



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

Application for Use of Plattwood Park/ Pavilion/ Athletic Field

*This form with all required documentation, (including applicable fees) must be submitted to the Parks and Recreation Office at least 3 weeks prior to your requested date of use. Submittal of an application does not guarantee park use. **Please note**, that depending on the request, the application may have to be presented to the full commission at the monthly meeting which is held on the second Wednesday of the month. Applications may be submitted up to 6 months in advance.*

Facility Requested: _____ Pavilion _____ Baseball Field _____ Skateboard Park or _____ Other-

Please specify area: _____

Name/Organization/Group: _____ Contact Person: _____

Contact phone: _____ Contact Address: _____

Contact e-mail address: _____

Type of Activity: _____

Date(s) of Use*: _____ Hours of Use**: _____ Approximate # Attending: _____

****For sports teams, please attach a separate page with detailed dates of use, including games schedule***

***** For Pavilion Reservations-there is a four hour limit, including set up and clean up.***

Is this a fundraiser? ☐ Yes ☐ No Is the event open to the public? ☐ Yes ☐ No 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.

Basic Usage Fees: Deep River Residents – Free; Non-Residents - \$125.00

(This fee schedule is for basic usage and does NOT apply to team sports, events or multi-date use; additional fees and requirements may be necessary. see next page for details)

As an authorized party for the above applicant, 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 permitted field and or park area. 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 and its employees/life guards and volunteers from any and all responsibility for any accident or injury suffered by participants, coaches, managers, officials, and spectators while using the Town of Deep River park facility. This is including the pavilion, playground, skateboard park, beach, swimming area, basketball court, fitness trail and athletic field as permitted for our use. This release includes the condition of the park area. I will swim at my own risk and advise all guests of their liability regarding swimming at the park.

Name (print): _____ Signature: _____ Date: _____

Commission use only

Received by: _____ Date: _____ Approved by: _____ Date: _____ Security Dep. Rec'd _____ check # _____

Usage Fee: \$ _____ Cash/check rec'd _____ Constable Fee rec'd _____ Check # _____ Letter sent: _____

Comments: _____

Park Use Policy – Plattwood Park/Pavilion/Athletic Field

All groups/persons that file an application for use of Plattwood Park need to adhere to these general guidelines and rules put forth by the Deep River Parks and Recreation Commission.

- **No alcoholic beverages are allowed to be consumed** in the Park without prior permission by the Parks & Recreation Commission.
- A \$250.00 security deposit/cleaning fee will be collected from any group or individual that files an application for park use and intends to use the pavilion or park grounds during their event. This fee will be collected at least two weeks prior to your event and held without interest by the Parks and Recreation Commission. The deposit may be applied toward the cost of damages or cleaning. The fee will be returned without interest, thirty days after the conclusion of use pending no damage or change to the park facilities which required corrective action on the part of the town.
- 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 person or group if damage is not rectified.
- 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'.
- Depending on the size and nature of your event, you may be required to hire a Town Constable (minimum four hours) to be present during your event. Each application submitted indicating that more than 25 people are anticipated to be in attendance will be presented to the Town's Resident State Trooper for review.
- No changes whether structural, cosmetic or temporary shall 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 upgrade of lighting or facilities' equipment (i.e. pavilion, reconfiguration of picnic tables, garbage cans, etc.). 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.
- There is a four hour minimum when reserving the pavilion.
- No driving or parking on the grass.
- If you need to gain access to the pavilion to unload your vehicle or set up equipment, the gate guard will supply a key to unlock the chain at the entrance to the grassy area. **YOU ARE RESPONSIBLE FOR PUTTING THE CHAIN BACK**
- **Remember the area is under video surveillance, if damage does occur, the town will review these cameras to verify loss.**
- All persons and groups are expected to remove garbage from the ground and to empty garbage cans to the large rolling carts located throughout the park. If the rolling carts 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.
- No surface fires are allowed. If grills are used, you are responsible for properly cleaning the grills and removing any ash or waste.
- **All Parks and Recreation activities take priority over other facility use requests.**
- Additionally, all persons using Plattwood Park are expected to abide by all the posted park rules.
- For small gatherings of up to 25 persons, you are entitled to bring up to 10 passenger vehicles into the park during the hours of your event. Should non-resident guests want to remain in the park beyond the hours of the event, they will need to purchase a day pass from the gate guard.
- Refrain from playing loud music or using the area in such a way that it interferes with the enjoyment of the park by other patrons to the park.

****In addition to the above, for all groups/persons that file an application for use of Plattwood Park for the purpose of a large gathering (50 persons or more) such as a party, fund raiser or other event or for the purpose of holding a class, the following rules/guidelines apply:**

- Based on your application, should P & R anticipate the number of patrons in the water will exceed 50 swimmers, then in keeping with the recommendations of the American Lifeguard Association and the American Red Cross, an additional lifeguard may be scheduled and the cost passed on to the applicant.
- You are required to have people on hand to help direct parking.
- All persons entering the park that do not have a park use sticker on their windshield may be subject to the park daily use fee.
- Before distribution, all advertisements must get prior review and approval by the Commission.
- Regardless of residency, may be required to pay the \$125.00 use fee.
- Should the event generate revenue, the Parks and Recreation reserves the right to impose a 10% fee on all profits.
- For events over 75 persons, portable toilet facilities are required, one for each 100 patrons.
- The Parks and Recreation Director has been given the authority by the Parks and Recreation Commission to evaluate the park and field conditions and consider potential parking issues in making final decisions concerning the use of the park by individuals and/or groups.

*** In addition to the above requirements, all organizational groups filing an application for field use must abide by the following rules ***

- All team sports utilizing the park fields for practice or games must submit a team roster(s) no later than four weeks prior to the opening day of practice for a season. Rosters should include town of residency for each player listed.
- There is a \$15.00 per player charge for non-resident participants. This fee is due prior to the start of the season.
- A game and practice schedule must be submitted with the application. P & R will determine if the dates are available.
- Once dates have been approved, groups/teams are not allowed to schedule additional home games (make-up games) unless the Parks and Recreation Department has been notified and has cleared the dates on the park calendar. All requests must be provided At least 72 hours in advance and in writing. Non-compliance may result in denial of field use for the remainder of the season.