

CITY OF WATERBURY  
Department of Public Works  
Bureau of Parks  
185 South Main Street  
Waterbury, CT 06702  
Telephone: 203 574-6793  
Fax: 203 574-6796

## APPLICATION FOR USE OF PARKS

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

Legal Name of Applicant/Organization Responsible for Event or Activity:

Address of Applicant/Organization:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

Duly Authorized Applicant/Organization Representative:

Phone (Day): \_\_\_\_\_ Phone (Evening): \_\_\_\_\_

E-mail: \_\_\_\_\_

In order to process your request, please complete and properly sign the application in its entirety, and return it to the Bureau of Parks a **MINIMUM of 45 days** before the proposed date of the event or activity.

**This City of Waterbury Application for Use of Parks consists of 11 pages, all of which contain the terms and conditions which the Applicant must comply with fully, when using the City Park site.**

**The Applicant acknowledges that the Planned Event or Activity is NOT a City of Waterbury sponsored, organized, or operated City event, program, or activity, and that the Applicant shall be fully responsible for the lawful, safe, and orderly operation of the event or activity.**

**The Applicant hereby agrees to all of the terms, conditions, rules, regulations, and responsibilities contained in this Application.**

**THE SALE, CONSUMPTION OR POSSESSION OF ALCOHOLIC BEVERAGES OR ANY TYPE OF ILLEGAL SUBSTANCES IS NOT PERMITTED ON CITY PROPERTY WITHOUT SPECIAL PERMISSION AND A VALID LIQUOR PERMIT. PLEASE BE ADVISED THAT YOUR PERMIT WILL BE REVOKED IMMEDIATELY IF THERE IS A SUBSTANTIATED COMPLAINT REGARDING THE USE OF DRUGS OR ALCOHOL DURING ANY EVENT ON CITY OF WATERBURY PROPERTY. A COPY OF APPLICANT'S VALID LIQUOR PERMIT, MUST BE PROVIDED TO THE BUREAU OF PARKS NOT LATER THAN SEVEN (7) DAYS BEFORE THE SCHEDULED EVENT.**

**THE PARK MUST BE LEFT IN A CLEAN AND ORDERLY MANNER WITH NO TRASH OR EXCESSIVE LITTER LEFT BEHIND.**

If the Applicant is a Legal Entity, i.e. Corporation, Limited Liability Company, Partnership or Charitable Contribution, etc., and NOT AN INDIVIDUAL/PERSONAL APPLICANT, then the Applicant must present to the Department of Public Works, Bureau of Parks, a Certificate of Good Standing or Lawful Existence from the Connecticut Secretary of State's Office, or the State from which said Legal Entity claims to be lawfully organized, and a Resolution signed by The Secretary or other lawful representative of the Legal Entity, which:

1. Approves of the Event or Activity as being sponsored, and operated by said Legal Entity;
2. Authorizes a specific named individual/person to sign all Application or Documents required for said Event or Activity;
3. Agrees to be bound by all of the terms and conditions of the City of Waterbury, Parks Bureau, and Parks Usage Application.

ALL ORGANIZATIONS WILL BE REQUIRED TO FURNISH A CERTIFICATE OF INSURANCE WHICH NAMES THE CITY OF WATERBURY AS AN ADDITIONAL INSURED UNDER THE POLICY, AND COMPLETE A HOLD HARMLESS AGREEMENT (SEE ATTACHED).

<p><b>Park Requested:</b> _____</p> <p><b>Date Requested:</b> _____ <b>Beginning Time:</b> _____ <b>Ending Time:</b> _____</p> <p><b>Nature of Activity:</b> _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Park Restrooms are open daily during hours of daylight only without additional permission.</p>
---

**Number of People Expected to Attend:** \_\_\_\_\_  
Are fees being assessed to participants of your event? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, explain: \_\_\_\_\_

-----**For Office Use Only**-----

Supervision (Overtime Rate)	\$ _____
Maintenance (Overtime Rate)	\$ _____
Portable Stage Rental	\$ _____
Sound System Rental	\$ _____
Other Charges	\$ _____
<b>Total Cost</b>	\$ _____

Insurance Required: Yes \_\_\_\_\_ No \_\_\_\_\_

Reasons for Waiver of Insurance \_\_\_\_\_

Waiver of Insurance Authorized by City Risk Manager on \_\_\_\_\_ (date).

Copy of Authorization attached hereto.

Request: Approved \_\_\_\_\_ Denied \_\_\_\_\_

If Denied, Reason why: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

## **PARK RULES and REGULATIONS**

### **Cancellations**

Please notify the Bureau of Parks at 203 574-6793 if you have to cancel your event for any reason and to check to make sure your scheduled Rain Date is still open.

### **Damage/Clean Up**

Any damage or cleanup to the park shelter or fields is the responsibility of the Applicant, organization, or responsible party (hereinafter referred to as the Applicant). The Applicant will be charged a \$200.00 deposit damage/cleanup fee, refundable if the park is left in a clean and orderly fashion. If not the fee will be applied to any cost to repair or clean the park. Note: If damage is done in excess of the fee then additional costs may be incurred. The Applicant will not be allowed use of the park or facilities in the future if any of the rules/regulations outlined in this application are violated.

### **Indemnification**

The Applicant agrees to waive, release, absolve, indemnify and to hold harmless the City of Waterbury, Department of Public Works Bureau of Parks, its officials, employees from and against any and all claims, suits, actions, damages and/or causes of action arising during the term of this approved usage, for any personal injury, loss of life, and the liability incurred in and about any such claims the investigation thereof of the defense of any action process brought thereon and against any orders and/or judgments that may be entered therein.

### **Decorating**

No ladders can be brought in to decorate. Confetti is not allowed. The use of glue nails tacks, screws, staples or other fasteners that may scratch or otherwise damage surfaces of any building or shelter are prohibited. You may use tape, but decorations must be taken down before you leave. The use of chalk on any surface is prohibited. Decorating is only allowed during your rental time. Picnic tables inside any park gazebos or shelters must stay inside and are not to be removed from the site. You may bring additional folding tables and chairs if needed.

### **Electricity/Water**

Some park gazebos or shelters are equipped with electricity which may be used with prior approval. Water is available in some parks though water bubblers only.

### **Restrooms**

Some parks are equipped with restrooms. If so, please note that those facilities are only open during the hours of daylight unless prior approval is granted.

### **Gazebos**

Gazebos in City of Waterbury parks that have them are not reserved but are there for residents to use on a first come/first served basis. With the exception of Brass Mills Stone House, Lakewood and Bucks Hills which are given out in four (4) hour increments.

### **Grills**

Portable grills are permitted, but may not be located underneath any gazebo or shelter. No fires except in grills designated for that purpose. Fires should not be left unattended. No person shall leave any park facility without first having completely extinguished any fire. Portable fire pits are prohibited. Propane grills are allowed with special permission only.

### **Parking**

Parking areas and speed limits are to be observed. Handicapped parking areas are posted. Only vehicle marked with handicapped permits are allowed in these spaces. Unlicensed vehicles are prohibited including, but not limited to go-carts, mini-bikes, and ATV's. Parks close at dusk. No overnight parking is allowed, violators will be towed. No parking, operation, or traveling of vehicles or equipment is allowed, on or over any grassed areas of a Park, Park Facility, or Park Area.

### **Pets**

All pets must be kept on a leash. Please be considerate and clean up after your pets.

### **Sales or Charging Admission Fees**

No person shall vend, sell or offer for sale any food, beverage, or other commodity within any park to the public without authorization from the Board of Park Commissioners with a recommendation from the Supervisor of Parks. Individuals or groups acquiring such authorization are responsible for obtaining all necessary permits or licenses from the City of Waterbury Health Department and must be displayed at all times.

### **Smoking, Glass, Alcohol, Firearms Fireworks and Profanity**

The following is prohibited in all city parks:

- Smoking is restricted to the parking areas of all City parks and the non building areas of City golf courses.
- Glass bottles
- Alcohol
- Firearms
- Fireworks
- Disorderly conduct will not be tolerated. This includes using loud and abusive language, breaking limbs of trees, and damaging property.

### **Tents**

Tents must be unstaked, due to irrigation lines, no stakes are to be driven into the ground for any reason without prior approval by park personnel.

### **Music**

The City of Waterbury noise ordinance must be followed in all areas of the park. Music must not be played at a volume that could disturb other park guests or neighbors located near the park. Music with profanities will not be tolerated. Live bands and DJ's require a Special Event Permit (See Attached).

### **Additional Rules**

- Facilities are to be used for approved purposes only. The City of Waterbury reserves the right to inspect the premises and facilities at all times to ensure proper usage.
- Upon receiving the reservation confirmation, please observe the date, time and location indicated. Any discrepancies noted please contact the Bureau of Parks immediately. The organization must have their reservation confirmation in their possession on the day of the reservation.
- Transfer of the scheduled permission to use the park to another user other than the Applicant, for use on the reserved day, is not allowed. The Applicant, organization, and the contact person or his or her designee, must be on-site for the duration of the event.
- City owned parks are patrolled by the City of Waterbury Police Department. Dial 911 for any emergency situation. For non-emergency situations, please contact Police Dispatch at 203 574-6911.
- All provisions of the City of Waterbury Ordinances governing the public use of grounds shall apply. These Ordinances are available on line for review at [www.waterburyct.org](http://www.waterburyct.org).
- Accidents, injuries, and/or damage to park property are to be reported to the Bureau of Parks immediately or as early as possible the next business day.
- No food trucks, vendor's vehicles or motorized vehicles are allowed on any park property without the Bureau of Parks permission.
- Any anticipated street closures on the day of the event, Applicant must first obtain a City Right of Way Street Use Permit. Applications can be found on the City of Waterbury website, or picked up at the Engineering Department, 185 South Main St., 5<sup>th</sup> Floor, telephone # 203-574-6820. The completed Street Use Permit will then be sent to the Waterbury Police Department for its review and approval. This special Right of Way Street Use Permit is mandatory. Please

contact Lt. Robert Maxwell of the Police Department, telephone # 203-574-6936 with any questions.

- Rental of the City of Waterbury portable band stand is available at \$30.00 per hour. This includes one City of Waterbury employee for set-up and breakdown and one (1) dozen folding chairs. Additional folding chairs are available for rental at \$25.00 per dozen.
- The City of Waterbury portable sound system is also available for rent at a flat fee of \$50.00.

## **POLICE ENFORCEMENT OF PARK RULES AND REGULATIONS**

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.

## **REQUIRED SPECIAL EVENTS PERMIT; INSURANCE**

The following activities require a Special Events Permit and shall require a Certificate of Insurance which names the City of Waterbury as an additional insured.

- Operation of special amusements, including but not limited to animal (horse, pony or other live animal) or mechanical rides, inflatable play amusements, rock climbing walls, and musical or theatrical performances.
- Conducting camps, fairs, exhibitions, rallies, fundraising efforts, races walks, and other such organized events.
- Construction of tents, canopies inflatable amusements, or other temporary structures. This includes but not limited to moon walks, water slides, and dunking booths.
- Use of musical instruments, radios and other sound devices, and amplifies sound equipment.
- Sale of food, beverages, or other goods.
- Collection of event fees.
- Permission must be obtained in advance from the Board of Parks Commissioners.

**City of Waterbury**  
**Department of Public Works – Bureau of Parks**  
**Insurance Requirements for Use of City Parks**

Applicant/User agrees to maintain the required insurance for the duration of the entire event, at the following City of Waterbury Park \_\_\_\_\_  
by \_\_\_\_\_ (group name).

The cost of such insurance including any and all deductibles shall be paid by the user of the park.

The policy shall be on the occurrence form and must be written by companies licensed to do business in the State of Connecticut. Any and all exceptions shall be reviewed by the city's Risk Manager.

Certificate of insurance confirming coverage shall be furnished prior to the use of the park. All policies shall provide for a thirty (30) days written notice of cancellation, ten (10) days notice for non-payment.

The City reserves the right to cancel or terminate any agreement for use of the parks for failure to provide or maintain insurance coverage as required and to name the City of Waterbury and Waterbury Department of Public Works, and the Waterbury Bureau of Parks as the additional insured.

Such insurance shall be written for not less than specified, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever is greater. It is agreed that the scope of limits such insurance specified are minimum requirements and shall in no way limit or exclude the City of Waterbury, Waterbury Department of Public Works or the Waterbury Bureau of Parks from additional limits or coverage provided under the policies user.

**GENERAL LIABILITY** including bodily injury, property damage, personal injury, host liquor liability and contractual liability with minimum limits of \$1,000,000 per Event or Per Occurrence. **The City of Waterbury, Waterbury Department of Public Works and Waterbury Bureau of Parks are to be named as additional insured.**

Liquor Liability coverage should be included if a valid liquor permit is accepted as part of the application. Liquor Liability coverage shall be in the amount of \$1,000,000 per Occurrence.

**PLAYER ACCIDENT INSURANCE** (for athletic events) including each player, manager or coach for \$25,000 accidental medical benefits limit per individual/per accident. In lieu of the Player Accident insurance coverage the City of Waterbury will accept signed **Individual Waivers of Liability**. Each team shall submit legible rosters of all team members (including, but not limited to, players, managers and coaches) accompanied by properly executed Individual Waivers of Liability for each individual listed on the roster.

**WORKMAN'S COMPENSATION** (when applicable) for the statutory limits including Employer's Liability with limits of \$100,000 each accident, \$500,000 for each disease/policy limit, and \$100,000 for disease for each employee.

---

Organization  
Authorized Representative

---

Date

## **City of Waterbury – Bureau of Parks Use of Parks Application**

### **Indemnification and Hold Harmless Agreement**

The undersigned applicant has inspected the site where the event will occur and is satisfied with and accepts the site in its existing condition and hereby agrees to indemnify, defend and hold harmless the City of Waterbury Bureau of Parks and the City of Waterbury Park commissioners and their employees, officers and agents from and against any and all claims, losses, suits, actions, demands, fines, fees, judgments, damages and cost arising out of or in any way connected with the use of the undersigned of the City of Waterbury park and date(s) of the permitted event.

Each event is evaluated on its risk exposure. The City of Waterbury is not responsible for any accidents or damages to persons or property resulting from the issuance of this permit.

Everything I have stated on this application is correct and to the best of my knowledge. I have read and agree to abide by the policies, rules and regulations for the use of parks on this application as they pertain to the requested usage. The permit, if granted, is not transferable and is revocable at any time at the discretion of the Bureau of Parks and/or the Board of Park Commissioners.

The undersigned applicant agrees to pay for all fees for city services associated with this event.

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

By: \_\_\_\_\_  
Legal Name of Applicant, Organization, or Trade Name

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

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

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

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