

TOWN OF VERNON PARKS & RECREATION DEPARTMENT

120 South Street - Vernon, CT 06066

parksandrec@vernon-ct.gov

APPLICATION FOR RENTAL OF PUBLIC GROUNDS/FACILITY

COMPLETE AND RETURN APPLICATION TO THE PARKS AND RECREATION OFFICE **AT LEAST 2 WEEKS PRIOR** TO THE DATE OR SERIES OF DATES COVERED. FIRM COMMITMENTS SHOULD NOT BE MADE UNTIL AN APPROVED APPLICATION IS RETURNED TO YOU.

Name of Responsible Renter*: _____ DOB: ___/___/___

Contact Phone #(____) _____ Email Address: _____

Address: _____ City _____ State _____ Zip Code _____

Name of Organization: (if applicable) _____

Address of Organization: _____ City _____ State _____ Zip Code _____

Rental is for what type of event? _____ Individual _____ Public _____ Private _____ Organization/Community**

Rental Date(s) _____ Rental Time (including set-up/breakdown times) FROM _____ TO _____

Type of Event: _____ Estimated# of Attendees _____ #Adults _____ #Children _____

Facility/Park/Grounds Requested _____ Area(s) _____

Additional Services Needed Bathrooms Swim Permit Field Lights/Scoreboard Additional Maintenance

Notes: _____

IMPORTANT: *Renter must be 21 years of age or older. **If Organizational/Community Event, a valid Certificate of Insurance naming the Town as additional insured MUST BE provided prior to the event date(s).

Do you plan to have entertainment:	Yes	No	What _____
Will admission be charged:	Yes	No	How much _____
Do participants pay a fee:	Yes	No	How much _____
Is the event a fundraiser:	Yes	No	Explain _____
Do you plan to have a concession:	Yes	No	If yes, will you be cooking food _____
Will you be leasing space to vendors:	Yes	No	If yes, what is the fee charged _____
Do you plan to post a sign:	Yes	No	

I (Applicant/Organization) have read and understand the **State of Connecticut's Reopen Plan**, its **Executive Orders** and will adhere to all current local and state public health guidelines. In addition, I (Applicant/Organization) understand it is our responsibility to stay up to date and comply with any updates that are made to the aforementioned guidance.

I (Applicant/Organization) further understand that the Town of Vernon will not assist in administering any of the requirements contained within the above referenced documents including, but not limited to, personal protective equipment, cleaning, disinfecting, sanitizing, training, tracking, certifying, ventilating, signage, social distancing, layout, or modifications to existing spaces. I also understand that not all risk can be fully mitigated, and there continues to be risk of exposure in any public setting to COVID-19 and other viruses.

Any costs incurred to ensure compliance to the **State of Connecticut's Reopen Plan**, its **Executive Orders** and all current local and state public health guidelines will be sole responsibility of the Applicant/Organization.

By signing this I certify that I have read and understand the Town of Vernon rental policies and procedures and agree to make sure all users from the group are aware of the rules and regulations and abide by them. I understand that someone over the age of 21 must be in charge at the venue for the duration of the event and that as the rental group we are solely responsible for any and all supervision during the event. It is fully understood and agreed that I and anyone attending my rental event will guarantee to defend, indemnify, and hold harmless the Town of Vernon and the Vernon School Districts, its officers, employees, volunteers, and agents against any and all liabilities, claims, damages, losses, costs, and expenses arising indirectly or directly in connection with, or as a result of this agreement. It is also understood that Renting Organizations will provide and maintain insurance coverage as outlined in the rental policies and procedures. I acknowledge that I have read and understand the cancellation and refund policies, which include fees for cancellations. Photos of participants may be used for publicity purposes by the Town of Vernon.

Printed Name of Responsible Renter

Signature

Date

This application does not guarantee an event permit. Any additional documentation and full payment is due at the time the permit is issued.

SEE BACK FOR ADDITIONAL PARTICIPANT SIGNATURES

