

**TOWN OF WOODBURY PARKS AND RECREATION  
SPECIAL EVENT APPLICATION RECREATION FACILITIES**

Applicant/Organization: \_\_\_\_\_

Representative Responsible: \_\_\_\_\_

Representative's Address: \_\_\_\_\_

Representatives Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Set up time: \_\_\_\_\_ Departure time: \_\_\_\_\_ Date Available: Yes No

Facility Requested: \_\_\_\_\_

Are alcoholic beverages being sold or served? Yes No If Yes, Additional Insurance Required.

Number of Participants: \_\_\_\_\_ Number of participants vehicles: \_\_\_\_\_ Estimated # of spectator vehicles: \_\_\_\_\_

Is admission being charged? \_\_\_\_\_ If so, how much and for what purpose? \_\_\_\_\_

Do you require electricity? \_\_\_\_\_ Will you be bringing in any special equipment for your event?  
(i.e. propane grill, bounce house?) If so, please describe: \_\_\_\_\_

Applicants/Representatives Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*Please also sign the Hold Harmless and Indemnification Clause on the reverse of this form\*\***

The applicant/organization agrees to adhere to the provisions provided in the Woodbury Town Ordinance, Chapter 116-1 Parks and Recreation facilities, Article II, Section 7-170-186. Under Connecticut General Statute 52-572..... A parent or guardian is liable for damage caused by a minor up to the maximum of \$5,000.

REQUIRED SIGNATURES			
Required		Date	Signature/Comment
	Zoning (permit maybe required)		
	Inland/Wetlands (permit maybe required)		
	Police		
	Fire		
	Board of Selectmen		

Park and Recreation Commission Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
(When all necessary approvals have been received, the application will be approved)

***For Office Use Only:***

Deposit Fee Received: Amount: \_\_\_\_\_ Date Received: \_\_\_\_\_

Insurance Certificate Received: \_\_\_\_\_ Date Received: \_\_\_\_\_ Date Expires: \_\_\_\_\_

Approval to Refund Deposit: \_\_\_\_\_ Date Refunded: \_\_\_\_\_ Amount Refunded: \_\_\_\_\_

## **Application Procedures**

- Fill out Application
- Please have signatures from ALL departments that are checked on list above in order for event to be approved by Parks and Recreation Commission which meets on the 1<sup>st</sup> Tuesday of every month at 7:00 pm in the Rec. House.
- Applications for each calendar year will be accepted 8 months prior to the event
- Applications should be filed at least 60 days in advance, to allow time for all approvals to be received.
- A \$50 (fifty dollar) deposit check should be made out to the Town of Woodbury and will be returned after the event if the facility is left as found
- Fees – to be determined depending on size and type of event
- Insurance – please see attached notice of insurance requirement.
- Any special equipment brought in for an event must be removed at the conclusion of the event unless arrangements are made otherwise and agreed to by the Parks & Recreation Department.
- Additional Insurance required for alcoholic beverages being sold and/or served.

**Please note that if you have misrepresented the number of people attending on your application form, or any other information provided, you will forfeit your right to reserve park facilities in the future and your deposit will be withheld.**

Any questions on the above, please do not hesitate to call the Parks and Recreation department at 263-3113.

### **HOLD HARMLESS AND INDEMNIFICATION CLAUSE**

The applicant further agrees that neither the Town of Woodbury (hereinafter referred to as the "Town"), nor any agent, or employee of the Town shall be liable to applicant, his/her/or its employees, agents or licensees, and applicant shall hold the Town harmless for any injury, or damage to applicant or to any other person, or for any damage to, or loss (by theft or otherwise) of, any property applicant, and/or of any other person, irrespective of the cause of such injury, damage or loss; it being understood that no property, other than such as might normally be brought upon or kept in the demised premises as incident to the reasonable use of the demised premises for the purposes herein permitted will be brought upon, or be kept in the demised premises. The Town shall not be liable in any event for loss of, or damage to, any property entrusted to any of the Town's employees, or agents by the applicant.

The applicant shall defend, indemnify and save harmless the Town, and its agents and employees, against and from all liabilities, claims, costs, charges and expense, including reasonable attorney's fee, which may be imposed upon, or incurred by, or asserted against the Town, and/or its agents, and employees, by reason of any of the following occurring during the rental of the premises, or during any period of time prior, or subsequent to said rental that the Town may have given access to, or possession of all or any part of the demised premises:

- (a) Any work or thing done in or about the demised premises, or any part thereof, by or at the instance of the applicant, his/her/its agents, contractors, subcontractors, servants, employees, licensees or invitees;
- (b) Any negligence or otherwise wrongful act, or omission on the part of the applicant or any of his/her/its agents, contractors, subcontractors, servants, employees, licensees, or invitees;
- (c) Any accident, injury or damage to any person, or property, occurring in, on or about the demised premises, or any part thereof, or passageway, or space adjacent thereto;
- (d) Any failure on the part of the applicant to perform or comply with the rules of use attached to this rental application and made a part thereof.

It shall be the responsibility of the applicant to determine use of all of the aforesaid property in accordance with any and all pertinent laws or regulations as they pertain thereto including, in particular, the State Fire Code of the State of Connecticut and the Wetlands Regulations of the Town of Woodbury.

**Representative's Signature (18 yrs. of age or older):** \_\_\_\_\_ **Date:** \_\_\_\_\_