

2026 Facilities Rental Policy and Application for Woodbury Parks & Recreation Property

Application Process:

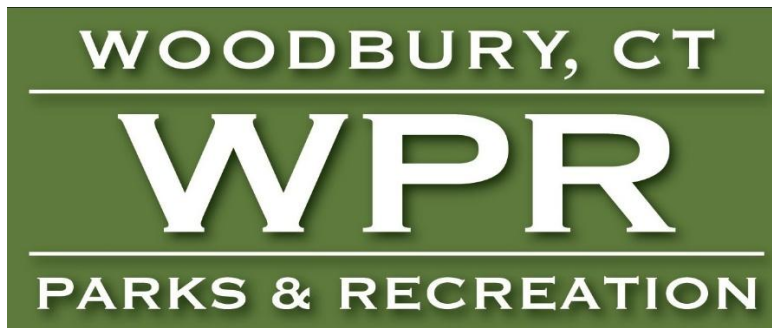
- **Use this application for Hollow Park Pavilion or the Parks and Recreation Rec House.**
- A Facilities Rental Application must be completed and submitted to the Parks and Recreation office. This application must include all dates and times. Please attach an additional page if necessary. We will not 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 1st Tuesday of every month at 7:00 pm in the Rec. House.
- Applications should be filed at least 60 days in advance, to allow time for all approvals to be received.
- Checks payable to "Town of Woodbury".
- A separate 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.
- Mailing Address: 281 Main Street South, Woodbury, CT 06798
- 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.
- The Rec House is available for your use ONLY during the time you have been approved for.
- Use of Rec House kitchen is not permitted.

Acknowledgment:

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

Applicant's Signature

Date



TOWN OF WOODBURY PARKS AND RECREATION 2026 Facilities Rental Application

This application is for: Rec House _____ Hollow Park Pavilion _____

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: _____

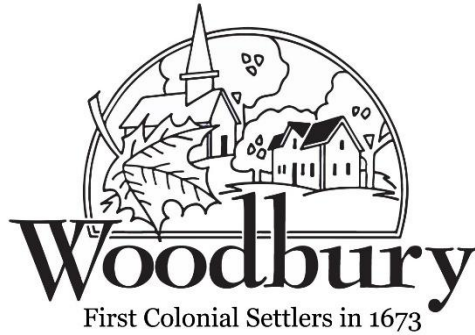
Is admission being charged? ____ If so, how much and for what purpose? _____

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**



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.

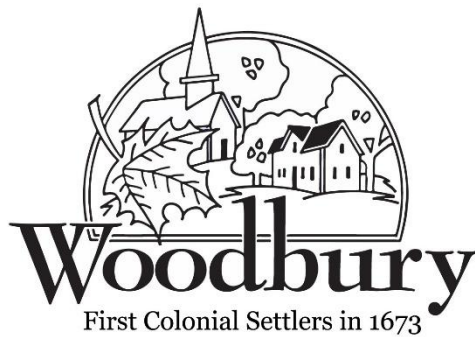
The applicant shall defend, indemnify and save harmless the Town, and its agents and employees, against and from all liabilities, claims, costs, charges and expense, including reasonable attorney's fee, which may be imposed upon, or incurred by, or asserted against the Town, and/or its agents, and employees, 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.

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. Usage fee is waived for nonprofit organizations hosting events with fewer than 201 people; however, a refundable deposit check is still required.

Rental Fees

Number of People	Deposit	Resident Fee	Non-Resident Fee
1-30	\$50	\$75	\$150
31-50	\$50	\$125	\$250
51-99	\$100	\$200	\$400
100-200	\$100	\$350	\$700
201 & over	At over 200 people, Special Event rates and application apply.		

Special Event Fees apply if you are inviting the public or hosting an event with over 200 attendees.

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

# of people	Deposit	Local Non-Profit	Local Business	Non-Resident Non-Profit	Non-Resident Business
201 & over	\$300	\$300	\$500	\$600	\$1,000

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 Approvals:		
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: _____