



TOWN OF WOODBURY PARKS AND RECREATION 2022 Facilities Rental Application

Applicant/Organization: _____

Representative Responsible: _____

Representative's Address: _____

Representatives Telephone: Home: _____ Cell: _____ Email: _____

Date of Event: _____ Set up time: _____ Departure time: _____

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: _____

Addendum for all Town of Woodbury Meeting Spaces 24 March, 2022, from the Office of the First Selectman:

- Follow the capacity of persons attending as determined by the Fire Marshall
- Replace all moved furniture to its original location in the room
- Follow all rules and regulations as promulgated and as may be amended by the Town.
- Persons on Town property must abide by standard rules of good conduct.
- The use of Town facilities for Town business purposes has precedence over all other uses.
- Proof of insurance is required for use of all town buildings.
- Failure to adhere to these guidelines will result in denial of any meeting room privileges.

****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, 182-3 Parks and Recreation - Penalties for Offenses. 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.

Application Procedures

- Submitted applications will be reviewed by all relevant departments and submitted to the Parks & Recreation Commission for final approval. The Commission which meets on the 1st Tuesday of every month at 7:00 pm in the Rec. House.
- Checks payable to “Town of Woodbury”
- Applications should be filed at least 60 days in advance, to allow time for all approvals to be received.
- A 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. See attached for deposit information.
- Fees: see schedule attached.
- Insurance: 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.

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:** _____

This fee schedule does not include insurance fees which will be assessed by the insurance carrier of your choice. Insurance will be required if your party has 31 or more attendees.

Park/Pavilion and Designated Recreation Areas (excluding fields)

Number of People	Deposit	Resident Fee	Non-Resident Fee
1-30	\$50	\$25	\$100
31-50	\$50	\$100	\$200
51-99	\$100	\$150	\$350
100-200	\$100	\$250	\$550
201 & Over	<i>At over 200 people, Special Event rates apply.</i>		

Park Field Use Fees (per field) (Non-Refundable)

Field	Local Non-Profit	Local Business	Non-Residential Organizations
Hollow Park	No Charge	\$200/3 hrs.*	\$250/3 hrs.*
Three Rivers	No Charge	\$200/3 hrs.*	\$250/3 hrs.*
North Green	No Charge	\$200/3 hrs.*	\$250/3 hrs.*
Strong Preserve	No Charge	\$200/3 hrs.*	\$250/3 hrs.*

**Field fees are based on three-hour use of the facility.
Additional hourly fee will be charged for extended use.*

Special Event Fees – Park/Pavilion and Designated Recreation Areas (Non-Refundable)

# of people	Deposit*	Local Non-Profit	Local Business	Non-Resident Non-Profit	Non-Resident Business
201 & Over	\$200	No Charge	\$500	\$850	\$1250

For Office Use Only:

Deposit Fee Received: Amount: _____ Date Received: _____

Usage Fee Received: Amount: _____ Date Received: _____

Insurance Certificate Received: _____ Date Received: _____ Date Expires: _____

Approval to Refund Deposit: _____ Date Refunded: _____ Amount Refunded: _____

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)