

HARTFORD PARKS & RECREATION DEPARTMENT  
**Park/Facility Special Use Application**

July 1, 2020 to June 30, 2021

171 Bridge Street, White River Junction, VT 05001 • 802-295-5036 • [kmcnall@hartford-vt.org](mailto:kmcnall@hartford-vt.org)

**APPLICANT AND SPONSORING ORGANIZATION INFORMATION**

**Your application will be reviewed and a separate Park/Facility Use Permit will be forwarded to you.  
 Please plan well in advance to assure the success of your event/activity.  
 Complete all information required to eliminate any potential delays.**

Name of Organization/Individual: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ Cell Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

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

Manager/Individual On-Site Day of Event: \_\_\_\_\_

**SPECIAL EVENT INFORMATION**

**Complete all information as required for event of any size.**

**Type of Event:**

\_\_\_\_\_ Run/Walk \_\_\_\_\_ Rally \_\_\_\_\_ Parade \_\_\_\_\_ Wedding Ceremony/Photos \_\_\_\_\_ Fair \_\_\_\_\_ Concert  
 \_\_\_\_\_ Picnic \_\_\_\_\_ Birthday \_\_\_\_\_ Other (Specify): \_\_\_\_\_

Event Title: \_\_\_\_\_

Event Date: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

**Specific Site Requested: (please circle)**

Erwin Clifford Park	Fred Briggs Park & Engine 494	Frost Park	George Ratcliffe Park
Kilowatt North	Kilowatt South	Lyman Point Park	Quechee Falls Park
Quechee Green Gazebo	Sherman Manning Pools	Veterans Memorial Park	Watson Memorial Park
Wendell A. Barwood Arena	Other: _____	Other: _____	Other: _____

**Maxfield Sports Complex: (please circle):**

Basketball Court 1	Basketball Court 2	Varsity Baseball Field	Varsity Softball Field
Little League Field 1	Little League Field 2	Little League Field 3	Little League Field 4
Tennis Court 1	Tennis Court 2	Tennis Court 3	Tennis Court 4
Pickleball Court 1	Pickleball Court 2	Pickleball Court 3	Pickleball Court 4
Pavilion A/Concession	Pavilion B (near HS baseball/softball field)	Pavilion C (Behind HS Baseball Outfield Area)	Multi-Purpose Field #E
Walking Path	Other: _____	Other: _____	Other: _____

**DATES & TIMES REQUESTED**

Actual Hours of Event: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Setup Time: \_\_\_\_\_ AM/PM Tear Down Time: \_\_\_\_\_ AM/PM

Description of event and setup and cleanup plan: **Please attach additional sheets as necessary, including plans, drawings, maps, etc.**

**EVENT SPECIFICS: Please indicate whether the following items pertain to your event.**

<u>Yes</u>	<u>No</u>	<u>Item</u>
___	___	Will there be food concession and/or food preparation area(s)? <i>If you need to cook food in the event area, please specify method: Gas/Electric/Charcoal/Other: _____</i>
___	___	Will alcohol be served? If yes, please see Alcohol Guidelines.
___	___	Will you need a first aid facility? EMT? Police? Fire?
___	___	Will you set up tables(s) and/or chairs(s)?
___	___	Will you be using fencing, barrier(s), and/or barricade(s)?
___	___	Does your event require electricity? Source: _____
___	___	Will you be using booth(s), exhibit(s), displays, and/or enclosure(s)?
___	___	Will you be using tents? Please include quantity and size: _____
___	___	Will you be using a pavilion and/or bandstand?
___	___	Will vehicles and/or related trailers be used? How many? _____
___	___	Trash/Recycling: Our parks are carry in/carry out? What is your plan? _____
___	___	Will you be using staging? Please include dimensions? _____
___	___	Will you be providing entertainment? Please describe. _____
___	___	Will amplified sound/PA system be used? If yes, please indicate start time _____ / end time _____
___	___	Will inflatable device(s), climbing walls, amusement be used?
___	___	Will banner(s) be hung?
___	___	Will there be VIP/Dignitaries at your event?
___	___	Will there be any additional security controls for this event?
___	___	Will sponsorship/vending or promotional activity be used? Please describe. _____

**OTHER PERMITS**

Please note that all components of the event are subject to Hartford Parks & Recreation Department approval and may require approval by and/or permits from other Town departments. **It is the responsibility of the applicant to secure all necessary Town of Hartford permits. Public Assemblies Permit required for events with 2,000 or more people.**

**ALCOHOL GUIDELINES**

Alcohol consumption is not allowed in town parks; however, permits may be authorized for alcoholic beverages at the Town Manager’s Office. All caterers must provide the Town of Hartford with a valid off premises liquor license and insurance upon request.

**INSURANCE REQUIREMENTS**

Certificate of General Liability Insurance with per occurrence and aggregate limits of not less than \$1,000,000. The Certificate of General Liability must list the Town of Hartford as additionally insured by endorsement. The Town has the right to increase per-occurrence liability limits and require certificate of an accident insurance policy with limits determined by the Town of Hartford.

**Additional endorsement requirements when using the below Hartford Parks & Recreation Department managed facilities: Wendell A. Barwood Arena, Sherman Manning Pools, Kilowatt North, Kilowatt South:**

- Hartford School District, 73 Highland Avenue, White River Junction, VT 05001
- Great River Hydro, US Northeast-Main Office, 110 Turnpike Road, Westborough, MA 01581

**PARK ORDINANCES**

For more information and to view the Town of Hartford Park Ordinances, visit <https://www.hartford-vt.org>

**SIGNATURE OF APPLICANT**

Name of Applicant: (print) \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only: Application Received \_\_\_\_\_