



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

**Application for Use of Town Green/Veteran's Memorial Green/Columbia War Memorial Platform**

*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. Applications may be canceled by the town due to environmental, health or other public emergency situations. If canceled by the town, refunds will be issued. **Please see pg. 2 for more requirements including refund policy.***

Specific Area Requested: Town Green \_\_\_\_\_ Columbia War Memorial Platform \_\_\_\_\_ Both Areas \_\_\_\_\_

Name/Organization/Group: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Contact e-mail address: \_\_\_\_\_

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

Type of Activity: \_\_\_\_\_ Approx. # Attending: \_\_\_\_\_

Explain Activity in detail: \_\_\_\_\_

\_\_\_\_\_

Equipment to be brought in: \_\_\_\_\_

\_\_\_\_\_

Date(s) of Use\*: \_\_\_\_\_ Hours of Use\*\*: Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Is this a fundraiser?  Yes  No Is the event open to the public?  Yes  No What is the admission price?+ \_\_\_\_\_

**\*\* For some reservations-there may be a time limit enforced (including set up and clean up).**  
**+ 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 - \$150.00**

**^This fee schedule is for basic usage & does NOT apply to large gatherings, team sports, events or multi-date use; Additional fees and requirements may be necessary for both residents as well as non-residents. 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, Deep River Parks and Recreation, the Veteran's Green Committee and its members from any and all responsibility for any accident or injury suffered by participants and spectators while using the Town of Deep River's Town Green/Veteran's Memorial Green park facility including the Columbia War Memorial platform as permitted for our use. This release applies to, but is not limited to, the condition of the Town Green at the time of our event.

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



*Commission use only*

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Usage Fee: \$ \_\_\_\_\_ Cash/check rec'd \_\_\_\_\_ Letter sent/email: \_\_\_\_\_

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

\_\_\_\_\_

All groups/persons that file an application for use of the Town Green/Veteran's Memorial Green including the Columbia War Memorial Platform for the purpose of a gathering of more than 10 persons must to adhere to these general guidelines and rules put forth by the Deep River Parks and Recreation Commission.

- Parks and Recreation activities take priority over other facility use requests.
- Each group must provide a certificate of liability insurance with their application or at least three weeks prior to the scheduled park use, with a minimum of \$1,000,000 coverage that names the Town of Deep River as 'additionally insured'.
- All public or private events held on the Town Green that may include more than 25 persons will require a Town constable to be present. Smaller gatherings, depending on the nature of the event, may also require a police presence. This is at the sole discretion of the Deep River Police Chief and the P & R Commission upon review of the park use application detailing proposed use. Constables are charged out at a four hour minimum. The rate for 2021 is \$73/hr. This requirement may be waived at the discretion of the commission. The constable fee is the responsibility of the applicant.
- Depending on the nature of the event, additional police or traffic personnel may be required.
- Any additional permits required by the town or state, are the responsibility of the applicant. Deep River Parks and Recreation is only granting access to the areas as noted on this application.
- A \$250.00 security deposit/cleaning/grounds maintenance fee will be collected from each group that intends to use the park. This fee will be collected at the time that the application is filed and 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 the event.
- Parking is limited around the Town Green. It is the responsibility of the applicant to secure safe, acceptable parking alternatives for your event.
- **Prior to distribution, all advertising materials must be presented for review by the Commission. Materials must be submitted to the Commission at least three weeks prior to the date of publication in order to make any changes deemed necessary by the Commission.**
- Parks and Recreation does not provide a port-o-let facility within the park property. For events longer than 4 hours, the applicant may be required to supply an adequate number of port-o-lets at the group's expense. The number of units required will be determined by the Parks and Recreation Commission upon review of the group's park use application.
- **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, moving park benches, any upgrade of lighting or sound equipment, decorations and other equipment brought into the park for the event. Equipment proposed to be brought in will require prior approval of the Parks and Recreation Commission.
- Any and all damage to Parks and Recreation/Town facilities' (this includes the surface of the Columbia War Memorial) equipment, furnishings, and/or property, must be corrected and all costs involved paid for by the applicant. These include damage to the park caused by the set up or break down of all equipment or furniture brought into the park facility. If a security deposit was made, Parks and Recreation will use these monies to offset any costs incurred to correct said damage. Any additional costs, above the security deposit amount, incurred by the Town will be billed to the organization or group responsible for the damage. Parks and Recreation reserves the right to limit future use of any town facility by said group if damage is not rectified.
- Each group is responsible for the behavior of their guests, spectators and participants. All persons using the Town Green are expected to abide by all the posted park rules.
- A non-resident fee of \$150.00 must be included with the application.
- In addition to the park use fees stated above, events held as fundraisers may be subject to 10% fee on receipts.
- 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.
- All groups are expected to remove garbage from the park grounds. The town does not routinely supply garbage containers to the Town Green so should your event require it, the town reserves the right to charge for these containers.
- 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.
- The Parks and Recreation Director, under the authority of the Deep River Board of Selectman, may cancel events if there is an environmental hazard, imminent natural disaster or a health emergency. If the Town cancels the event, a full refund will be given.
- Refunds for park use fees will only be issued if the cancellation is made in writing and received by the P & R office at least 14 days (2 weeks) prior to the event. Refunds for constable fees paid will only be issued if the cancellation is done at least 7 days prior to the event. Applications canceled less than 14 days prior to the event by the applicant due to weather or other cause will not be refunded. Alternate dates will be entertained.