City of Waterbury
Department of Public Works
Bureau of Recreation
Short Form Park Usage Facility and Equipment Application

A. Application:

Group/Organization: __________________________ Facility Requested: __________________

Date(s) Requested: __________________________ Time(s) Requested: __________________

Type of Event: __________________________ Attendance: __________________

Equipment Needed:
Portable Stage w/sound system: Yes ___ or No ___ Portable Sound System: Yes ___ or No ___

Additional needs or special requirements: ____________________________________________

Requested By:

Name: __________________________ Address: __________________________ City: __________
State: __________ Zip: __________ Telephone: Home: ( )___-______ Cell: ( )___-______

Alcoholic beverages are not allowed on park properties or in recreation facilities.

B. Please Answer the Following:

1. Will your planned event include any of the activities which would require a Special Event Permit? Yes ___ or No ___

2. Will your planned event have any alcoholic beverage use or consumption? Yes ___ or No ___

3. Will your planned event require any street closures? Yes ___ or No ___

4. Will your planned event organizer request a waiver of Insurance? Yes ___ or No ___

5. Will your planned event food preparation involve more than charcoal grills? Yes ___ or No ___

6. Will your planned event exceed ___ people in attendance? Yes ___ or No ___

Note: If you have answered "yes" to any of the above questions, then you will be required to complete and submit a Long Form Application for Use of Parks.

C. Acknowledgements:

1. The City of Waterbury Parks Division can cancel your event at any time if you fail or refuse to comply with all Park Use Rules and Regulations (copy provided to Applicant), or for safety reasons alone.

2. Your planned event is NOT a City of Waterbury sponsored, organized, or operated activity, and you are fully responsible for the lawful, safe, and orderly operation of your event, or activity. These are your responsibilities.

3. The Applicant/Signer/Responsible Party, is a duly authorized representative of the Group/Organization sponsoring this event, and will be present for the entire event at the Park location.

4. The Applicant/Sponsoring Organization shall indemnify and hold harmless the City of Waterbury, and all of its boards, commissions, Departments, and employers, from any and all claims for personal injury, property damage, costs, or expenses, arising from, caused by, or in any way connected to you or your participant’s use, presence, acts, commissions, or omissions, within or upon the City of Waterbury Park, Facility, Equipment, or Location where your event takes place.
5. All Park Usage Events shall be subject to monitoring and enforcement of all Park Rules and Regulations by the Waterbury Police Department. Strict compliance shall be enforced.

D. Facility Rental Fees:

$70.00 for the first hour (consists of set up and closing).
$40.00 for every additional hour after.
Additional cost may be assigned for the use of kitchen and/or equipment.

E. Signature of Applicant:

The following is the responsible Applicant’s/Organization’s signature and agreement, by its duly authorized representative, to the foregoing Application in its entirety.

By: ____________________________________________________________
    Legal Name of Applicant, Organization, Group

______________________________________________________________
    Signature (Duly Authorized)                                      Print Name

Its: ____________________________________________________________
    Position/Title/Representative

Date of Signature: ________________________________

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(Office use only)
1. Insurance:   Yes _____ No _____                    Amount of coverage: ________________
2. Police Protection: Yes _____ No _____                Police Permit:   Yes _____ No _____
3. Other Permits (specify):______________________________

Comments: ________________________________________________

Approved By: ______________________________________________

Signature: ___________________________ Date: _________________

Total Cost: _______________ Invoice #__________ Receipt #__________

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Revised: March 2014