

Date Received: _____

Staff: _____

Date of Event: _____



Park Space Event Use Inquiry

Thank you for your interest in Henderson County Parks for your upcoming event. We have 3 steps in our process of permitting Park Space for Events, and we suggest you start the process not less than 10 months in advance.

Step 1: Review Henderson County Ordinances focusing on Chapter 19 Parks and Recreation Areas. <https://www.hendersoncountync.gov/attorney/ordinances>

Step 2: Please fill out this inquiry form completely and submit it to the Parks and Recreation Office located at 708 S. Grove St., Hendersonville with your **Non-Refundable** application fee of \$20.00. **We can only accept this fee as a check, money order or by credit card.** Please note that our office is open Monday through Friday 8:30am until 5:00pm.

Step 3: We will be back in touch within 2 weeks with an invitation to apply for a Permit if we are able to accommodate your Inquiry. To proceed with your Park Space Event, you will need to complete the permit application provided and return it.

Basic Event Detail

Event Title: _____

Estimated Daily Attendance: _____

New or Returning Event? Circle One

New

Returning

If Returning:

Prior Date: _____

Prior Event Location: _____

Annual/Repeating or One-Time Event? Circle One

Annual/Repeating

One-Time

Any Ticketed/Gated Components You Are Requesting? Circle One

Yes

No

Is the event open to the public? Circle One

Yes

No

Will you be bringing in Tents, Inflatables, or Requesting Temporary Structures? Circle One

Yes

No

Are you requesting access to power? Circle One

Yes

No

Are you requesting access to water? Circle One

Yes

No

*No alcohol is permitted in Henderson County Parks or Facilities

Event Date Options

To help us find the best fit, please provide three potential date options for your event. If multiple dates in a row or a series, please list the beginning date for each option.

Preferred Event Date (1st Choice): _____

Alternate Date (2nd Choice): _____

Alternate Date (3rd Choice): _____

Additional Preferred Dates, Multi-Date Events, or Dates in a series: _____

Preferred time: _____

Event Location Options

To help us find the best fit, please provide three potential locations for your event.

Preferred Event Location (1st Choice): _____

Alternate Event Location (2nd Choice): _____

Alternate Event Location (3rd Choice): _____

Additional information about Event Location: _____

Event Description

Please provide us with the details of your event (attached pages if necessary): _____

Circle ALL event attributes and features that apply:

Cultural Heritage

Diverse Audience

Concert/Performance

Fundraiser

Public Assembly/Rally

Vendors & Exhibitors

Food & Beverage

Athletics/Sports

Private Ceremony

Community Event

Ticketed Participation

Arts and/or Crafts

Promotional/Marketing

Holiday Recognition

Educational/Awareness

Public Marketplace

Race/Run/Walk/Ride

Other

How is the event unique? Does the event meet a need, demand, or interest that is not adequately met in other special events held in the community? _____

Please briefly outline the experience and qualifications of the producing individual or group as it relates to the event as described: _____

Additional Comments? _____

Contact Information

Please provide the best contact information to inquire about this event.

Primary Contact First Name: _____

Primary Contact Last Name: _____

Primary Contact Phone: _____

Primary Contact Email: _____

Organization Name (if applicable): _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Secondary Contact First Name: _____

Secondary Contact Last Name: _____

Secondary Contact Phone: _____

Secondary Contact Email: _____

Thank you,

Henderson County Parks & Recreation

828-697-4884

[Henderson County Parks & Recreation | Henderson County North Carolina \(hendersoncountync.gov\)
recreation@hendersoncountync.gov](http://hendersoncountync.gov/recreation@hendersoncountync.gov)