

RANDOLPH RECREATION DEPARTMENT
Park/Facility Special Use Application

7 Summer Street, Randolph, VT 05060 • 802-728-5433 ext. 18 • rec@randolphvt.org
 Application must be turned into the Recreation Office in the Town Hall Offices or via email.

APPLICANT AND SPONSORING ORGANIZATION INFORMATION

Your application will be reviewed and a separate Park/Facility Use Agreement/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:

_____ Picnic _____ Run/Walk _____ Parade _____ Concert _____ Camps
 _____ Birthday _____ Rally _____ Festival _____ Sport Tournament _____ Wedding
 _____ Other (Specify): _____

Event Title: _____

Event Date: _____ Estimated Attendance: _____

Actual Hours of Event:

Description of event & setup and clean-up plan: (Please attach additional sheets as necessary, including plans, drawings, maps, etc.) _____

Specific Site Requested: (Please circle)

Picnic Shelter:	Recreational Areas	Rates:	Recreation Buildings:	Rates:
\$25.00 (2- Hours)	Baseball/Softball & Soccer Field:	\$30.00 (2-hours)	Camp Building:	\$100.00 (up to 4 hours, \$25 for each additional hour)
\$50.00 (4-Hours)	Basketball Court:	\$25.00 per hour (Flat Rate)	Ice Rink:	\$150.00 (2-hours) - Exclusive
\$10.00 for each additional hour	Tennis/Pickle ball Court:	\$25.00 per hour (Flat Rate)	Pool Facility:	\$175.00 (2-hours) - Exclusive \$125.00 (2-hours) – Grass Area
	Disc Golf Course Tournament Use	\$100 per day (Flat Rate)	Concession Shack:	\$100.00 per day

OTHER PERMITS: Please note that all components of the event are subject to Randolph 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 Randolph permits. Public Assemblies Permit required for all public events on public property.

ALCOHOL GUIDELINES: Alcohol consumption is not allowed in Town parks; however, permits may be authorized for alcoholic beverages by the Town Manager's Office for special events. All caterers must provide the Town of Randolph 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 Randolph 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 Randolph. Applicant will furnish the Town with a certificate of insurance prior to the event or use of facility. Applicants that have approval to sever alcohol have additional requirements per the Town's Facility Use Policy. Applicants may also secure and provide evidence of TULIP insurance coverage which is available at: www.ebi.ins.com/tulip

RIGHT TO ENTRY AND TERMINATION: The Town, its officers, agents, and employees shall have the right to enter the Facility at all times during the event/activity to confirm applicant's conformance to this agreement. If the Town determines, in its sole judgement, the applicant has breached a term of this agreement, the Town shall have the right to immediately terminate this agreement prior to the expiration of its term and prior to the conclusion of the event without any refund to applicant.

CONDITION OF PERPERTY: The applicant agrees to leave the premises in a condition equal to that of the time of possession. The authorized representatives shall be responsible for assuring compliance with this paragraph. Failure to comply may result in civil action for damages and may result in the denial of future request for use.

COMPLIANCE WITH RULES: By signing this application and as condition of this permit the applicant agrees that the person(s), business, group or organization has read and will comply with all the rules and regulations which are applicable to the facility which is the subject of this permit.

SIGNATURE OF APPLICANT: _____ **Date:** _____

TITLE OF AUTHORIZED APPLICANT: _____

(For Town Use Only)

Completed Application: Yes No **Date Submitted:** _____

Deposit Fee Required: Yes No **If so, Amount Collected:** \$ _____

Use Fee Required: Yes No **If so, Amount Collected:** \$ _____

Insurance Certificate Required: Yes No **(if required, attach certificate to this application)**

Approved: Yes No