



# Mecklenburg County Park and Recreation

*The Natural Place  
To Be...*

## McAlpine Creek Park Rental Policies & Procedures

Athletic Coordinator

Nick Fortier

Ph: 980-314-1591

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## EVENT REQUEST CHECKLIST

1. Review McAlpine Creek Park Rental Policies & Procedures.
2. Complete Event Request Form.
  - Request Form must be submitted no later than 90 days prior to proposed event date.
  - Request Form must include:
    - A. Detailed diagram of setup area, start and finish line. Layout can be hand drawn or computer generated.
    - B. Course map.
    - C. Detailed Run of Show/Schedule.
    - D. List of proposed vendors.
3. Submit completed Request Form and accompanying documentation to Mecklenburg County Athletic Coordinator - [Nicholas.Fortier@MeckNC.gov](mailto:Nicholas.Fortier@MeckNC.gov)
4. Mecklenburg County Park and Recreation Athletic Coordinator will review the submitted request and contact you within five (5) business days.
5. Following approval of initial request, event date will be tentatively held for 30 days, pending successful site visit and/or conference call to discuss event specifics; including:
  - Event Logistics
  - Contractual Requirements
  - Insurance Requirements
  - Traffic/Security Plan
  - Sanitation Plans
6. Athletic Coordinator will provide USER with official event contract and invoice. All required contract documentation is due no later than 60 days prior to event date.

## EVENT REQUEST FORM

Event Request Form can be found on page 12 of this policy manual, or the Mecklenburg County Park and Recreation website at the following link: [Race Application](#).

Completed Request Form must be accompanied by additional documentation outlined below. Submitted Request Forms lacking these documents will be denied.

Submission of request form DOES NOT constitute an official reservation. Reservation date is not secured until full Event Contract is complete. Contract details on following page.

- **DIAGRAM OF SETUP AREA**

Diagram can be hand-drawn or computer generated and must include all event items. Examples include tables, chairs, port-a-johns, generators, registration area, PA system, and water/snack table. Include diagram of start and finish line if additional equipment will be provided in those locations. Blank layout map of the McAlpine Creek Park race area is provided on page 13 of this policy manual.

- **COURSE MAP**

Map/layout can be hand-drawn or computer generated. All equipment and personnel located along course must also be included. Examples include signage, water table, volunteers and course monitors.

- **RUN OF SHOW**

Provide detailed schedule for all event happenings. Examples include arrival, setup time, registration, race time(s), award presentation and cleanup.

- **VENDORS**

Mecklenburg County Park & Recreation coordinates all food vendors. USER is required to contact Athletic Coordinator to request food vendor. Vendor must pay daily and/or monthly fee to sell within park.

## SITE VISIT

Pending review and approval of Request Form and accompanying documentation, event date will be tentatively held for 30 days as Mecklenburg County representatives and USER complete a site visit and/or conference call to discuss event logistics, limitations and regulations for proposed event.

## CONTRACT

All special events within Mecklenburg County require successful completion of a performance agreement contract. This contract will be created by Mecklenburg County representatives, based upon the information provided on the request form and discussed during the official site visit/conference call. Contract will outline the required duties of USER and Mecklenburg County. **All contractual documentation is due no later than 60 days prior to the event date.** Contracts will become void and rental permits cancelled if contractual requirements are not provided before deadline. The USER will be required to provide the following documentation:

### 1. Insurance

#### A. Commercial General Liability

- Insurance with a limit not less than \$1,000,000 per occurrence/aggregate including coverage for bodily injury, property damage, products and completed operations, personal/advertising injury liability and contractual liability.
- Certificate Holder must read as follows:  
Mecklenburg County  
c/o Mecklenburg County Park and Recreation  
5841 Brookshire Blvd  
Charlotte, NC 28216
- Certificate Holder must be listed as additional insured.
- Sample Certificate of Insurance – General Liability, located on page 6 of this policy manual. Requirements highlighted in red.

#### B. Automobile Liability Insurance

- USER must complete the Automobile Liability Checklist, located within the Event Contract. Answers to the checklist questions will determine the need for proof of auto liability coverage.
- If deemed necessary from the Auto Liability Checklist, USER must provide the Automobile Policy Declarations page of the USER or organization showcasing coverage. Declarations page must show the name of insured party, coverage limits and dates of coverage.

### C. Worker's Compensation

- Insurance meeting statutory requirements of the State of North Carolina and any applicable Federal laws, and Employers' Liability - \$100,000 per accident limit, \$500,000 disease per limit policy, \$100,000 disease each employee limit. If the USER does not employ more than 2 full time employees, Worker's Compensation Waiver Letter may be provided. Waiver template located on page7 of this policy manual.

### 2. Traffic/Security Plan

- A. Events exceeding 400 participants require a traffic plan, including the hiring of no less than TWO (2) Charlotte Mecklenburg Police Officers to control traffic flow at the entrance/exit of McAlpine Creek Park. CMPD may require additional officers to monitor the race area, depending on size, scope and duration of event.
- B. For questions and CMPD scheduling, please contact the Secondary Employment Office at (704) 336-3229.

### 3. Sanitation Plans

- A. USER is responsible for event clean up. This includes registration area, race course, parking lot and all other used areas. USER is required to stay on the premises until grounds have been cleaned and approved by park personnel.
- B. USER must provide a dumpster for all events exceeding 1,000 participants. Dumpster must be delivered and removed within 48 hours of event date.
- C. Temporary restrooms (port-a-johns) are required at a rate of 1 unit per 75 race participants. Restroom units must be delivered and removed within 48 hours of event date.

The following pages include samples of required documentation:

- Page 6: Sample Certificate of Insurance – General Liability Coverage
- Page 7: Workers Compensation Wavier Letter



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
DATE HERE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER INSURANCE COMPANY INFO HERE	CONTACT NAME:		FAX (A/C, No):	
	PHONE (A/C, No, Ext):		E-MAIL ADDRESS:	
				NAIC #
INSURED  YOUR INFORMATION HERE	INSURER A :			
	INSURER B :			
	INSURER C :			
	INSURER D :			
	INSURER E :			
	INSURER F :			

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		POLICY #	BEGIN DATE	END DATE	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>300,000</b> MED EXP (Any one person) \$ <b>10,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>1,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>1,000,000</b>
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)    Y/N    N/A <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**Certificate Holder is named as Additional Insured.**

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
<b>MECKC01</b>  <b>Mecklenburg County</b> <b>c/o Mecklenburg County Park and Recreation Department</b> <b>5841 Brookshire Blvd</b> <b>Charlotte, NC 28216</b>	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE

(Company Name or Letterhead w/Company Name)

(Company Address)

(Date)

From: (Print Company Owner's Full Name)  
To: Whom It May Concern  
Subject: Workers Compensation Insurance Waiver Letter

In accordance with North Carolina State Law, (Company Name) is not required to carry Workers Compensation Insurance because the company does not employ more than two (2) workers.

Sincerely,

(Company owner's signature)

(Company owner's title)

(Company owner's area code & telephone numbers)

(Company owner's email address)

## EMT/MEDICAL

EMT/Medical is required for all events. USER must provide Mecklenburg County Athletic Coordinator with the contact information of EMT that will be present throughout event.

The number of EMT/Medics required will be outlined within the Event Contract, based on the size and scope of the event.

## FEES/PAYMENT

All fees are derived from the annual Mecklenburg County Park and Recreation Fees and Charges Schedule. Copies can be obtained by visiting the following link: [2018 Fees & Charges](#) .

Invoices not paid by outlined due date will result in permit/contract cancellation.

<b>Number of Event Participants</b>	<b>McAlpine Creek Park Rental Fee</b>
1-100	\$100.00
101-250	\$200.00
251-999	\$410.00
1,000+	\$610.00

## REFUND POLICY

In the event of a cancellation, USER must provide Athletic Coordinator a written request for refund. Refunds will not be provided if cancellation occurs within 30 days of scheduled event or due to inclement weather. In the event of inclement weather, the USER may work with Athletic Coordinator to reschedule to a later date, if available. A refund less a 10% service charge may be approved for cancellations outside of 30 days prior to rental date.

## SIGNAGE

All course and event signage must be set-up the day of the event and removed within 2 hours of event completion. Signs must not be attached to trees or other Mecklenburg County owned property. Painting of any kind is strictly prohibited.

## ALCOHOL

Alcohol of any kind is prohibited within McAlpine Creek Park.

## STAFFING

Park and Recreation staff may be on site throughout the event, depending on size and scope.



## NOISE

Park and Recreation may authorize the use of sound amplification, provided that sound produced does not register more than:

- 55db(A) – As measured anywhere along the boundary of the nearest residentially occupied property.
- 75db(A) – Ten feet or more than ANY electromechanically speaker.

### Amplified Sound Permitted Hours:

Monday-Saturday	8am-8pm
Sunday	1pm-8pm

City of Charlotte no longer issues amplified sound permits for parks. All amplified sound requests are subject to Park and Recreation approval, in accordance to conditions above. An approved and signed event contract will serve as the permit.

## TENTS

Tents must be secured with sand bags or water barrels. Stakes are not allowed due to irrigation and underground utilities. Tent must be no larger than 10'x10' and consistent in appearance. Tents larger than 10'x10' must be approved by Athletic Coordinator.

Tents larger than 20'x20' (400 square feet) require preapproval and issuance of a permit from the Charlotte Fire Department, Fire Prevention Office. You must contact the Fire Prevention Bureau at 704-336-2101 to arrange a site inspection for approval, and to provide the complete permit application and appropriate fee.

Chapter 24 of the North Carolina Fire Code:

*Tents and membrane structures having an area in excess of 200 square feet and canopies in excess of 400 square feet, shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the fire code official.*

## VEHICLES

The only vehicles allowed near the race area are as follows:

- EMT/Medic
- Charlotte Mecklenburg Police Department
- Timing Company

All other vehicles must remain in designated parking area(s).

## FREQUENTLY ASKED QUESTIONS

Are dogs allowed within the park?

- Yes. All dogs outside of enclosed dog park must remain on a leash at all times.

Is smoking allowed on the premises?

- No. Mecklenburg County parks are smoke & tobacco free.

When are all contract documents due?

- Contract documents are due 60 days prior to event date. Contracts will become void and permits cancelled if all documentation is not received by deadline.

Does McAlpine Creek Park contain a certified 5k course?

- Yes. In addition to the certified 5k course, McAlpine Creek Park annually hosts 1k, 2k, 3k, 4k, 6k and 8k events. With branching trails, sectioned features (hill, pond, back loop) and multiple start/finish locations, the course can easily be customized to best cater to your event.

What type of events are held at McAlpine Creek Park?

- McAlpine is host to events of all sizes and scopes. In addition to 50-75 person 5k walks and fundraisers, McAlpine serves as host to the annual Wendy's and Foot Locker Regional Championship events (3,000 participants). Many local high schools also utilize the course for practice, sanctioned meets and conference championships.

How much parking is available at McAlpine Creek Park?

- Weather depending, there are nearly 700 available parking spaces at McAlpine Creek Park. 270 of which are located within the two concrete lots, with an additional 400 available in the nearby grass field. The grass area may only be used when authorized by Athletic Coordinator and will be unavailable during inclement weather. Traffic and parking plans must be adjusted accordingly.

When is McAlpine Creek Park available for rent?

- USER must contact Mecklenburg County Athletic Coordinator at 980-314-1591 to inquire about available dates. Monthly event calendar is available at the following link: [McAlpine Calendar](#). Event dates and times are subject to change.



# MECKLENBURG COUNTY RACE REQUEST FORM

## A. Applicant Information

Applicant Name: \_\_\_\_\_ Organization Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Email: \_\_\_\_\_

## B. Race Information

Date(s) of Race: \_\_\_\_\_ Race Name: \_\_\_\_\_

Time of Set-Up: \_\_\_\_\_ Time of Race: \_\_\_\_\_ Time of Breakdown: \_\_\_\_\_

Estimated Number of Attendees: \_\_\_\_\_ Age Group: \_\_\_\_\_ Race Length: \_\_\_\_\_

Race Location: \_\_\_\_\_

Course Map: \_\_\_\_\_

Setup Layout/Map: Provide complete diagram of setup area. Diagram can be hand-drawn or computer generated.  
(Items to include: Tents, Tables, Vendors, Fencing, DJ, Timing Equipment, etc)

## C. Reservation Specifics

Please indicate which of the following items you will be providing & detail in the additional comment box below.

- |  |   |                                      |   |
|--|---|--------------------------------------|---|
| <input type="checkbox"/> Vendors (Selling Items)     | <input type="checkbox"/> Booths/Tents       | <input type="checkbox"/> Scaffolding | <input type="checkbox"/> Timing Equipment |
| <input type="checkbox"/> Vendors (Giving Away Items) | <input type="checkbox"/> Additional Fencing | <input type="checkbox"/> PA System   | <input type="checkbox"/> Stage            |

To request Mecklenburg County to provide a food vendor at your event, please check the box:

Please specify which type of food: \_\_\_\_\_

**Comments:**

I have read and understand the Policies and Procedures governing the use of the Mecklenburg County Parks and agree on behalf of my above-listed organization to indemnify and hold the County, its agents, and employees harmless from and against any and all costs, expenses, liabilities, losses, damages, or injunctions. I understand the submission of this application is NOT a guarantee of race approval.

I understand that event permit/contract will be cancelled if all required contract documentation is not submitted at least 60 days prior to event date.

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Date: \_\_\_\_\_

Send completed Race Request Form to Athletic Coordinator – Nick Fortier:  
[Nicholas.Fortier@MeckNC.gov](mailto:Nicholas.Fortier@MeckNC.gov)