

# North Branford Parks and Recreation Department

1332 Middletown Avenue, Northford CT 06472

203-484-6017

## APPLICATION FOR PERMIT FOR USE OF PARK PAVILIONS/FIELDS/CAMPING

**Submit a minimum of 2 weeks prior to event for approval**

Check off **Park** of interest:

Totoket Valley Park  
 North Farms Park  
 Memorial Field at NBIS  
 Northford Park  
 Wall Field  
 Mill Road Field  
 Other

Check off **area** of interest:

Pavilion  
 Soccer Field  
 Baseball Field  
 Softball Field  
 Camping Area  
 Tennis Courts  
 Basketball Courts  Other

Name of Applicant: \_\_\_\_\_  
Organization/Group/Team: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Event: \_\_\_\_\_ # of Persons Anticipated to Participate \_\_\_\_\_  
Date(s) of Use: \_\_\_\_\_ (if multiple dates, please attach separate piece of paper)  
Time: From: \_\_\_\_\_ To: \_\_\_\_\_  
License # \_\_\_\_\_ Are you charging a fee for this event? \_\_\_\_\_

I have read the attached copy of Article III of the North Branford Code, entitled "Parks and Recreation Areas", Section 88-13 through Section 88-18, and hereby agree to abide by all provisions of this Article; in particular, Section 88-13, "Rules of Conduct", and Section 88-18, "Penalties for Offenses". I have also read and signed the attached Hold Harmless Agreement or have submitted a Certificate of Insurance for a general liability combined single limit of \$1,000,000 each occurrence and \$1,000,000 general aggregate, naming the town of North Branford as an additional insured on a primary and non-contributory basis and include a Waiver of Subrogation, insurance policy written by a State of Connecticut licensed insurance company with at least an A- XI policyholders rating according to AM

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

Permit Approved \_\_\_\_\_  
Permit Denied \_\_\_\_\_

Certificate of Insurance (Received: \_\_\_\_\_)

Additional Conditions:

- \* No alcoholic beverages
- \* Please take your trash with you.
- \* Remove all decorations.
- \* Leave area clean.
- \* If grill is used, make sure coals are extinguished before leaving.

\_\_\_\_\_  
Date

Original to Applicant  
Cc: Recreation Department, Police Department,  
Public Works Department

(Revised 02/01/20)

Fee Required: \_\_\_\_\_  
Deposit Required: \_\_\_\_\_  
Received: \_\_\_\_\_  
Deposit Returned: \_\_\_\_\_

# HOLD HARMLESS REQUIREMENTS

The individual/group listed below and signed by same shall indemnify and save harmless the Town of North Branford, Connecticut and its agents, employees, and contractors from and against any and all loss, costs (including attorneys' fees), damages, expense, and liability in connection with claims for damages as a result of injury or death of any person or property damage to any property which arise from or in any manner grow out of any act or neglect while the undersigned is using or occupying the Town's property listed below.

Location of Town property: \_\_\_\_\_

Dates of use: \_\_\_\_\_

\_\_\_\_\_

Group/Organization: \_\_\_\_\_

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

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

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

\_\_\_\_\_

Individual (please print): \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Date)



**TOWN OF NORTH BRANFORD  
PARKS AND RECREATION DEPARTMENT  
203-484-6017**

**Reservation and Community Center Building Use Application**

**FEE SCHEDULE:** Fees are based on an hourly basis; must include ample time for set up and clean up. An additional hourly charge will be applied if room is used longer than contracted. All fees are at the discretion of the Director based upon your reservation.

<b>Facility</b>	<b>Resident</b>	<b>Non-Resident</b>	<b>Res. Business</b>	<b>N/Res Business</b>	<b>After Hours Charge</b>
<b>STW Community Center Room</b>	\$30/hr	\$50/hr	\$50/hr	\$60/hr	\$25/hr
<b>STW Gym</b>	\$40/hr	\$60/hr	\$60/hr	\$75/hr	\$25/hr
<b>Park Pavilion</b>	\$60/3 hr	\$75/3 hr	\$75/3 hr	\$85/3 hr	

**RESIDENT MUNICIPAL/  
CIVIC GROUPS:**

No charge during regular hours Monday through Thursday from 5:30 a.m. to 8 p.m, Friday 5:30 a.m. to 4:30 p.m. and Saturday/Sunday 6:30 a.m. to 1 p.m. Set up and clean up on own.

**RESIDENT NON-PROFIT  
501© GROUPS:**

Must submit 501© with application

No charge during regular hours Monday through Thursday from 5:30 a.m. to 8 p.m, Friday 5:30 a.m. to 4:30 p.m. and Saturday/Sunday 6:30 a.m. to 1 p.m. Set up and clean up on own.

**PAYMENT:**

Full payment by individuals or groups reserving a room must be returned with the application. Residents will be required to show proper identification. Make checks payable to the “**Town of North Branford.**”

**DEPOSIT:**

A security deposit of a minimum of \$100 in the form of a check is to be submitted with the application and will be returned or shredded after the rental facility has been deemed left in good order. If any damages should be incurred additional fees will apply.

**RENTAL FEES ARE NOT REFUNDABLE.**

**ALL APPLICANTS WILL BE CHARGED AN ADDITIONAL FEE OF \$25 PER HOUR FOR USE  
AFTER REGULAR BUSINESS HOURS**

## Reservation and Building Use Procedures

The following is a list of conditions for rental of rooms in the North Branford Community Center and/or Senior Center. **PLEASE READ CAREFULLY.** To reserve a room(s), a rental form must be completed and payment made to the Parks and Recreation Department.

1. Rental must be confirmed and paid for at least **seven** business days before the actual function date.
2. A security deposit of \$100 in addition to the hourly rental fee is required at the time of reservation. This deposit is refundable after the area has been inspected for damage. If the damage exceeds the \$100 deposit, separate billing will be made to cover additional costs for needed repairs and/or cleaning.
3. If a check is returned to us for insufficient funds, a **\$20** fee will be assessed.
4. When making a reservation, it is required that the desired set-up for the room (number of tables/chairs needed, position, etc.) must be provided.
5. The equipment requested will be left for you to set up. One person in the group must act as the contact person in case a supervisor has any questions to be answered. The supervisor must be made aware of any damage occurring to the facility and if any accidents and/or emergencies that take place.
6. Trashcans with plastic bags are provided. If these cans become full, it is the responsibility of the renter to change the plastic bags and tie them securely. The supervisor on duty will be responsible for disposal of trash.
7. All equipment requested must be cleaned and stored away.
8. All renters are required to participate in a walk through of the facility with the supervisor after use of facility and sign off that the area is clean and free of damage. All renters are responsible for complete clean up of debris and trash left in facility.
9. Decorations such as streamers, posters, banners, etc. should be limited to windows and tables. **Absolutely no taping or tacking to ceilings or walls is allowed.**
10. Vehicles should be parked in legal parking spaces only. Please observe all handicap spaces.
11. **Children must be supervised by adults at all times.**
12. **SMOKING IS PROHIBITED** in all areas of the facility, including rooms, hallways, stairwells and bathroom facilities.
13. **NO ALCOHOL** is permitted on the premises.
14. Any renter may not charge a fee for individuals to attend their event.
15. Groups are unable to block book a room for any length of time. The Parks and Recreation Department reserves the right to cancel at any time with two weeks notice given.
16. Helium balloons are NOT allowed at STW Community Center

### Insurance Certificate Requirements:

Use of the facility will require all groups and businesses to provide Certificate of Insurance evidencing coverage of a \$1,000,000 per occurrence general liability policy naming the Town as an Additional Insured. This certificate is due at time of application.

Town Agencies, Boards and Commissions of the Town, Board of Education, and Non-Profit Groups associated with the Town of Board of Education may be exempted from Insurance Requirements.

### Cancellations:

In the event of cancellation by the applicant, half of the rental fee will be withheld.