# EVENT PERMIT APPLICATION

**for events in Village Community Park**

***All Information needs to be complete and accurate. Application must be submitted a minimum of <u>Two Weeks</u> before the scheduled event.***

| **Today's Date:** |
|---|

## ORGANIZATION / ORGANIZED GROUP / BUSINESS INFORMATION

| | |
|---|---|
| **Organization Name:** | **Phone:** |
| **Address: (address/town/state/zip)** | |
| **Contact Name:** | **Cell Phone:** |
| **Email Address:** | **Alt. Phone** |

## EVENT REQUEST INFORAMTION

**Name of Event:** _____

**Participants:** (check those that apply)

☐ **YOUTH** ☐ **ADULT** ☐ **BOTH**

**Estimated Number of People:** _____

**Estimated Number of Vehicles:** _____

**Type of Event:** (check those that apply)

☐ **TOURNAMENT** ☐ **JAMBOREE**

☐ **RUN/WALK** ☐ **CAMP**

☐ **OTHER:** _____

**Date of Request:**

| DAY | DATE | TIME | Time Setup Begins | Time Cleanup Ends |
|---|---|---|---|---|
| _____ | _____ | From:_____ To:_____ | _____ | _____ |

**Description of Event & Planned Activities:**

**Facilities Needed:**

____ **Athletic Fields/Courts:** ***(Fee per field or court, per the Facility Use Fee Schedule)***
**Type:** ☐ **Fields** ☐ **Courts** **How Many?** _____ **Specific Facility:** _____

____ **Pavilion:** ☐ ***($20 per hour, per the Facility Use Fee Schedule)***

____ **Path or Sidewalk:** **Type:** ☐ **Path in Park** ☐ **Sidewalk Outside Park** ☐ **Both**

**Amenities Needed:**

____ **Electricity:** ☐ ***Half day- $20 (1-4 hours)*** ☐ ***Full day- $40 (4-8 hours)***

____ **Water:** ☐ ***Half day- $20 (1-4 hours)*** ☐ ***Full day- $40 (4-8 hours)***

**Entertainment:**

____ **Vendors:** **Food, Activity or Merchandise** ***(must have each vendor fill out a Vendor Form & submit COI)***

____ **Amplified Sound:** ☐ **Live Music/Band** ☐ **DJ** ☐ **Radio** **Other:** _____

____ **Tent(s):** ***(1200+ sq ft of space that equals one or more tents, a permit must be obtained from the state of VT)***
***(Permit Holders- are responsible for contacting Dig-Safe before any stakes can be used)***

***Permit Holders- are responsible for bringing in Port-o-lets and Trash/Recycling bins for events with 100 or more people or for Tournaments and Jamborees.***

**Signatures are required on the next page of this permit application**

# PERMIT STIPULATIONS and RENTAL AGREEMENT

**PERMIT STIPULATIONS**

The following are the stipulations and conditions for obtaining a permit for any Department facility.

- This Event Permit Application is required to request rental use of facilities in Village Community Park for an event type activity.
- Event type activities include; Tournaments, Jamborees, Run/Walks or Camps.
- No other means or Apps are accepted as a reservation. Only the Department permits.
- No individual, organized group, business, or organization has priority use without a valid permit from the Department.
- Permit applications must be submitted a minimum of two weeks before the first date of the requested reservation.
- Permits will not be issued until payment, and a valid Certificate of Insurance are received before the first date of the reservation.
- Permission to use a facility will only be granted to a person twenty-one years of age and older.
- The Department reserves the right to deny permission to use a facility if an activity/event is seen as potentially causing detriment to the facilities and/or resources.
- Denial of a permit may appeal to the Williston Recreation & Parks Committee.

**RENTAL AGREEMENT**

- Facilities have their own sets of rules and regulations that apply. Specific rules and regulations are provided with the permit.
- The permit holder must always be present during the facility use and have the permit on their person.
- The permit holder must show the permit upon request from a representative of the Town of Williston.
- All participants of the user group are restricted to the designated facility, within the time frame listed on the permit.
- The permit holder is responsible for the actions of all people using the facility. It is the responsibility of the permit holder to inform all members of their group of the rules and regulations.
- Unruly behavior will result in immediate cancellation of a permit and/or future use of facilities.
- Any costs incurred by the Town in preparation for, or after, such activity/event will be charged to the permit holder.
- Permits are not transferable. The facility is to be used only by the individual, organized group, business, or organization it was permitted for, and for the purpose, day, dates, and times as stated on the permit.
- A specific day, date, and time, on the permit, may be canceled if the facility is needed for a Recreation program, Town event, or School function if on school property. Advanced notice will be given to the contact person.
- Permit holders must notify the Department of all times that the facility will not be used. See the Weather and Cancellation Section in the policy.
- The permit holder will comply with ADA requirements and will make their activity/event accessible for those who require special assistance.
- Individuals, organized groups, businesses, or organizations reserving facilities for use must provide the Department with a Certificate of Insurance as proof of a Comprehensive Liability Policy naming the Town of Williston, as an additional insured party, from the loss or liability arising from their sponsored activities. The limits of the Comprehensive Liability Policy should be no less than one million dollars ($1,000,000) per occurrence and two million dollars ($2,000,000) per aggregate.
- All individuals, organized groups, businesses, or organizations using Town facilities must comply with all local, State of Vermont, and Federal codes, regulations, and laws.
- If an individual, organized group, business, or organization is found to violate any Town of Williston ordinance or policy, State of Vermont or Federal law, or the rules and/or conditions of Use, the individual, organized group, business, or organization will cease to use of the facility until the situation can be remedied.
- The Permit Holder is responsible for ensuring compliance by all staff, volunteers, performers, vendors, guests, and other visitors to the property during their rental.

***ACKNOWLEDGE OF UNDERSTANDING,*** I acknowledge that I have read and understand the Permit Stipulations and the Rental Agreement above and agree to abide by them. I also acknowledge that I will read and follow all rules and regulations for each facility I rent, as well as share them with all persons in my group.

**Applicant's Signature: _____ Date: _____**

**LIABILITY RELEASE**

***IN CONSIDERATION***, of permission granted to use Williston facilities, I hereby and forever discharge and release the Town of Williston, its agents, employees, and officers, from all actions, claims, demands, judgments, and damages which we, or any of the participants, may have, or claim to have, or acquire in the future, for all personal injuries, or property damage, arising out of our organization's use of the permitted facility.

***WE ACKNOWLEDGE*** that we have total responsibility for our group and the safety of all. In addition, we acknowledge that the Town of Williston has no responsibility for the condition of the facility, be it a building, room within a building, field, or open space, and that a supervisor from our organization shall always inspect the premises before use to ascertain that the premises are in safe and useable condition. We further acknowledge to the Town of Williston that our organization has adequate liability insurance, and that such insurance protects the Town of Williston to the extent of its interest. We further acknowledge that a Certificate of Liability Insurance will be provided to the Town of Williston, naming the Town of Williston as the Certificate Holder and as Additional Insured under the policy. This will be sent to the Recreation Department, along with payment, before being issued a permit.

**TITLE II-ADA:** (Americans Disability Act) - Note: Title II of the ADA prohibits the Town of Williston from providing support including facilities to any organization which discriminates based on disability. We agree that while we use the Town of Williston's facilities, parks, fields, and buildings for practice, games, tournaments, meetings, and other such events, we will not discriminate based on disability.

The undersigned, being a duly authorized representative of the above-named organization, has executed this release on the day and year written below.

**Applicant's Signature: _____ Date: _____**

**Department Use Only:**

| | |
|---|---|
| **Action: _____Approved _____Denied (Reason Denied: _____) Put into System: Yes No** | |
| **Field/Facility Assigned: _____ Condition of Use: _____** | |
| **Fees Assessed: _____ Per Policy _____One Time Fee $_____ Other: _____ COI Received: Yes No** | |
| **Invoice Issued: Yes No Invoice Sent: _____ Invoice Paid: _____ Permit Issued: Yes No** | |