



**City of Waterbury  
Department of Public Works  
Bureau of Recreation  
Short Form Park Usage  
Facility and Equipment Application**

Office Use Only Application # _____
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**A. Application:**

Group/Organization: \_\_\_\_\_ Facility Requested: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Time(s) Requested: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Attendance: \_\_\_\_\_

Equipment Needed:

Portable Stage w/sound system: Yes \_\_\_ or No \_\_\_      Portable Sound System: Yes \_\_\_ or No \_\_\_

Additional needs or special requirements: \_\_\_\_\_

Requested By:

Name: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: Home: (    ) \_\_\_\_\_ - \_\_\_\_\_ Cell: (    ) \_\_\_\_\_ - \_\_\_\_\_

**Alcoholic beverages are not allowed on park properties or in recreation facilities.**

**B. Please Answer the Following:**

1. Will your planned event include any of the activities which would require a Special Event Permit? Yes \_\_\_ or No \_\_\_
2. Will your planned event have any alcoholic beverage use or consumption? Yes \_\_\_ or No \_\_\_
3. Will your planned event require any street closures? Yes \_\_\_ or No \_\_\_
4. Will your planned event organizer request a waiver of Insurance? Yes \_\_\_ or No \_\_\_
5. Will your planned event food preparation involve more than charcoal grills? Yes \_\_\_ or No \_\_\_
6. Will your planned event exceed 200 people in attendance? Yes \_\_\_ or No \_\_\_

**Note:** If you have answered "yes" to any of the above questions, then you will be required to complete and submit a Long Form Application for Use of Parks.

**C. Acknowledgements:**

1. The City of Waterbury Parks Division can cancel your event at any time if you fail or refuse to comply with all Park Use Rules and Regulations (copy provided to Applicant), or for safety reasons alone.
2. Your planned event is NOT a City of Waterbury sponsored, organized, or operated activity, and you are fully responsible for the lawful, safe, and orderly operation of your event, or activity. These are your responsibilities.
3. The Applicant/Signer/Responsible Party, is a duly authorized representative of the Group/Organization sponsoring this event, and will be present for the entire event at the Park location.
4. The Applicant/Sponsoring Organization shall indemnify and hold harmless the City of Waterbury, and all of its boards, commissions, Departments, and employers, from any and all claims for personal injury, property damage, costs, or expenses, arising from, caused by, or in any way connected to you or your participant's use, presence, acts, commissions, or omissions, within or upon the City of Waterbury Park, Facility, Equipment, or Location where your event takes place.

5. All Park Usage Events shall be subject to monitoring and enforcement of all Park Rules and Regulations by the Waterbury Police Department. Strict compliance shall be enforced.

**D. Facility Rental Fees:**

\$70.00 for the first hour (consists of set up and closing).  
\$40.00 for every additional hour after.  
Additional cost may be assigned for the use of kitchen and/or equipment.

**E. Signature of Applicant:**

The following is the responsible Applicant's/Organization's signature and agreement, by its duly authorized representative, to the foregoing Application in its entirety.

By: \_\_\_\_\_  
Legal Name of Applicant, Organization, Group

\_\_\_\_\_  
Signature (Duly Authorized)

\_\_\_\_\_  
Print Name

Its: \_\_\_\_\_  
Position/Title/Representative

Date of Signature: \_\_\_\_\_



(Office use only)

- |                             |                    |                                   |
|-----------------------------|--------------------|-----------------------------------|
| 1. Insurance:               | Yes _____ No _____ | Amount of coverage: _____         |
| 2. Police Protection:       | Yes _____ No _____ | Police Permit: Yes _____ No _____ |
| 3. Other Permits (specify): | _____              |                                   |

Comments: \_\_\_\_\_

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

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

Total Cost: \_\_\_\_\_ Invoice # \_\_\_\_\_ Receipt # \_\_\_\_\_



Revised: March 2014