



DEPARTMENT OF PARKS & RECREATION

460 LIBERTY STREET

MERIDEN, CT 06450
 (203) 630-4259
 (203) 634-7500 FAX

CHRISTIAN BOURDON

DIRECTOR
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PARK FACILITY REQUEST APPLICATION FORM

Must Be Completed 30 Days Prior to Event

Organization Name (if applicable): _____

Contact: _____

Address: _____

Contact Phone Number _____ Contact E-Mail Address: _____

Detailed description of activity:

Date Requested _____ Start Time: _____ End Time: _____ # of Attendees: _____

(Facility Requested: Check All Applicable)

- | | | | |
|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <u>Hubbard Park</u> | <u>Meriden Green</u> | <u>Field</u> | <u>Other</u> |
| <input type="checkbox"/> Band Shell | <input type="checkbox"/> Amphitheater | <input type="checkbox"/> Falcon Field | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Gazebo | | | _____ |
| <input type="checkbox"/> Small Gazebo | | | _____ |

Rental Fee –Includes one park worker, bathroom, trash removal, and electricity

- Monday-Saturday: \$105.00/hr
 - Sundays: \$120.00/hr
- *Final payment DUE one week before event!**

Some events may REQUIRE **Police presence. This will be determined upon submission of this request form. Contact Police Scheduling at 203-630-6305*

** Temporary Food permits via the **Health** Department (203-630-4226) are REQUIRED for public events with food.*

Certificate of Insurance received _____

Fee	Amount	Paid
Personnel/Park Use		

CITY OF MERIDEN AGREEMENT FOR USE OF PARKS

Renter is 18 years of age or older and understands the terms of this Agreement, and/or is authorized by the Organization listed on the Park Facility Request Application Form to execute this agreement on the Organization's behalf. In exchange for Renter and/or the Organization being allowed access to City of Meriden ("City") Parks, Renter and/or the Organization agree to be bound by each of the following:

1. **Penalty for Exceeding the Allotted Rental Time:**
The event will begin and end at the times specified. Failure to evacuate the premises at the agreed upon time will result in a penalty of the hourly rate. Failure to pay this penalty will result in being barred from renting a City of Meriden Parks Facility in the future.
2. The following are prohibited in Meriden parks: smoking, alcoholic beverages, bounce houses & inflatable amusements, vehicles driving or parking on grass surfaces, and the staking of tents (tents can be secured with above ground weights). Renter(s) are responsible for all setup and cleanup of area rented. All picnic table are first-come, first-served.
3. **Obligation to Inspect:** Renter agrees to inspect the park prior to the start of the activity. If Renter believe that anything is unsafe, the Renter will immediately advise the City of Meriden and Renter will delay, postpone, or cancel the activity until such unsafe condition(s) has been remedied.
4. **Assumption of Risk:** Renter assumes all risks, known and unknown, in anyway connected with the participation or attendance at the activity. Renter accepts legal responsibility for any liability, injury, loss, or damage in any way connected with participation in or attendance at the activity.
5. **Noise:** Noise generated by the event shall be kept at a reasonable level at all times and must not disturb nearby residents, park patrons, or surrounding neighborhoods. Amplified sound, including music or announcements, must comply with all City of Meriden noise ordinances and may be limited or discontinued at the direction of City staff or law enforcement.
6. **Waiver, Release, and Indemnification:** Renter does hereby waive, release, and hold harmless the City of Meriden, a municipal corporation of the State of Connecticut, and/or it's servants, volunteers, agents, and/or employees from any and all claims for any liability, injury, loss, or damage in any way connected with participation in, and/or attendance at the activity. In addition, Renter agrees to indemnify and hold harmless the City of Meriden and/or its servants, volunteers, agents, and/or employees from any claim made against the City by any person or entity as a result of participation and/or attendance at the activity. Renter will procure and provide the City the Certificates of Liability Insurance required for rental.
7. **Savings Clause:** If any part(s) of this Agreement is/are invalid, illegal or incapable of being enforced, by reason of any rule or law or public policy, all other parts of this Agreement remain in full force and effect, and no part of this Agreement shall be dependent upon any other part.

I HAVE READ THIS AGREEMENT. I AM SIGNING THIS AGREEMENT VOLUNTARILY FOR MYSELF OR ON BEHALF OF THE ORGANIZATION LISTED ON THE REQUEST FOR PARK USE.

Applicant Signature: _____ Date: _____

City of Meriden Parks Department Approval: _____ Date: _____

City of Meriden Police Department Approval: _____ Date: _____

City of Meriden Health Department Approval: _____ Date: _____

City of Meriden Fire Department Approval: _____ Date: _____

**Please note events require approval from the above departments*

CITY OF MERIDEN INSURANCE REQUIRMENTS

BUSINESS REQUIREMENTS:

Business organization, Corporation, or LLC Certificate of Insurance requirements for use of City of Meriden property without liquor:

User shall agree to maintain and enforce at all times during the contract the following minimum coverage and shall name the *City of Meriden as Additional Insured* on a primary or non-contributory basis to all policies. All policies should also include a *Waiver of Subrogation*. Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best's Rating of "A-"VIII. In addition, all Carriers are subject to approval by the City of Meriden.

		Minimum Limits
General Liability	Each Occurrence	1,000,000.00
General Aggregate		2,000,000.00
Products/Completed Operations Aggregate		2,000,000.00
Umbrella	Each Occurrence	1,000,000.00
Excess Liability	Aggregate	1,000,000.00

Original completed Certificate of Insurance must be presented to the City of Meriden prior to contract issuance. User agrees to provide replacement/renewal certificates at least 60 days prior to the expiration date of the policies

RESIDENT/SMALL VOLUNTEER GROUP REQUIRMENTS:

Resident of Small Volunteer Group Certificate of Insurance requirements for use of City of Meriden property without liquor:

User shall agree to maintain and enforce at all times during the contract the following minimum coverage and shall name the City of Meriden as Additional Insured. Insurance shall be written with Carries approved in the State of Connecticut with a minimum AM Best's Rating of "A-"VIII. In addition, all carriers are subject to approval by the City of Meriden.

		Minimum Limits
General Liability	Each Occurrence	1,000,000.00
General Aggregate		2,000,000.00
Products/Completed Operations Aggregate		2,000,000.00

Original completed Certificates of Insurance must be presented to the City of Meriden prior to the contract issuance. User agrees to provide replacement/renewal certificates at least 60 days prior to the expiration date of policies.

