

## 2023 Facilities Rental Policy and Application for Woodbury Parks & Recreation Property

### **Application Process:**

- A Facilities Rental Application must be completed and submitted to the Parks and Recreation office. This application must include all dates and times. Please attach an additional page if necessary. We will not accept oral requests for rental space. All requests must be by completed application only.
- After date of application submission to the Parks & Recreation office, we will respond via email within two weeks (ten business days). USPS if no email is available to you.
- Subsequent change requests must be made in writing, preferable via email.
- For Rec House access, a temporary key code will be assigned to you, which will only be operable for the duration of your approved rental time.
- Submitted applications will be reviewed by all relevant departments and if appropriate, submitted to the Parks & Recreation Commission for final approval. The Commission which meets on the 1<sup>st</sup> 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.
- 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.

### **Note:**

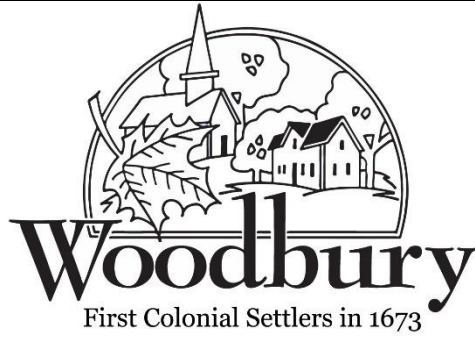
- Do not use P&R public calendar to determine availability. Not all activities are listed.
- The Rec House is available for your use ONLY during the time you have been approved for. Do not drop in, stop by, or otherwise enter the Rec House outside of regular business hours during any time you do not have an approved reservation.
- Our P&R Facilities are busy and used by many groups, so we appreciate your adherence to these guidelines.
- Use of Rec House kitchen is not permitted without prior authorization.

**Acknowledgment:** By my signature, I acknowledge receipt of and accept these guidelines as listed above.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Copy received**



## TOWN OF WOODBURY PARKS AND RECREATION 2023 Facilities Rental Application

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

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Telephone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Event Type: \_\_\_\_\_

Location of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Set-up Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Departure time: \_\_\_\_\_

Are Any Goods or Services being sold? Yes No If Yes, Additional Insurance Required.

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

Is your organization a Non-Profit? Yes No 501(C)3#: \_\_\_\_\_

Total Number of Participants: \_\_\_\_\_ Highest at one time: \_\_\_\_\_

Total of participants/spectator vehicles: \_\_\_\_\_ Highest at one time: \_\_\_\_\_

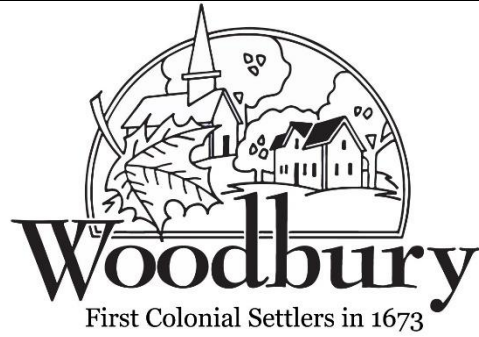
Is admission being charged? \_\_\_\_ If so, how much and for what purpose? \_\_\_\_\_

Do you require electricity? \_\_\_\_ Will you be bringing in any special equipment for your event? \_\_\_\_

If so, please describe: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*Please also sign the Hold Harmless and Indemnification Clause and also the Addendum from the Office of First Selectman on the following pages\*\***



**Town of Woodbury**  
**Office of the First Selectman**  
281 Main Street South  
Woodbury, Connecticut 06798

**ADDENDUM FACILITIES USE FORMS  
FOR ALL TOWN OF WOODBURY MEETING SPACES**

Addendum for the use of all Town meeting locations

- Follow the capacity of persons attending the meeting 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 the denial of any meeting room privileges.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Issued and approved: March 24, 2022

## **Hold Harmless and Indemnification Clause**

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.

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:

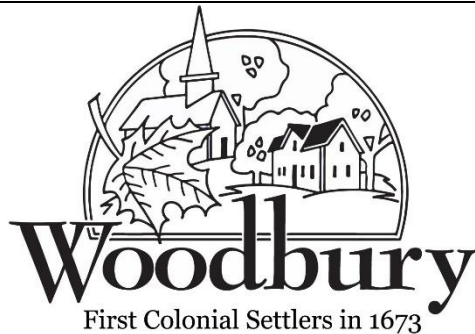
- (a) Any work or thing done in or about the demised premises, or any part thereof, by or at the instance of the applicant, his/her/its agents, contractors, subcontractors, servants, employees, licensees or invitees;
- (b) Any negligence or otherwise wrongful act, or omission on the part of the applicant 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 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.

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**Applicant's Signature (18 yrs. of age or older)**

**Date**



**Town of Woodbury**  
**Office of the First Selectman**  
281 Main Street South  
Woodbury, Connecticut 06798

## **INSURANCE REQUIREMENTS FOR PROPERTY RENTALS**

### **FOR BUSINESSES, CHURCH GROUPS, SOCIAL CLUBS, CIVIC ORGANIZATIONS:**

Commercial General Liability (1988 ISO Occurrence Form or equivalent)  
Limits: \$1,000,000 - Each Occurrence for Bodily Injury & Property Damage  
\$1,000,000 - General Liability Aggregate Limit

**OR**

Special Event Liability policy  
Limits: \$1,000,000 - Each Occurrence for Bodily Injury & Property Damage  
\$1,000,000 – General Liability Aggregate Limit

### **FOR INDIVIDUALS FOR PARTIES, GATHERINGS:**

Special Event Liability policy  
Limits: \$1,000,000 - Each Occurrence for Bodily Injury & Property Damage  
\$1,000,000 - General Liability Aggregate Limit

### **IF SERVING/PROVIDING ALCOHOL:**

If liquor will be sold on premises, Renter must, in addition to CGL or Special Event Liability policy requirements listed above, also have Liquor Liability coverage in minimum amount of 1 million dollars.

**Additional Requirement is a Liquor Liability must be listed on the policy.**

**Town of Woodbury** must be listed as additional insured. Coverage is to be primary and non-contributory. Endorsement form must be attached to certificate of insurance. Sample language in an insurance policy indicating this endorsement may read: *'The Town of Woodbury is hereby named as an additional insured with respect to [activity being performed]. We will investigate, defend and indemnify the insured against all claims that arise and are alleged to arise from [activity being performed].'*

**Please contact your insurance agent to request a Certificate of Insurance (COI.) If you do not have a General Liability policy, please ask your agent to obtain a Special Event Liability policy.**

Insurance carriers providing the required insurance coverage must have an A.M. Best's financial rating of "A-VII" or better.

**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.**

**Rental Fees**

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 Fee (per field) (Non-refundable)**

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

*Field fees are based on three-hour use of 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	\$1,250

**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: \_\_\_\_\_

	<b>Required Approvals:</b>		
Required:		Date:	Signature/Comment:
	Zoning (permit may be required)		
	Inland/Wetlands (permit may be required)		
	Police		
	Fire		
	Board of Selectman		

Park and Recreation Commission Approval: \_\_\_\_\_ Date: \_\_\_\_\_