

PARK: Corpening Plaza, Grace Court, Merschel Plaza or Winston Square

- THE FOLLOWING FORMS may be REQUIRED--See: Service Request for detailed list.
  - Limited Access/License Agreement (forms at: [www.WePLAY.ws](http://www.WePLAY.ws) )
    - Look under “C” for Corpening “W” for Winston Square, etc.
  - Sound Permit (forms at: [www.WePLAY.ws](http://www.WePLAY.ws) )
  - Certificate of General Liability Insurance with the City listed as an “additional insured” and “certificate holder.” The address for the City to be used on the Certificate of Liability Insurance is: City of Winston-Salem, PO Box 2511, Winston-Salem, NC 27102.
  - Certificate of Liquor Liability Insurance - with City listed as an “additional insured.” (see above) (Alcohol not allowed at Grace Court or Merschel Plaza)
    - If alcohol is served MUST have security – Contact: WS Police Department:336-773-7765
  - Vendors:
    - Liquor – must complete vendor contract and comply with all ABC requirements. Liquor Liability Insurance also required.
    - Inflatables – must complete vendor contract and be state licensed. Liability Insurance Required.
  - Larger events may require a Special Events Permit (form at [www.Cityofws.org](http://www.Cityofws.org)) and police or sheriff security.
  - Parade/walks may require a Parade Permit from the Police Department...336-773-7846, or 773-7838
- Any signs/flyers used for the event are subject to the approval of the Rec/Parks Department prior to the event. All signs must be removed immediately after the event.
- FEE – Checks should be made payable to the City of Winston-Salem.
  - Include set-up time, event time, and break down time when scheduling.
  - **Corpening Plaza:** \$50 per hour
  - **Winston Square Park:** \$150 for a four hour block of time. Time reserved in four hour blocks only.
  - **Merschel Plaza:** \$25 per hour or part thereof. Maximum of 6 hours and two days. Fee nonrefundable.
  - **Grace Court:** Donation. Money is placed in a special fund and used for Grace Court only.
  - SECURITY – Winston-Salem Police 773-7765 (Police or Sheriff’s Department ONLY)
- All FORMS and FEE are DUE:
  - i. At least 60 days before the event.
  - ii. If the reservation is made less than 60 days from the event, all paperwork/fee are due within one week of the reservation being made...and at least one week prior to event.

Non-compliance: Reservation will be cancelled. [Dial 311 for help with any problems on event date.](#)

**PLEASE READ THE LIMITED ACCESS AGREEMENT FOR ADDITIONAL INFORMATION.**

## **INFLATABLES**

Attached (or available on our website) is the form an inflatable company must complete and give to you which you in turn give to us. They also have to have liability insurance and have the City listed as an "additional insured." The other requirement is that they must have passed a state inspection. If you have any question if they are certified with the state, you can check by calling the NC Dept of Labor-Inspections at 919-807-2770 or 919-807-2784.

List of vendors with inflatables we have had in the past:

A Higher Bounce

Bounce Right

Bounce Sesame

Bouncing Bonanza

Jump-A-Roo