



New Bern Parks, Recreation, & Cultural Resources  
Pre-Event or Permit Questionnaire



Thank you for choosing New Bern Parks & Recreation for your event or permit. The purpose of this form is to obtain information before the application or permit process is requested. All requests are to be returned to Parks & Recreation Administration; requests include, but not limited to parks, open spaces, ball fields, streets, festivals, parades, road races and rallies.

If requesting the use of a recreation center, complete and return to the facility of choice (contact facility at bottom of page); approval of application is at the discretion of the Center Supervisor.

**Please note: When requesting the use of City facilities for event purposes, allow for a minimum of 60 days prior to the requested event date for consideration; for permits, allow for a minimum of 30 days prior to the requested permit date for consideration. Completing a pre-event or permit questionnaire does not guarantee approval.**

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

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

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Facility Requested (check one):  Stanley White Rec. Center  West New Bern Rec. Center  
 George St. Park Spray Ground  New Bern Aquatics Center  Athletic Field  City Park  
 Other (example: Open Space/Ball Field/Street): \_\_\_\_\_

Date of Event: \_\_\_\_\_ Hours: From: \_\_\_\_\_ To: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Is this an ongoing event?  Yes  No (if yes, please explain, include dates & times:

Are you requesting closure and/or use of State-owned streets/bridges in the City limits of New Bern?  Y\*  N

\*If yes, a 90-day notice is required by DOT regulation to gain permission to use/close State roads/bridges. A Special Event Form must be completed and returned to NCDOT. If you require this form, please let our office know and we will supply one for you. Once the NCDOT Special Events Form is complete, attached the following: a map of the route; along with a certificate of insurance naming the City of New Bern and NCDOT as an additional insured.

Is event for fundraising purposes?  Yes  No (If yes, please provide non-profit or not-for-profit organization name and tax I.D.

Number) Organization Name: \_\_\_\_\_ ID #: \_\_\_\_\_

Projected Attendance: \_\_\_\_\_ Will you be charging admission?  Yes  No (If yes, state how much \$ \_\_\_\_\_)

Note: Security may be required at the organizers expense, given the attendance and projected nature of the event.

**Recreation Center:** \_\_\_\_\_ please check the area(s) you are requesting  
 Meeting Room  Kitchen  Multi-purpose Room  Game Room  Fitness Room  Gymnasium

**Park Name:** \_\_\_\_\_ Please check the area(s) you are requesting.  
 Shelter  Open Space  Stage  Gazebo  Other: \_\_\_\_\_

Electricity?  Yes  No (Check one) Water?  Yes  No (Check one)

\_\_\_\_\_  
Signature Title (if applicable) (Date)

**FOR OFFICE USE ONLY**

Favorable Review \_\_\_Y \_\_\_ N

Request denied \_\_\_Y \_\_\_N

If denied, state reason: \_\_\_\_\_

Paid Event: \_\_\_\_\_ Sponsored Event: \_\_\_\_\_ Rental fee: \_\_\_\_\_

Center Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parks & Recreation Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*Parks & Recreation Admin.: 252-639-2901(fax: 636-4138) \*\*West New Bern Rec, Ctr.: 252-639-2912 (fax: 636-0861)  
\*\* \*\*Stanley White Rec. Ctr.: 252-639-2919 (fax: 636-0676) \*\*New Bern Aquatic Ctr.: 252-639-2980\*\* \*\*George St. Spray  
Ground: 252-633-6679\*\*