



# Park Rental Application

Group or Entity Requesting Reservation: \_\_\_\_\_

All applicants must be a New Milford resident or tax payer and must provide proof of such upon submission of application, such as a valid driver's license or bill with your address on it.

Description of Event: \_\_\_\_\_

Person Responsible: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Email: \_\_\_\_\_

\*Please attach a separate *detailed* schedule if requesting multiple locations, days and/or times.

\*Park Requested (amenities requests on pg 2) \_\_\_\_\_

\*Start Date Requested: \_\_\_\_\_ End Date Requested: \_\_\_\_\_

\*Day(s) of the week (circle all that apply): Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Rain Date Requested: \_\_\_\_\_ (there is an additional filing fee per rain date requested)

\*Requested Time of Use: (include set up and clean up) START: \_\_\_\_\_ AM / PM END: \_\_\_\_\_ AM / PM

Number of Attendees (Ages 3+): \_\_\_\_\_ (guest list may be required)

Will there be an admission charge? (circle) No Yes. The amount charged will be \$ \_\_\_\_\_

Do you have any special requests for your event, such as a vendor, live music, etc.? (circle) No Yes

If yes, what is your request? \_\_\_\_\_

Will there be alcohol at your event? (circle) No Yes

If yes, approval to have alcohol is required and is only permitted at the Town Green, Carlson's Grove and Clatter Valley. There will be a separate form for you to complete which will be given to you after your application is submitted.

All fees are non-refundable unless otherwise noted. Fees are subject to change prior to submission.

Filing Fee \$20 (individuals): \_\_\_\_\_ Rain Date Filing Fee \$20 (individuals): \_\_\_\_\_

Filing Fee \$60 (groups/org): \_\_\_\_\_ Rain Date Filing Fee \$60 (groups/org): \_\_\_\_\_

Lynn Deming Rental Fee \$150: \_\_\_\_\_ L.D. Multi Use Fee \$75 (groups only): \_\_\_\_\_

**Make checks payable to: The Town of New Milford**

## Requested Park and Amenities (Check All That Apply)

- Addis Park
- Andrew Gaylord Barnes Park
- Canterbury Pond (Conn's Pond)
- Carlson's Grove
  - Main Field
  - Pavilion Area
  - Picnic Grove
  - Lights/Electricity \$15/hour
  - Keys (\$50 Refundable Deposit)
  - Alcohol (permit required)
- Chappuis Park
- Clatter Valley
  - Pavilion & Main Field
  - Lower Field
  - Pond Area
  - Charcoal Grill at pavilion \$20
  - Lights/Electricity \$15/hour
  - Keys (\$50 Refundable Deposit)
  - Alcohol (permit required)
- Emanuel Williamson Park
- Helen Marx Park
- Hulton Meadow
- Lynn Deming Pavilion
  - Weekends and holidays 4 PM – 8 PM
  - Weekdays 1 PM – 8 PM
  - 50 person limit
    - Rental Fee \$150
    - Charcoal Grill at pavilion \$20
- Northville Soccer Fields
- Pettibone Fields
  - Field A (closest to playground)
  - Field C (closest to Kimberly Clark)
- Pickett District Ball Fields
  - Field 1 (closest to playground)
  - Field 2
  - Field 3
  - Field 4 (closest to Kimberly Clark)
- Sarah Noble Field
- Sega Meadows
- Town Green
  - North
  - Middle
  - South (closest to Band Stand)
  - Band Stand
  - Lights/Electricity \$15/hour/area
  - Keys (\$50 Refundable Deposit)
  - Alcohol (permit required)
- Young's Field
  - Field D
  - E Field (closest to road)
  - Open Field
  - Pavilion
  - Lights/Electricity \$15/hour/area
  - Keys (\$50 Refundable Deposit)

Add a picnic kit to your facility rental!

Kit includes: Balls, Plastic Bats, and Frisbees

Picnic Kit \$10 + \$10 refundable deposit = \$20

**The Following May Be Required for Your Event (at your expense)**

Parks & Recreation Commission Approval (Meets the 3rd Monday of the month)

- Additional Portable Restroom Rental
- Security Bond, Key/Lock deposit
- New Milford Police Officer (1+)
- Marking Town Green Irrigation System Fee (\$50 per section)
- Tent Installation Bond (\$500 bond per section)
- Trash Receptacles or Dumpster (Lynn Deming - please use dumpster)

Security bonds will be kept if all requirements are not met 96 hours prior to the start of your event.

- Failure to; comply with approval requirements, clean up after your event or remove trash
- Parking, driving or installing items on the Town Green or in undesignated areas of any park is prohibited at all times.
- If Parks and Recreation personnel are called into work, you will be charged at the appropriate rate of pay, including time and one-half and double time.
- Swimming is not allowed in any park unless a Parks & Recreation Department Lifeguard is on duty.

**Hold Harmless and Indemnification Agreement**

In consideration of my being permitted to use premises owned by the Town of New Milford and controlled by the New Milford Parks and Recreation Department, I/we represent and agree to the following terms and conditions:

- 1) I/we agree to and by these presents do, for myself/ourselves, my/our heirs, successors, assigns and executors or administrators hold the Town of New Milford, all town agencies and departments including, without limitation, all town agents, servants, employees, contractors and volunteers, free, harmless and indemnified from all claims, lawsuits, actions, demands for damages, known or unknown that I/we have or may have or which may hereinafter accrue for bodily injury and/or property damage to me/us as a result of my/our use of Town premises resulting in any type of injury or damage.
- 2) I/we hold the Town of New Milford, all town agencies and departments including, without limitation, all town agents, servants, employees, contractors and volunteers, free, harmless and indemnified from any and all claims of any firm or person for property damage or personal injury resulting from or in connection with their presence at my/our function or because such claimant is on or about Town premises including, without limitation any claims or liability arising out of the service or use of alcoholic beverages.
- 3) I/we agree for myself/ourselves, my/our heirs, successors, assigns and executors or administrators to compensate, indemnify and pay the Town of New Milford for any defense costs it incurs, as they are incurred, associated with any claim asserted by myself/ourselves or any other person, firm, corporation or other entity arising out of my/our function or as a result of such claimant’s presence on Town premises attending or serving my/our function.

I hereby agree to all of the above and certify that the use for which this park is requested does not violate the rules set forth by the Parks and Recreation Commission and is correct to the best of my knowledge.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Print name here: \_\_\_\_\_

Print name here: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Cell: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_