



Hebron Parks & Recreation

Mailing Address

15 Gilead Street
Hebron, CT 06248
860-530-1281
860-228-5912 Fax
www.hebronct.com

Office Address

Burnt Hill Park
148 East Street
Hebron, CT 06248

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.



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FACILITIES REQUEST FORM

Please provide us with the following information to assure your league the use of the requested facility. We will make every effort to provide you with safe and playable fields and facilities. In the event of a conflict, you will be notified to re-schedule your request or to make other arrangements. Because of the growing concern for liability and insurance, each group requesting facilities must complete this form. If you are applying on behalf of an organized group, please attach a copy of your Organizations' Certificate of Insurance.

Date of Application: _____

Name of Applicant: _____ Contact # _____

Organization Name: _____ Contact # _____
 (if applicable)

Address: _____ Town _____ Zip _____

Purpose of Use: _____

Date(s) of Use: _____ Hours: _____ to _____

Please indicate Season: **SPRING** **SUMMER** **FALL** **WINTER**

Place an "X" to indicate facilities requested:

Veteran's Memorial Park:

____ Softball Field ____ Grayville Falls Park (Picnic Area)
 ____ Soccer Field ____ Town Gazebo (Town Hall)
 ____ Baseball Field ____ Old Colchester Road Field
 ____ Grayville

Burnt Hill Park:

____ Baseball 1 ____ Multi-Field 1
 ____ Baseball 2 ____ Multi-Field 2
 ____ Multi-Field 3

OTHER: (please describe) _____

In making this application, we hereby agree to comply strictly with the rules and regulations as adopted by the Town of Hebron.

 Print Name
 Office Use Only: approved _____

 Signature
 Date _____

 Date
 Due _____

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: _____



Hebron Parks & Recreation

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Hebron, CT 06248
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860-228-4859 Fax
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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.

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

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.

Signature on behalf of Applicant _____ Date _____

Parks and Recreation Representative _____ Date _____

Office use only		Copy to Park Supervisor _____
Date Received _____		Copy to Resident Trooper _____
P & R Approval _____		Deposit Returned _____
Payment Received _____	ck# _____	
Deposit Received _____	ck# _____	