




REQUIREMENTS FOR REQUESTING INFLATABLE BOUNCE HOUSE

1. Permitted only at the following outdoor Lee County Government Parks and Recreation park and facility sites:
Park Sites: Buchanan Park and Horton Park. For Horton Park set up requires ballfield to be rented as well.
Facility Sites: Ingram Center at Dalrymple Park and the Lett Center at Lett Family Park. For Lett Park set up requires ballfield to be rented as well.
2. In order to provide for a safe and enjoyable experience, LCG Parks and Recreation has established certain restrictions regarding apparatuses in the park system. Specifically, the following identifies both permitted and prohibited apparatuses:
 - Permitted apparatuses: Bounce houses and inflatables up to twenty (20) feet in height.
 - Prohibited apparatuses: Trampolines, reverse bungee trampolines, water apparatus (dunk tanks, slip and slides, inflatable water slides, etc.), mechanical bulls and pony rides, non-kiddie rides, super amusement rides, trackless trains and privately-owned amusement apparatus and/or amusement rides both mechanical and non-mechanical.
3. Bounce houses are limited to 20' x 20' in size, without water features and must be provided and powered by a vendor-supplied generator under 5KW. LCG Parks and Recreation does not provide generators.
 - Other vendor responsibilities: a) responsible for following manufacturers' guidelines with regard to installation and safe operation of all apparatuses, b) apparatuses must be secured to prevent lifting, rolling, etc. in case of high winds, c) apparatuses may not be secured to trees, benches, shelters or other park equipment or amenities, d) shall provide an attendant, ages eighteen (18) or older for any apparatus; shall be covered by vendors insurance and will be present at all times during the operation of the apparatus, e) generators may not be refueled on County Property and may not be plugged into park utilities, f) shall be subject to reimbursement for any repairs resulting from damages caused by apparatus to County Property or assets including, but not limited to, the installation, operation or disassembly of the same.
4. All required documents must be submitted to LCG Parks and Recreation Administrative Offices no less than fourteen (14) days prior to the shelter reservations date and/or special event. This will allow ample time for the County to process the documentation final bounce house approval.
5. The permittee must submit a Bounce House Request Letter (required) seeking permission to have a bounce house at their event. LCG Parks and Recreation can supply a form letter at the time a rental request has been approved, Application for Special Event Permit or Facility Reservations are made. The letter is not considered submitted until all required information is completed (including the vendor company chosen).
6. The permittee is responsible for ensuring their bounce house vendor submits the proper Certificate of Liability Insurance- CLI (required) to LCG Parks and Recreation Administrative Offices. An emailed copy of the CLI is acceptable and must be followed by an original through postal mail. Send email to juwilson@leecountync.gov
7. The permittee is responsible for informing their selected bounce house vendor of the following County insurance requirements: **the amount of Liability Coverage must be a minimum of \$1,000,000.00. The County of Lee must be named as Additional Insured and a Certificate Holder as follows: County of Lee, Attn: LCG Parks and Recreation, 2303 Tramway Rd., Sanford, NC. 27332. If you have any questions in regards to insurance requirements, please contact LCG Parks and Recreation at 919-775-2107.**
8. It is the responsibility of the permittee to ensure the above requirements are completed. Permittee understands that failure to do so will result in denial of the bounce house request.
9. Permittee will be notified of final bounce house approval by LCG Parks and Recreation via phone after the required documents are approved.
10. Any organization, community group or individual providing an inflatable bounce house apparatus without prior permit approval through LCG Parks and Recreation will be subject to the following: 1) immediate removal of the inflatable apparatus, 2) immediate termination of the applicable Shelter Use Permit, Special Event Permit and/or Facility Reservation, 3) immediate termination of the event and must leave the park grounds or facility premises, 4) possible banishment from all County parks and recreation facilities for a period of time up to but not limited to one (1) calendar year from the date of violation.

I have received a copy of this document and will adhere to and comply with all requirements herein:

 Signature of Permittee _____ Printed Name _____ Date _____

Copy provided to Permittee for their records:

Signature of County Staff _____ Date _____



BOUNCE HOUSE REQUEST LETTER

Lee County Government
Parks and Recreation
Attn: Administrative Staff
2303 Tramway Road.
Sanford, North Carolina 27332

Dear LCG Parks and Recreation:

I, _____, have the: (check one) Shelter Multi-Purpose Room

at: _____ (Name of Park Site or Facility).

Please allow this to serve as a written request for a bounce house at the named park site or facility on


_____ from _____ for a _____.
(Date of Event) (Begin and End Times) (Event Type)

I intend to utilize _____ as my bounce house vendor.
(Vendor – Company Name)

Attached is a copy of the vendor's Certificate of Liability Insurance which meets the insurance requirements of LCG Parks and Recreation as outlines in the "Requirements for Requesting Inflatable Bounce House Apparatus" form provided to me at the time I completed my shelter reservation and/or special event permit.

Thank you in advance for your cooperation.

Sincerely,

 _____
Signature of Permittee

Date of Letter Submission

*** LCGPR USE ONLY ***

Signature of SPRD Designee

Date Approved