other: _____



Event Name: _____

Purpose of Event: _____

Event Date: _____

Time of event: _____ AM / PM To _____ AM / PM

Set up time: _____ AM / PM Breakdown time: _____ AM / PM

Describe event activities, entertainment & participants, including VIP's. Attach extra pages if needed.

Have you held this event in previous years? Yes No

Approximate # of participants: _____

Estimated # of spectators: _____

Approximate # of Staff: _____

Approximate # of volunteers: _____

Provide a map/site plan of the event and event emergency plan of action. Attach extra pages if needed.

Clean up/Trash Removal plan: (event organizers are responsible for cleanup of park)

Event Components (select all that apply):

- Bounce Houses (*please see inflatables policy*)
- Food Vendors
- Merchandise Vendors
- Live Music
- Floats
- Vehicle
- Cycling
- Race/Walk
- Other – Please specify: _____



Food:

- Yes, this event involves food for sale, and I will attain any required permitting as mandated by New Hanover County Health (*Grilling is not permitted*).
- No, this event does not involve food for sale.

Amplified Sound:

- Yes
Describe: _____
Start and finish times: _____
- No

Vendors:

- Yes - Provide number of and type of vendors: _____ (*10% of all gross sales are owed to the city*)
- No

Fire Department Permits (Select any of the following that may apply to your event):

- This is an outdoor street festival, fair, carnival, exhibit, or trade show
- Tents or inflatable structures over 400 square feet will be used on City property
- None of the above

Portable Restrooms (Minimum Portable Toilet Requirement is 1 for every 300 persons with 5% being ADA compliant):

- Yes
- No
Number of regular units: _____ Number of ADA complaint units: _____

Please email or mail completed applications to:

Kayla Perkins at (910) 772-4177

Kayla.Perkins@wilmingtonnc.gov

Mary Toffolon at (910) 765-0630

Mary.Toffolon@wilmingtonnc.gov

Skyline Center

929 N. Front Street. 1st floor
Wilmington, NC 28401