



Hebron Parks & Recreation Department  
15 Gilead Street  
Hebron, CT 06248  
860-228-5971, ext. 129  
[www.hebronct.com](http://www.hebronct.com)

Page 1 and 2 are Facility use forms

Pages 3, 4 and 5 are Pavilion Rental Forms

If you have any questions please give the Parks and recreation Office a call.



APPENDIX A-1

Parks and Recreation Department  
Hebron, CT

Hold Harmless Agreement

I, \_\_\_\_\_, a resident of \_\_\_\_\_,  
Connecticut, and residing at \_\_\_\_\_,  
hereby apply on behalf of myself or the Organization identified below (the "User"), for a  
permit to use Town property. The Town property to be used and the date(s) of use are as  
follows: Property: \_\_\_\_\_; Date(s)  
of Use:\_\_\_\_\_.

**Complete only if application is for an Organization:**

I am applying for this permit on behalf of \_\_\_\_\_ (the  
"Organization"), of which I am \_\_\_\_\_. I hereby represent that  
I have been authorized by the Organization to make this application and to bind the  
Organization to this Hold Harmless Agreement.

In exchange for the consideration given by the Town of Hebron in permitting the use of  
Town property, the undersigned User agrees that it shall not hold the Town of Hebron  
responsible for any claims or injuries of any nature whatsoever that may arise out of the  
use of the property. The undersigned User further agrees to indemnify and hold the  
Town harmless from any and all claims, losses, damages, judgments, costs, settlements,  
fines, penalties, and expenses (including legal fees) that the Town may incur, directly or  
indirectly, as the result of the use of the property, including with limitation claims, losses,  
etc. that may result from a claim by the User or a member of the User or by a third party.

**If User is an Individual:**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date of Application

**If User is an Organization:**

\_\_\_\_\_  
Print Name of Organization

\_\_\_\_\_  
Date of Application

By: \_\_\_\_\_

Its: \_\_\_\_\_



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## Pavilion Policies

The pavilion located in Burnt Hill Park may be available for the exclusive use of individuals, groups or entities only in accordance with this policy.

1. An application for exclusive use of the pavilion in the form attached hereto shall be signed by a resident of the Town of Hebron, a non-resident taxpayer in the Town of Hebron or a principal of a business located and conducted in the Town of Hebron. The Parks and recreation Director (hereinafter "the Director") may require proof of the status of the signatory to the application.
2. Permission for group use of the Pavilion will not be considered without a completed application submitted with payment of rental fee and security deposit. Upon receipt, the Parks & Recreation Department will review and if applicable, present the request to the Parks & Recreation Commission at its next scheduled regular meeting. All requests should be received by the Department no later than 14 calendar days prior to the anticipated use date.
3. Applicants for exclusive use of the pavilion:
  - a. will be assessed a fee of \$10.00 per hour with a two hour minimum (Park hours are 7:00a.m. to sunset); non-profit organizations for use of facility will be at a discount of \$7.50 per hour.
  - b. will be assessed an additional flat fee of \$10.00 if electricity at the Pavilion is requested.
  - c. will submit with the application a \$125.00 security deposit paid by separate check. All security deposits shall be in cash, bank or certified checks made payable to the Town of Hebron. This security deposit is required for all applicants except the Town of Hebron, its boards, agencies, commissions or public school regardless of fee structures.
4. Use of alcoholic beverages is prohibited anywhere in Town parks. Anyone with alcoholic beverages will be reported to the police, the security deposit will not be returned and the applicant will not be allowed to reserve the park's facilities in the future.
5. Smoking is prohibited in the pavilion.

6. The facility must be left the way it was found. Garbage removal and cleaning is the responsibility of the applicant. Failure to clean up and remove garbage may result in loss of the security deposit.
7. Only table top decorations are allowed in the Pavilion. No decorations are to be attached to the walls with fasteners or adhesives.
8. The Town of Hebron reserves the right to declare the Pavilion unavailable due to weather or site conditions. Security deposit returned by the discretion of the Director.
9. Applicants granted a permit to use the Pavilion for a non-Town sponsored event may place 2 signs announcing the event on the day of the event only. Signs are to be free standing of sandwich board type and no larger than 3'x 4'. Signs must be placed at Park entrance between the road and the stone wall in front of the Park without blocking traffic sight line. The signs must be taken down immediately following the scheduled event. Signs are to announce the event and the event's sponsor. Any violation of the above will result in the removal of the signs by the Parks and Recreation Department.
10. It will be the decision of the Parks and Recreation Department or Parks and Recreation Commission to require, at the cost of the applicant, additional staff or police protection for various functions.
11. Insurance: Applicant may be required to submit a Certificate of Liability Insurance as a condition for granting the approval. Said certificate in the amount of \$1,000,000.00 will name the Town of Hebron, its officers, agents, and employees, as additional insured. If requested, this Certificate of Insurance is due at least one week prior to the event. If insurance has a deductible, the user shall be required to provide an additional security deposit in the amount of the deductible or a determined portion thereof. Upon completion of use, security deposit shall be returned in full if there are no damages. If there are damages, the security deposit shall be used to offset the actual cost of repairs. All security deposits required shall be cash, or by bank or certified check made payable to the Town of Hebron. Said conditions, if required, shall be met within a minimum of one week prior to scheduled event. If an insurance certificate is not required, it is understood that applicant assumes financial responsibility for any damages to facility caused by participants in the applicant's event using the facility.
12. All other Rules and Regulations are outlined in Town's Park Policy.

The Pavilion at Burnt Hill Park Phone 860-228-5971\*129 Fax 860-228-4859  
[rcalarco@hebronct.com](mailto:rcalarco@hebronct.com)

Facility: (Please circle) Pavilion Other  
Number of hours requested (two hour minimum) \_\_\_\_\_

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Purpose of proposed use \_\_\_\_\_  
Date of proposed use: \_\_\_\_\_ Start Time/End Time \_\_\_\_\_  
Person Requesting Facility: \_\_\_\_\_  
Group Requesting Facility: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home Number: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_  
E-mail address: \_\_\_\_\_  
Expected Attendance: \_\_\_\_\_ Number of Hebron Residents: \_\_\_\_\_  
Number of Vehicles Expected: \_\_\_\_\_ Do you have non-profit status? \_\_\_\_\_  
Please list special considerations and/or equipment needed (i.e. electricity and/or water):  
\_\_\_\_\_  
\_\_\_\_\_

**INSURANCE:** Applicants may be required to submit CERTIFICATE OF LIABILITY INSURANCE as a condition for granting approval. Said certificate in the amount of \$1,000,000.00 will name the Town of Hebron, its officers, agents, and employees, as additional insured. If insurance has a deductible, the user shall be required to provide a security deposit in the amount of the deductible or a determined portion thereof. Upon completion of use, security deposit shall be returned in full, if there are no damages. If there are damages, the security deposit shall be used to offset the actual cost of repairs. All security deposits when required shall be in cash, or by bank or certified check made payable to the Town of Hebron. Said conditions, if required, shall be met within a minimum of one week prior to scheduled event. If insurance certificate is not required it is understood that applicant assumes financial responsibility for any damages to facility caused by persons using the facility. Additional staff or police protection may be required by the Parks and Recreation Department at the cost of the applicant.

**HOLD HARMLESS:** Applicant agrees that it will indemnify and hold harmless the Town of Hebron and its respective officers, agents, and employees from any loss, cost, damages, expenses, judgments, and liability whatsoever kind or nature howsoever the same may be caused resulting directly or indirectly by any act or omission of the applicant, any sub contractor, anyone directly related or indirectly employed by any of them or anyone for whose act any of them may be liable resulting in bodily injury including sickness or death, personal injury or damage to property directly or indirectly, including the loss of use resulting there from as permitted by law.

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Signature on behalf of Applicant \_\_\_\_\_ Date \_\_\_\_\_

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Parks and Recreation Representative \_\_\_\_\_ Date \_\_\_\_\_

Office use only  
Date Received \_\_\_\_\_  
P & R Approval \_\_\_\_\_  
Payment Received \_\_\_\_\_ ck# \_\_\_\_\_  
Deposit Received \_\_\_\_\_ ck# \_\_\_\_\_

Copy to Park Supervisor \_\_\_\_\_  
Copy to Resident Trooper \_\_\_\_\_  
Deposit Returned \_\_\_\_\_