

**\*\*\*FOR PARK & REC USE ONLY!!!\*\*\***

**DATE RECEIVED:** \_\_\_\_\_ **Proof of Residency:** \_\_\_\_\_ **Ins. Exp.:** \_\_\_\_\_  
**P&R Comm. Approval Required:** \_\_\_\_\_ **Approved:** \_\_\_\_\_ **Denied:** \_\_\_\_\_

*\*Non-refundable Fees (Rain or Shine)*

**\*Filing Fee \$20.00 (individuals):** \_\_\_\_\_ **\*Rain Date Filing Fee \$20.00 (individuals):** \_\_\_\_\_  
**\*Filing Fee \$50.00 (groups/orgs):** \_\_\_\_\_ **\*Rain Date Filing Fee \$50.00 (groups/org):** \_\_\_\_\_  
**\*Lynn Deming Rental Fee \$125.00:** \_\_\_\_\_ **\*L.D. Multi Use Fee \$75.00 (groups only):** \_\_\_\_\_

THE UNDERSIGNED NEW MILFORD RESIDENT OR TAX PAYER REQUESTS APPROVAL OF APPLICATION TO USE THE FACILITY CHECKED BELOW, AND SUBMITS THE FOLLOWING INFORMATION

**FACILITY REQUESTED** – Separate applications & filing fees are required per event, season or year –

Check all that apply.

**Lynn Deming - 50 person limit**  
 Weekdays 1pm - 8pm, Weekends/Holidays 4pm - 8 pm  
 (\*\$125 rental fee – non-refundable) \_\_\_\_\_

**Town Green:** (Tent stakes not allowed without written permission)  
 South \_\_\_\_\_ Band Stand \_\_\_\_\_  
 Middle \_\_\_\_\_  
 North \_\_\_\_\_

**Carlson’s Grove**  
 (Tent stakes not allowed without written permission)  
 Main Field \_\_\_\_\_  
 Picnic/Pav. Area \_\_\_\_\_

**Young’s Field**  
 Pavilion \_\_\_\_\_  
 D Field \_\_\_\_\_  
 E Field \_\_\_\_\_ (near road)  
 Open Field \_\_\_\_\_

**Clatter Valley**  
 Pavilion & Main Field \_\_\_\_\_  
 Lower Field \_\_\_\_\_  
 Pond Area \_\_\_\_\_

**Emanuel Williamson Park** \_\_\_\_\_

**Addis Park** \_\_\_\_\_

**Helen Marx Park** \_\_\_\_\_

**Sarah Noble Field** \_\_\_\_\_

**Canterbury Pond** \_\_\_\_\_

**Pickett District Ball Fields**

Field 1 \_\_\_\_\_ (nearest)  
 Field 2 \_\_\_\_\_  
 Field 3 \_\_\_\_\_  
 Field 4 \_\_\_\_\_ (farthest)

**Andrew Gaylord Barnes Park** \_\_\_\_\_

**Sega Meadows** \_\_\_\_\_

**Northville Soccer Fields** \_\_\_\_\_

**Chappuis Park** \_\_\_\_\_

**Pettibone Fields**

Field A \_\_\_\_\_ (nearest) Field C \_\_\_\_\_ (farthest)

**Hulton Meadow** \_\_\_\_\_

**\*\*REQUIRED INFORMATION!!** – Please Print Clearly (\*\*Proof of New Milford residency or tax payer status required).

**\*\*NAME (applicant):** \_\_\_\_\_ **\*\*PHONE** \_\_\_\_\_

**\*\*ADDRESS:** \_\_\_\_\_ **\*\*EMAIL** \_\_\_\_\_

**\*\*PURPOSE OF FACILITY RENTAL - LIST SPECIFIC PURPOSE:**

Requested approval of the following vendors for event: \_\_\_\_\_

**\*\* Please attach a schedule when applying for varying locations, dates & times \*\***

**\*\*START DATE(s):** \_\_\_\_\_ **\*\*TIME:** \_\_\_\_\_ **\*\*TO:** \_\_\_\_\_  
 Day(s) of the week (Circle all that apply): Mon. / Tue. / Wed. / Thu. / Fri. / Sat. / Sun.

**\*\*END DATE (If different):** \_\_\_\_\_ **\*\*TIME:** \_\_\_\_\_ **\*\*TO:** \_\_\_\_\_

Rain Date Requested (Additional filing fee required.): \_\_\_\_\_

\*\* PLEASE NOTE - IF PARKS AND RECREATION PERSONNEL ARE CALLED INTO WORK, YOU WILL BE CHARGED AT THE APPROPRIATE RATE OF PAY (INCLUDING TIME & ONE-HALF AND DOUBLE TIME). \*\*

Please check the services requested for your event:

ADMISSION OF \$ \_\_\_\_\_ Circle one: **will /will not be** charged.

ALCOHOL (approval required) Circle one: **will /will not be** served. (Town Green, Carlson's Grove & Clatter Valley Only)

**\*Non-refundable Fees**

Lights/Electricity (\*\$15.00 per hour, per area) \_\_\_\_\_ Lynn Deming (\*\$125 rental fee) \_\_\_\_\_

Keys (\$50.00 Deposit) \_\_\_\_\_ Picnic Tables \_\_\_\_\_

Charcoal Grill (\*\$20.00 Charge) \_\_\_\_\_ Picnic Kit \_\_\_\_\_  
(Lynn Deming & Clatter Valley Only) (\*\$10.00 charge [plus \$10 deposit] = \$20.)

Charcoal Grill (Free) \_\_\_\_\_ Alcohol Permit (P&R Commission approval required) \_\_\_\_\_  
(Town Green, Carlson's Grove & Clatter Valley Only)

**PERSON IN CHARGE OF & RESPONSIBLE FOR THE EVENT (\*person signing below):**

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ PH: \_\_\_\_\_ EMAIL \_\_\_\_\_

IF APPLICANT IS A CORPORATION, ASSOCIATION OR PARK AND RECREATION DEPARTMENT SPONSORED GROUP - SUBMIT THE FOLLOWING INFORMATION FOR THE OFFICERS OF SUCH CORPORATION OR ASSOCIATION.

<u>NAME &amp; TITLE</u>	<u>ADDRESS</u>	<u>PHONE NUMBER</u>	<u>EMAIL</u>

I HEREBY CERTIFY THAT THE USE FOR WHICH THIS FACILITY IS REQUESTED DOES NOT VIOLATE THE RULES SET FORTH BY THE PARKS AND RECREATION COMMISSION.

REMARKS/SPECIAL REQUESTS: \_\_\_\_\_

DATE OF APPL. \_\_\_\_\_ NUMBER OF PARTICIPANTS: \_\_\_\_\_ [Lynn Deming 50 person limit]

**\*\*\*\*\* SIGN BELOW !!!!!!!!!!!!! \*\*\*\*\***

X \_\_\_\_\_ Print: \_\_\_\_\_  
\*SIGNATURE – APPLICANT or OFFICER NAME (applicant) & TITLE (if officer)

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

- Parks & Recreation Commission Approval (Meets the 3<sup>rd</sup> Mon. of the month.)
- Additional Porto-let(s) Rental
- Security Bond, Key/Lock deposit
- New Milford Police Officer (1+)
- Marking Town Green Irrigation System Fee (\*\$50.00 per section – non-refundable)
- Tent Installation Bond (\*\$500 bond per section – non-refundable)
- Trash Receptacles or Dumpster (Lynn Deming - please use dumpster)

**Reservation 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 will constitute loss of Security Bond!
- Parking, driving or installing items on the Town Green or in undesignated areas of any park is prohibited at all times.
  - Doing so may be just cause for loss of bond.
- If Parks and recreation personnel are called into work, you will be charged at the appropriate rate of pay
  - (Including time & 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 for a function at \_\_\_\_\_ Park on \_\_\_\_\_ 20\_\_\_\_, 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.

Dated at New Milford this \_\_\_\_\_, 20\_\_\_\_

Agreed to and signed by the following:

**SIGN HERE: X** \_\_\_\_\_

**Print name here:**  
**Address:**  
**Cell:**  
**Email:**

**SIGN HERE: X** \_\_\_\_\_

**Print name here:**  
**Address:**  
**Cell:**  
**Email:**

**\*\*\* DO NOT FILL OUT THIS SHEET!! \*\*\* FOR P&R USE ONLY! \*\*\***

**RESERVATION REQUIREMENTS CHECKLIST**

\_\_\_\_\_ DETAILED GUEST LIST DUE IN P&R OFFICE BY: \*\* \_\_\_\_\_.

\*\*\* If guest list is not submitted by due date, we may not be able to accommodate your event.

\_\_\_\_\_ CERTIFICATE OF INSURANCE (Due minimum 1 week prior to event.)

\_\_\_\_\_ KEY / LOCK (\$50.00 deposit to be returned after event)

\_\_\_\_\_ SECURITY BOND IN THE AMOUNT OF \$ \_\_\_\_\_ IS REQUIRED.

(This is due minimum 1 week prior to event & to be paid separate from other fees. It is your responsibility to contact the Park & Recreation Department regarding return of bond after the event – please allow 1 week.)

\_\_\_\_\_ ALCOHOL PERMIT CARLSON GROVE, CLATTER VALLEY & TOWN GREEN ONLY  
(Approval must be granted by the P & R Commission, which meets the third Monday of every month at the Parks and Rec. Bldg.)

\_\_\_\_\_ EXTRA PORTA-JOHN(S) REQUIRED # \_\_\_\_\_

(At your expense and receipt must be provided.)

\_\_\_\_\_ TRASH REMOVAL IS THE RESPONSIBILITY OF APPLICANTS.

(Please clean up entire area and take all trash with you when departing.)

\_\_\_\_\_ POLICE OFFICER REQUIRED FOR DURATION OF EVENT AT YOUR EXPENSE.

\_\_\_\_\_ POLICE DEPARTMENT / TRAFFIC AUTHORITY APPROVAL

\_\_\_\_\_ FIRE MARSHAL/BUILD DEPT. APPROVAL (for tent installation)

\_\_\_\_\_ HEALTH DEPARTMENT APPROVAL (animals, food, etc.)

\_\_\_\_\_ TENT SECURITY BOND \$ \_\_\_\_\_ (\*\$500.00 per section – non-refundable)

\_\_\_\_\_ IRRIGATION SYSTEM Marking \$ \_\_\_\_\_ (\*\$50.00 per section – non-refundable)

\_\_\_\_\_ ELECTRICITY FEE (\*\$15.00 per hour, per site – non-refundable)

\_\_\_\_\_ PICNIC KIT (\$20.00 charge [\*\$10 non-refundable]), GRILL RENTAL (\*\$20.00– non-refundable)

APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_  
(Director's Signature) (Director's Signature)

DATE: \_\_\_\_\_ **TOTAL FEES DUE: \$** \_\_\_\_\_  
(Separate checks required for refundable vs non-refundable fees)

✓ **FOLLOW ALL PARK RULES AND STIPULATIONS LISTED ABOVE.**

✓ **TAKE ALL TRASH WITH YOU WHEN YOU DEPART.**

✓ **SUPERVISE GUESTS IN ALL AREAS OF YOUR EVENT AT ALL TIMES.**

- ✓ \_\_\_\_\_
- ✓ \_\_\_\_\_
- ✓ \_\_\_\_\_

**GUEST LIST FOR:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**PARK:** \_\_\_\_\_ **EVENT DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**DUE IN P&R OFFICE BY:** \_\_\_\_\_ *We may not be able to accommodate your event if submitted after due date.*

*\* Must include every "invited guest" (Not only R.S.V.P.'s), Children 3+, N.M. Residents & Seasonal Park Pass Holders.*

*\* **GUEST LISTS MAY NOT BE ALTERED AFTER SUBMITTED.***

Household/Individual Last Name (required)	Driver or walk-in First Name (required)	Address (city & state required)	# in Party Car or Walk-in (required)
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**Guest Total Must Include:**  
*Children 3+, N.M. Residents &  
Seasonal Park Pass Holders.*

**Total # of Guests**  
(Not to exceed the approved guest total  
of \_\_\_\_\_).