



**TOWN OF DEEP RIVER**  
**Parks & Recreation Commission**  
174 Main Street ~ Deep River ~ CT ~ 06417

**Application for Use of Town Landing**

Submit this form along with the appropriate fees and documents to the P & R Office at least 3 weeks prior to your event; Only complete application packages will be reviewed for approval; Applications requiring further discussion are presented to the full commission at the monthly meeting (2nd Wednesday). Forms may be submitted up to 8 months in advance of the event. **Please see pg. 2 for more requirements. Chair layout is on page 3.**

Area of Facility Requested: Gazebo: \_\_\_\_\_ Fishing Pier/Overlook: \_\_\_\_\_ Other: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact phone: \_\_\_\_\_

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

Contact Address: \_\_\_\_\_

Organization if Applicable: \_\_\_\_\_ Type of event\*: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_ Duration of Event \* \_\_\_\_\_ Approx. # Attending:\*\* \_\_\_\_\_

\*For weddings, there is a **time limit of 2 ¼ hours**, including set up and clean up.

\*\* The number of chairs is limited to 100 and must be set up in the designated areas; either **Option A** \_\_\_\_\_ or **Option B** \_\_\_\_\_

Is this a fundraising event? Yes No If so, what is the admission price? \_\_\_\_\_

*If an admission fee is charged, Parks and Recreation reserves the right to impose a 10% fee on monies collected.*

**Other pertinent information regarding your event (alcohol on site, music, vendors, etc.). Include any requested waivers to park use rules listed on back of form.:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(Please include all equipment to be brought onto the facility. All equipment and decorations must be thoroughly removed from the premises. Parks and Recreation reserves the right to collect for any expenses incurred by the town to repair, clean or in any way restore the facility should damage occur during your event)*

**Facility Usage Fees: Deep River Residents – Free (P & R Dept.reserves the right to charge a fee based on type of event).**

**Non-Residents - \$ 175.00 per event;**

**Other Fees: Constable Charge (when required) - \$276.00 per 4 hours**

**Security Deposit – (refundable) -required of ALL applicants -\$250.00**

I have read and understand the rules and regulations listed herein and agree that they will be honored and enforced by myself, members of the organization or group that I represent, participants, and spectators while using the gazebo, fishing pier/outlook or any other area of the park. I do know that failure to observe the rules and regulations established by the Parks and Recreation Commission will result in cancellation of reservations and loss of future use.

Name (print) \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Release of Liability**

I hereby release the Town of Deep River from any and all responsibility for any accident or injury suffered by participants, guests/spectators while using the Town of Deep River park facility including the gazebo, fishing pier/overlook, beach area as permitted for our use. This release applies to, but is not limited to, the condition of the park area and its confines.

Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Commission use only

Date Received: \_\_\_\_\_ Usage Fee: \$ \_\_\_\_\_ Cash/ck # \_\_\_\_\_ Security Deposit \_\_\_\_\_ Cash/ck # \_\_\_\_\_

Constable Fee: \_\_\_\_\_ Cash/ck# \_\_\_\_\_ Approved: Yes ☐ No ☐ Date: \_\_\_\_\_ Letter sent: \_\_\_\_\_

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

## **Park Use Policy – Town Landing/Gazebo/Fishing Pier**

All groups/persons that file an application for use of the Town Landing, including the gazebo and fishing pier, for the purpose of a gathering of more than 10 persons, such as a wedding, party, fund raiser or other event need to adhere to these general guidelines and rules put forth by the Deep River Parks and Recreation Commission.

- Provide the commission, at least three weeks prior to the event, with a certificate of liability insurance with a minimum of \$1,000,000 coverage that indicates the Town of Deep River as 'additional insured'. This requirement may be waived at the discretion of the commission.
- All events at the landing require a Town constable to be present; Constables are charged out at a four hour minimum. The rate for 2019 is \$69/hr. This requirement may be waived at the discretion of the commission.
- A \$250.00 security deposit/cleaning fee will be collected from each group that intends to use the landing for their event. This fee must accompany your application and it will be held without interest by the Parks and Recreation Commission. The deposit will be applied towards expenses incurred by the town to rectify any damage to the park area as a direct result of your event. Any unused portion of the security deposit will be returned thirty days after the conclusion of use pending no damage or change to the park facilities which require corrective action on the part of the town.
- If your event is scheduled for peak season, May – September, you will be allowed **two** parking spaces during the time of your event, not to exceed 2 ¼ hours. You will be required to provide additional alternate parking for your event.
- In the event of a fundraiser or public event, before distribution, all advertising materials get prior review by the Commission.
- For non-residents, pay the \$175.00 use fee. For all users, should the event generate revenue, Parks and Recreation reserves the right to impose a 10% fee on all profits.
- There is a limit to the number of chairs allowed. Up to 100 chairs may be set up within the confines indicated on the event layout diagram; either Option A or Option B. No variation to this layout can be made without prior permission of the Parks and Recreation Commission. You are responsible for any damage to the park caused by the set up or break down of all equipment or furniture brought into the park facility.
- No alcoholic beverages are allowed to be consumed in the Park without prior permission by the Parks and Recreation Commission. Please indicate this on the first page of the application.
- For events over 75 persons, portable toilet facilities are required, one for each 100 patrons.
- All Parks and Recreation activities take priority over other facility use requests.
- **No changes** whether structural, cosmetic or temporary will be allowed to the park property without prior written approval of the Deep River Parks and Recreation Commission. This includes but is not limited to any decorations, upgrade of lighting, changes to facilities equipment (i.e. gazebo, fishing pier etc.) as well as moving picnic tables, garbage cans, and benches. All expenses incurred by the Town for removal of such changes or modifications shall be paid by the offending group or individual. This includes expenses incurred to restore the area to how it was found.
- Any and all damage to Parks and Recreation facilities, equipment, furnishings, and/or property must be corrected and all costs involved paid for by the applicant. Parks and Recreation also reserves the right to limit future use of any facility by said group if damage is not rectified.
- Additionally, all persons using the Town Landing are expected to abide by all the posted park rules.
- All groups are expected to remove garbage from the ground and to empty garbage cans to the large roll offs located throughout the park. If the roll offs have been moved by you for your convenience they are expected to be put back to their original location before your group exits the park.
- Any questions concerning the use of the Town Dock facility for the purpose of docking a boat during your event, need to be directed to the Deep River Harbor Master at least two weeks prior to your event. The Parks and Recreation Commission makes all final decisions concerning dock usage.
- The Parks and Recreation Director has been given the authority by the Parks and Recreation Commission to evaluate the park and its conditions and also to consider potential parking issues in making final decisions concerning the use of the park by individuals and/or groups.

## Deep River Town Landing

### Wedding Event-Chair set up



#### **Option A-**

100 chairs arranged facing northeast, facing the overlook. Chairs arranged on the grass to the east of the gazebo.

→ North



#### **Option B-**

100 chairs arranged facing the gazebo. Chairs may be placed to the north west of the gazebo, to the south west of the gazebo or to the southeast. Permanent benches are located directly north of the gazebo and can not be moved.