

Aberdeen Parks and Recreation Department



Aberdeen

OUTDOOR SPECIAL EVENT GUIDE

Outdoor Special Events are a cooperative effort involving many Town of Aberdeen Departments including: Police, Fire, Public Works, Finance, Planning, Inspections, Administration, Buildings & Grounds and Parks and Recreation. Working in conjunction with these departments and outside agencies, outdoor special events bring to Aberdeen a higher quality of life.

Dear Special Event Organizer:

Special Events are a very important part of the quality of life for our community. They bring us special vitality and excitement. They produce endless benefits in the areas of personal, economic, social and environmental awareness. Please take your time to review and to make yourself familiar with the Town of Aberdeen's Outdoor Special Event Guide. This package includes all of the information you will need to plan and coordinate your event.

If you plan to organize an outdoor special event in the Town of Aberdeen that utilizes park or town property, please read the entire guide to fully understand the rules, requirements, and responsibilities of an Event Organizer. Fill out all appropriate permit application forms and answer each question with as much detail as possible. Return all applications and related information to:

**ABERDEEN PARKS AND RECREATION DEPARTMENT
301 LAKE PARK CROSSING
Or mail to:
SPECIAL EVENTS
APRPD
PO BOX 785
ABERDEEN, NORTH CAROLINA 28315**

The Town of Aberdeen has established a festival and special events policy for major special events, co-sponsored events, and festivals. In order for these events to occur in Aberdeen parks, or utilizing Town property, they must follow the guidelines that were established with this policy. They include the following:

- Major festivals and special events, which are sponsored or co-sponsored by the Town of Aberdeen.
- All special events require receipt of an application 30 days prior to the event, 60 days if road closures are required.

The following step-by-step process has been established to help ensure uniformity and understanding:

1. Receipt of the application and related permits for the event.
2. Parks and Recreation Department forwards copies to all affected Town departments for review and comments.
3. After review, your request is either approved or rejected. Results will be directly communicated via email, phone call, or mail.
4. Payment of required fees.
5. Permit issued.
6. Event listed on Master Special Events Calendar.

Please feel free to contact the Aberdeen Parks and Recreation Department at (910) 944-7275 with any further questions. Thank you.

Sincerely,

Adam Crocker, Director
Parks and Recreation Department
Town of Aberdeen

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TOWN OF ABERDEEN OUTDOOR SPECIAL EVENT GUIDELINES

For purposes of this Policy, “Special Event” is defined as an event held for recreational, cultural, entertainment or community life purposes. Special events and community festivals can promote tourism, showcase local talent and expose artists and performers to new audiences, invigorate community spirit, and provide economic and social benefits to a community. Examples of Special Events include cultural or ethnic festivals, athletic events, and musical concerts, though other types of events may also be included. In recognition of this philosophy, the Town of Aberdeen encourages events which promote cultural activity and the economic vitality of our Town.

The Town of Aberdeen utilizes the following criteria when evaluating and scheduling festivals and special events:

- The nature of the event and how it can serve the Town of Aberdeen.
- The dates and times during which the event will occur.
- The location(s) of the festival and whether the location(s) inhibit the safe flow of vehicular and pedestrian traffic in the Town.
- Whether the activities are in compliance with other applicable laws.
- Whether the event is to benefit non-profit community service organizations.
- The general health, safety, and welfare of the participants in the event and the citizens of Aberdeen.
- The impact and /or cost of the event on Town support services.
- The frequency of the event or similar event(s).

Individuals, organizations and agencies wishing to conduct a special event in Town of Aberdeen parks are required to obtain a permit in advance. Special Event Permits must be obtained for the following events or similar activities whenever held in Town owned parks:

Festivals	Walks	Runs	Concerts
Park Events	Parades	Filming	Carnivals
Performances	Races		

Commercial events or festivals that generate profit for the private sector shall be permitted only if the applicant submits evidence to the Parks and Recreation Director, or her/his designee, that the festival constitutes a community service.

Instructions to Apply for an Outdoor Special Event

1. Read this information guide thoroughly.
2. Complete the Town of Aberdeen Application for Outdoor Special Events on pages 3 & 4.
3. On a separate piece of paper draw a site map showing tent placement, parade/run routes or other similar events or activities. Include your site map with the Special Events Permit Application.
4. If your event requires other permits as indicated by the Event Guide complete the necessary forms and include them with any applicable fees along with the Events Application form.
5. Return the application with a \$50 non-refundable processing fee to the Aberdeen Parks and Recreation Department, 301 Lake Park Crossing, PO Box 785, Aberdeen, NC 28315.
6. All applications and related forms must be returned no later than 30 days, 60 if there are road closures, prior to the event.
7. Parks and Recreation staff will distribute copies of your application to the affected Town Departments for review. After review, your application will be either approved or rejected. Results will be provided in writing. Payment of fees is required prior to issue of permit.

(Note: If this is a large scale, major event, as determined by the Parks and Recreation Department, this application package must be completed in accordance with the festival and special events policy.)

If you have any questions or need help completing the applications, contact the Aberdeen Parks and Recreation Department at (910) 944-7275.

Permit #:

Special Events Permit Application

Name of the Event _____

Event Organizer (sponsor) _____ Contact Person _____

Address _____ Email _____

Day Phone _____ Cell Phone _____

Date(s) of Event _____ Rain Date _____

Purpose of Event _____

Location of Event _____ Projected Attendance _____

Are you requesting Town of Aberdeen co-sponsorship? Yes _____ No _____ (See Page 10)

Will a Town park be utilized or accessed during this event? Yes _____ No _____

Are road closures requested? If so, please provide details on a separate page. Yes _____ No _____

Will Aberdeen Police Officers be needed? Yes _____ No _____ (See Page 8, Section 9)

Are sales/vendors being planned? Yes _____ No _____ (See Page 8, Section 8)

Are fireworks planned for the event? Yes _____ No _____

Will amplified sound be used for the event? Yes _____ No _____ (See Page 8, Section 6)

Does this event seek to include the sale, distribution, possession, or consumption of alcoholic beverages on public property? Yes _____ No _____ (See Page 8, Section 9)

Event Description:

A site map must be included with the application showing streets to be closed, tent placement, parade/run/walk routes or other similar activities.

Describe type, size and area of event (include, stages, entertainment, etc.) _____

Time event will begin: _____ Time event will end: _____

Set up will begin: _____ Clean up/Take-down will end: _____

NOTE: All events must end prior to 6:00 pm unless the Director of the Parks and Recreation Department gives permission for extended hours.

Safety and Security:

What types of arrangements have been made for medical assistance if needed? (See Page 6, Section 1): _____

Explain provisions made or needed for crowd, traffic control and/or police personnel. (See Page 6 Section 1) _____

Event Setup:

Will tents be used for the event? Yes _____ No _____ (See Page 9, Section 10)

If yes, please list number, size and type of tents: _____

Will banners or signs be used at the event? Yes _____ No _____ (See Page 9, Section 11)

Please describe any electrical needs and location of power source: _____

Will additional electrical work be required than already exists at event location? Yes _____ No _____ (See Page 8, Section 4)

If yes, please provide licensed N.C. electrical contractors name & phone: _____

Are food vendors being planned? Yes _____ No _____ (See Page 8, Sections 7 & 8)

If yes, please describe food items to be distributed or sold at event: _____

Will there be any cooking with grease? Yes _____ No _____ (See Page 7, Section 2 & Page 8, Section 7)

Will an open flame be used for cooking? Yes _____ No _____ (See Page 9 , Section 10)

Please describe sanitation provisions, restroom facilities, trash cans, event clean-up. (See Page 8 Section 5)

Who is providing for the needs set forth above? _____

Please sign/date application and indemnity form, and return to the Aberdeen Parks and Recreation Department, 301 Lake Park Crossing, PO Box 785, Aberdeen, NC 28315. Please include a \$50 non-refundable processing fee.

Town of Aberdeen
Release and Indemnity Agreement for Facility Use

WHEREAS, the undersigned has requested the use of services, equipment, facilities belonging to or under the auspices of the Town of Aberdeen, North Carolina, and do engage in activities for the exclusive benefit of the undersigned; and

It is expressly agreed and understood that this RELEASE AND INDEMNITY Agreement shall apply for the express purpose of precluding forever all claims, suits, demands, damages, and causes of action that I or my heirs, next of kin, executors, administrators, estate, agents and assigns and representatives of any nature whatsoever might otherwise assert against any of the Town of Aberdeen, its agents elected and appointed officials, employees and volunteers as a result of my use of Town of Aberdeen Property.

NOW, THEREFORE, In consideration of the mutual promises or other good and valuable consideration, the undersigned does hereby for himself, his heirs, executor, employers, successors of himself or of his employees, administrators, and personal representatives, I understand and agree to the following:

I, _____ (name of renter/event manager/company official) assume full responsibility for my death or injuries, both to my person and to my property, whether foreseeable or not, which may occur directly or indirectly or develop at anytime in the future as a result of the use of the _____ (facility).

I, _____ (name of renter/event manager/company official) assume all responsibility for each individual during the rental/event/use of the _____ (facility) on the _____ day of _____, _____.

I do hereby fully and forever release, discharge and hold harmless the Town of Aberdeen, its agents, elected and appointed officials, employees and volunteers from any and all claims, suits, demands, damages and causes of action, present or future, foreseeable or unforeseeable resulting from or arising out of the above described activity, rental or use by the renter/event manager/company official or by any third parties.

I do further agree to defend and indemnify the Town of Aberdeen for any costs, damages, losses penalties, settlement costs, charges, professional fees or other expenses or liabilities of every kind incurred as a result of any personal injury or property damage resulting from or arising out of the above described activity, rental or use, such costs to include reasonable attorneys' fees.

I, _____ (name of renter/event manager/company official) hereby declare that the terms of this Release and Indemnity Agreement have been explained to me and all of my questions have been answered (if any), fully read and understood by me, and freely and voluntarily entered into and accepted by me, and I hereby acknowledge receipt of a copy of this agreement. This agreement shall be in full force and effect any time after the execution thereof.

Responsible Party

Date

OUTDOOR SPECIAL EVENT RULES & REQUIREMENTS

1. Security and Public Safety

Security

It is the Event Organizers responsibility to provide security through the Town of Aberdeen Police Department, if it is deemed necessary by the Parks and Recreation Director and Police Chief. The appropriate number of extra-duty and /or on-duty officers will be determined by the Chief of Police or his/her designee in consultation with the Event Organizer.

The event Organizer should understand the following:

- If the Town of Aberdeen determines that security is needed for an event, that security must be coordinated through the Aberdeen Police Department. The expense of providing extra-duty officers for the event is the responsibility of the Event Organizer. The cost is \$45/hr. per officer.

Contact the Aberdeen Police Department at (910) 944-9721 for more information.

Public Safety

In compliance with the Aberdeen and North Carolina State Fire Prevention Code, the Aberdeen Fire Department may require the applicant to develop a plan for provision of safety services, both for the participants of the event and for persons directly or indirectly affected by the event. This plan must be reviewed and approved by the Aberdeen Fire Department before a permit can be issued.

If required, the Event Organizer's plan may be required to include:

- An emergency vehicle access map into and out of the event area,
- A fire protection plan if the event includes activities that may present a fire risk,
- A parking plan,
- A concession placement map,
- An EMS "first responder" and/or ambulance service coverage plan
- Crowd Control Managers are required for any event over 1,000 participants. At that point, one crowd manager is required for every 250 people.

In compliance with the North Carolina State Fire Prevention Code, the Aberdeen Fire & Rescue Department requires any event with expected attendance over 300 persons to develop an Emergency Action Plan for provision of safety services, both for the participants of the event and for persons directly or indirectly affected by the event.

An Emergency Action Plan, or EAP, defines the coordination of necessary actions by the Host Organization and the responsible municipal, county, and State officials to provide for timely notification, warning, and evacuation in the event of an emergency.

Your EAP must be tailored to site-specific conditions as required by the Aberdeen Fire and Rescue Department before a permit can be issued. The deadline for submission of an EAP is no later than 14 days in advance of the event. The EAP outline should adhere to the following standard rules of order:

1. General Summary Paragraph
2. Purpose of Emergency Action Plan
3. Assumptions of Emergency Action Plan
4. Basic Plan
 - a. Event Director Contact: Name & Number
 - b. Emergency Notification Procedure
 - c. Severe Weather

Every EAP must include reference to the "30/30 Rule for Lightning" (when length of time in seconds between a lightning flash and its subsequent thunder is 30 seconds or less, remain under cover until 30 minutes after the final clap of thunder).
 - d. Fire
 - e. Medical Emergencies
 - f. Law Enforcement
 - g. Emergency Vehicle Access
 - h. Evacuation or Egress
5. Event Emergency Contact Information (Primary, Secondary, Police, Fire & Rescue)
6. Event Area Map

Site Plan/Route Map

To ensure appropriate review of your event, a site plan should be included in your special event application. It is preferred that you submit computer assisted drawings (CAD) of your event site. If CAD plans are not possible, your site plan should be produced in a clear and legible manner. Site plans should be submitted in an 8 ½" x 11" or 8 ½" x 14" standard format. Site plans/route maps should include location of all barricades, tents, portable/prefabricated and site built structures such as stages, platforms and bleachers, vendor booths, portable restroom facilities, electrical supply points, generators and key equipment locations, emergency egress and evacuation routes which are integral to the production of the event.

Based on your event plan and components, Aberdeen Fire & Rescue Department may require an inspection of your event site before and/or during the event.

Contact the Aberdeen Fire Department at (910) 944-7888 for additional information.

2. Sanitation and Recycling

The Event Organizer is responsible for making arrangements for litter and debris cleanup of the special event site both during and after the event. The Event Organizer is responsible for all costs should the Town be required to clean up following the event. **Contact the Public Works Department at (910) 944-7012 for more information.**

The Town of Aberdeen encourages recycling at all events – trash and recycling cans are available for rent from the Aberdeen Public Works Department, (910) 944-7012. The cost is \$30/bin.

The Event Organizer should understand the following:

- The Event Organizer is responsible for arranging for the proper disposal of grease and other similar waste with a private service or agency in advance of the event.
- The Event Organizer will post an additional \$50.00 clean-up deposit to be included with the Outdoor Special Events application if grease or other similar waste will be utilized in the event.
- Improper disposal or spills may be classified as a hazardous waste and result in fines in accordance with Chapter 2703.3 of the North Carolina and Aberdeen Fire Prevention Code.

3. Insurance & Liability

Permittee shall assume all risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of the Permittee's operation. Permittee shall indemnify, defend and save the Town harmless from any penalties for violation of law, ordinance, or regulation affecting its activity and from any and all claims or suits for damages or losses (including, but not limited to, attorneys fees and other litigation expenses) for personal injury and for property damage directly or indirectly arising out of or in connection with the permitted activity or conduct of its operation or resulting from the negligence or intentional acts or omissions of Permittee or its officers, agents and employees.

The Event Organizer should understand the following:

- If required by the Town's Risk Manager, the Event Organizer must furnish a fully paid liability damage insurance policy procured from a company licensed to do business in North Carolina. This policy must protect the Town of Aberdeen, its officers, officials, employees and agents from any and all claims for damages to property and/or bodily injury which may result from or in connection with any of the operations carried on by the permittee of the Festival or Special Event. The Town of Aberdeen must also be named as an additional insured. The Town of Aberdeen must receive a copy of insurance policy included with the Event application. Insurance requirements are as follows:

A minimum of \$500,000 for personal injury per person, \$1,000,000 for personal injury for aggregate liability and \$500,000 for property damage each occurrence, or certificates of insurance acceptable to the Director of Parks and Recreation is/are required.

The Town of Aberdeen, at its discretion, may waive the insurance requirements for small events.

4. Electricity

Any and all electrical requirements beyond those that already exist at the proposed event location must be provided for by Licensed electrician contracted by the Event Organizer. Any and all additional electrical work installed at the proposed event location must be permitted, inspected and approved by the Director of Parks and Recreation, and the Building Inspector. Specific requirements for the use of electricity must be submitted and approved at the time of the application for a special event permit. Power provided by extension cords from a building shall not pass through doorways or windows but shall be supplied by an exterior outlet, which is protected by a Ground Fault Circuit Interrupter (GFCI). Extension cords shall be grounded and shall not be placed over walking surfaces.

5. Toilets

It is the responsibility of the Event Organizer to provide adequate on-site toilets to facilitate the specific needs of their event. Events with co-sponsorship agreements with Town of Aberdeen are not exempt from this requirement and are responsible for the costs incurred. The number of toilets is determined by the type and size of event in consultation with the Town of Aberdeen Parks and Recreation Department. Handicapped accessible toilets are required for all special events requiring portable toilets. All portable toilets must be maintained daily if contracted for a multiple day event.

6. Noise

Permission to include music or amplified sound, including megaphones, as part of a special event may be given, provided that compliance with the Town's noise ordinance is assured. Event Organizers should be sensitive to local businesses and residences when preparing sound equipment for special events. The Town reserves the right to limit the sound amplification equipment so that it will not unreasonably disturb non-participating persons around the event. **Complaints of loud, disturbing, or unnecessary noise can result in the immediate revocation of the permit by the Town of Aberdeen Police Department.**

7. Food Sales

If the event includes food the Event Organizer is responsible for arranging for all food permits (4) four weeks prior to the event, from the Moore County Environmental Health Department, phone (910) 947-6283.

The Event Organizer should understand the following:

- Event Organizer is responsible for following all rules and regulations regarding any food preparation and service as established by the Moore County Environmental Health Department.
- A fee may be required per booth per event.
- Inspectors have the right to close booths operating outside of health regulations.
- All permits must be clearly displayed.
- No glass bottles are allowed on Town property.
- Event Organizer is responsible for all clean-up including grease removal (See Page 7, Section 2)

8. Vending

The Event Organizer is responsible for procuring vendors for the event. Vendors approved by the Permittee for the special event shall be required to secure a Town of Aberdeen Business License for the time period of the event.

9. Alcohol

The only alcoholic beverages that may be sold, distributed, possessed or consumed on Town property are malt beverages and unfortified wine when such use is authorized in a permit for an outdoor special event. Such use may be authorized only when the Aberdeen Parks and Recreation Department determines that such use will not materially endanger the public safety and will not unreasonably disrupt surrounding property owners, when the Chief of Police or the Chief's designee has reviewed and approved the application and permit, and when the applicant establishes to the Parks and Recreation Department: (a.) that it is a not-for-profit entity; and (b.) that any license for the sale or distribution required by the Alcoholic Beverage Commission has been obtained. The permit will specify whether malt beverages or wine are permitted at an outdoor special event and, if so, what conditions are required.

10. Tents & Other Structures

1. Any tent, canopy, or membrane structure erected that measures 20' long OR wide, must be inspected. The Aberdeen Planning and Inspections Department (944-7024) will inspect tents free of charge, provided the inspection is done during normal business hours, and they are given at least 48 hours notice.

There are additional requirements for tents depending on size and use. Canopies 700 square feet or less, or when the aggregate total of multiple canopies side by side do not exceed 700 square feet without a fire break of twelve (12) feet, are exempt from being certified as flame retardant treated or requiring a building permit for setup, if all the following are met:

- No enclosing side walls are present,
- A minimum of twelve (12) feet clearance is present from other structures or tents,
- No open flame or cooking equipment is present or within ten (10) feet of the tent.

At least one UL rate 2A: 10B:C extinguisher shall be provided for all tents exceeding 500 square feet or any size tent where there is cooking. Additional extinguishers may be required after the inspection.

LP Gas use shall be restricted to cylinders no larger than 125 gallons water capacity (100 pounds of gas). Cylinders shall be adequately secured to prevent over turning. Cylinders may not be secured to items such as fire hydrants, temporary electric poles or barricades. Cylinders may be secured to the grill, a tent post, a table placed in a container with a flat-bottom such as a plastic carton, a signpost or permanent electric pole.

For more information call: The Building Inspections office at (910) 944-7024 and the Aberdeen Fire Department Fire at (910) 944-7888.

About Co-Sponsored Events

Aberdeen Parks and Recreation Department co-sponsors many outdoor Special Events and Festivals. Much time and planning in addition to financial resources, goes into these events. Through co-sponsorship, the Town may provide: staff support, logistical support, equipment usage, technical assistance and other in-kind support.

The Department is very concerned about its role with co-sponsored events. These events add to the life of the community and help to bring the community together. They foster economic growth and contribute to the overall quality of life we all enjoy in Aberdeen. Because of the demands placed on the Aberdeen Parks and Recreation Department and other Town departments during these events, it is impossible to co-sponsor every event that petitions this designation. Staff time, availability of equipment, the nature of the event, and several other factors are taken into account on deciding whether or not to co-sponsor an event. The Aberdeen Parks and Recreation Department plans for events on an annual basis. Therefore, if you desire for your event to be co-sponsored with the Aberdeen Parks and Recreation Department, **your application must be received by January 15 of the calendar year in which your event is scheduled**, (One year in advance for large scale Special Events or Festivals). These co-sponsored events are submitted for approval each year. Enclosed in this package is the Co-Sponsorship Agreement. Please be sure to read the introductory letter in the front of this outdoor event package for additional information on co-sponsorship.

Criteria for Co-Sponsorship

The following criteria are used when determining co-sponsored Events:

1. The requesting applicant must represent a non-profit organization as defined by state or federal tax law.
2. The proposed event is community focused and recreational in nature.
3. The proposed event is open to the general public.
4. The proposed event has been planned to facilitate a positive impact to the community.
5. **Eligibility for co-sponsorship status is based on successful completion and submittal of application, agreements, letters of petition and/or contracts by January 15 of the calendar year that the event is scheduled.**

The Event Organizer should understand and agree to the following if requested:

- Applicant must receive permission from the Department prior to raising funds through the event at least 45 days in advance of the event.
- Applicant shall be accountable for all income and expenditures to the Town of Aberdeen. A detailed financial statement must be provided within 30 days of the completion of the event.
- Applicant will provide to the Department a clear and detailed record of the event's needs from the Department at the time of application for co-sponsorship status.
- Applicant shall provide at no cost to the Department one booth space (or the equivalent thereof), at a mutually agreeable location at the event for the use by the Town of Aberdeen as determined by the Parks and Recreation Department.
- Group or organization must include in **all publicity, including print, video, television and radio**, that the event is co-sponsored by the Aberdeen Parks and Recreation Department.
- The Aberdeen Parks and Recreation Department will be given name, logo and banner representation in tandem with the co-sponsors name, logo and banner representation.
- Applicant will provide clear spoken recognition of the Town of Aberdeen Parks and Recreation Department and its contribution at any events or functions utilizing live entertainment or speakers.
- Applicant will provide for the Aberdeen Parks and Recreation Department, a wrap up package consisting of copies of all media coverage including, radio, print and television ads and feature stories that relate to the event.

We, _____ do hereby agree to the following conditions in order to be considered for sponsorship or co-sponsorship by the Town of Aberdeen.

1. Group or organization must be recreational in nature or principle, or provide tangible benefit to the community.
2. Group or organization must be a non-profit group as defined by N.C. State Law and be accountable for all income and expenditures to the Town of Aberdeen. Provide a detailed financial statement to the Director of the Parks and Recreation Department annually or after completion of the event. Any or all financial records are subject to audit by Town of Aberdeen at the request of the Parks and Recreation Director.
3. Group or organization must submit at least 90 days prior to the event an *outdoor event application*, which includes a written plan for the event together with a budget for the event, marketing plan for the event, logistics plan for the event and narrative description of the event. If the event is of large enough scope to warrant designation by the Department as a major special event or festival, an outdoor special event package must be completed at least one (1) year in advance, following the criteria set forth in the festivals and special events policy.
4. Group or organization's activities must be open to the general public.
5. Group or organization must include in **ALL PUBLICITY, including print, video, television and radio**, that the activity is co-sponsored by the Aberdeen Parks and Recreation Department, with the Department receiving significant name, logo and banner representation in tandem with the co-sponsors name, logo and banner representation.
6. Events held by the group to raise funds must obtain permission in writing a minimum of 90 days prior to the event. This permission will be based on the following: How the funds will be raised? Proposed use of the funds raised? Group or organization's history of rendering community benefit.
7. No activities/events may be held at a facility, which – would result in monetary gain for an individual.
8. NO ALCOHOLIC BEVERAGES will be allowed at any outdoor event.
9. Partisan political events or activities will not be permitted. If political figures are invited to participate, it must be clearly understood that it is because of the office they now hold and not because of the office for which they are seeking election or re-election.
10. The Town of Aberdeen shall appoint a representative to serve as staff/liaison to the group or organization.
11. Group or organization must provide a \$1,000,000 certificate of insurance which specifically lists the Town of Aberdeen as an additional insured.
12. Group or organization hereby assumes all risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of the Permittee's operation. Event Organizer hereby expressly agrees to indemnify, defend and save the Town harmless from any penalties for violation of law, ordinance, or regulation affecting its activity and from any and all claims or suits for damages or losses (including, but not limited to, attorney's fees and other litigation expenses) for personal injury and for property damage directly or indirectly arising out of or in connection with the permitted activity or conduct of its operation or resulting from the negligence or intentional acts or omissions of Permittee or its officers, agents and employees.
13. Group or organization must provide information and/or perform such other duties as may be required by the Aberdeen Parks and Recreation Department.
14. This co-sponsorship agreement may be reviewed annually by Town of Aberdeen representative and group/organization representative.
15. The Event Organizer will provide a booth space (or equivalent thereof), at a mutually agreeable location at the event, for the use of the Aberdeen Parks and Recreation Department free of cost.
16. Applicant will provide clear spoken recognition of the Aberdeen Parks and Recreation Department and its contribution at any events or functions utilizing live entertainment or speakers.
17. The Event Organizer will provide for the Aberdeen Parks and Recreation Department, a wrap up package of copies of all media coverage including, radio, print and television ads and feature stories that relate to the event.

Date _____
President of Group/Organization

Address _____ Phone _____

ACCEPTED: _____ Date _____
Aberdeen Parks and Recreation Director

Town of Aberdeen Contacts

Department	Contact	Phone Number
Parks and Recreation	Adam Crocker	(910) 944-7275
Public Works	Joe Wood	(910) 944-7012
Police	Brian Chavis	(910) 944-9721
Fire	Phillip Richardson	(910) 944-7888
Planning & Inspections	John Terziu	(910) 944-7024