

TOWN OF DARIEN - PARK FACILITY APPLICATION

(Please Print Clearly)

All requests require a minimum 14-day processing time.

Facility and Park Permit application forms available online at: www.darienct.gov/parkrec

Mail or email permits to:

Parks & Recreation Dept., Town Hall, 2 Renshaw Rd., Darien, CT 06820

Email: parkrec@darienct.gov

1. Name of Person/Organization: _____

2. Contact Name (if different from above): _____

3. Mailing Address/Zip: _____

4. Telephone # _____ Cell # _____

5. E-mail Address: _____

6. Type of Event/Activity: _____

7. Date(s) of Event/Activity: _____

8. Time Begins: _____ Time Ends: _____
 (Include set up) (Include clean up/breakdown)

9. Estimated Attendance: _____

10. PARK Requested (please check below):

Town Hall Fields	Cherry Lawn Park	Tilley Pond	Highland Farm	Baker Field	McGuane Park	Weed Beach	Pear Tree Point Beach
<input type="checkbox"/> Field 1 <input type="checkbox"/> Field 2 <input type="checkbox"/> Holahan <input type="checkbox"/> Soccer <input type="checkbox"/> Softball/Baseball <input type="checkbox"/> Other	<input type="checkbox"/> Soccer Field (Casey) <input type="checkbox"/> Baseball Field (Gallagher) <input type="checkbox"/> Gazebo <input type="checkbox"/> Picnic Area <input type="checkbox"/> Parking Lot	<input type="checkbox"/> Park Special Event <input type="checkbox"/> Gazebo	<input type="checkbox"/> Special Event <input type="checkbox"/> Multi-use Field	<input type="checkbox"/> Baseball Field <input type="checkbox"/> Soccer Field	Baseball Fields: <input type="checkbox"/> Buck Rodgers <input type="checkbox"/> Coleman Mix <input type="checkbox"/> James J. McGuane	<input type="checkbox"/> Picnic Area <input type="checkbox"/> *Paddle Hut *# courts _____ (Paddle Parties) <input type="checkbox"/> Parking Lot (Road Races & Special events) <input type="checkbox"/> The Meadow <input type="checkbox"/> *Propane Grill +\$25 <input type="checkbox"/> Other	<input type="checkbox"/> Picnic Area <input type="checkbox"/> Parking Lot (Road Races & Special events) <input type="checkbox"/> Other

1. Set up specifics: _____

CANCELLATION POLICY

- Cancellations, date and/or time changes of activity/event MUST be received by the Parks and Recreation Department, Monday-Thursday 8AM-5:15PM, no less than 2 weeks in advance.
- Cancellation fees will be charged as the following:
 - Park and Picnic Area Rentals – 25% of rental fee

PARK POLICY

- **Facility Use Fees for Parks and Beach facilities are on file with the Parks and Recreation Department. Parks and Beach facilities are available to Darien residents and their guests, and Darien organizations unless pre-empted by group usage.**
- **It is the responsibility of requesting person/organizations to obtain and pay for any necessary Police, Fire Marshal or Health Departments' services at the discretion of the appropriate department.**
- **At the discretion of the Parks and Recreation Director or agent, temporary portable restroom facilities may be deemed necessary in order to comply with the Public Health Code. All costs associated are the sole responsibility of the permittee.**
- **The permittee agrees to abide by all Town of Darien Ordinances, and Rules and Regulations of the Parks and Recreation Department. No glass bottles or containers of any kind are allowed in any Darien park area. State recycling laws are to be obeyed in all parks. Separate containers to accommodate the various categories of recyclables are available in most park areas. LARGE PICNIC GROUP USERS SHOULD BAG THEIR REFUSE AND DISPOSE OF IN DUMPSTERS LOCATED IN WEED BEACH AND PEAR TREE POINT BEACH. At the discretion of the Parks and Recreation Director or agent, a separate dumpster container may be required of an organization hosting a special event. The cost associated is the sole responsibility of the permittee.**
- **Certificate of Insurance: Any organization or individual agrees to maintain during the term of this agreement Comprehensive General Liability Insurance against the acts or omissions of the authorized parties in conducting the permitted activities, and naming the TOWN OF DARIEN as an additional insured with respect to such coverage. Minimum policy limits shall be \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage, \$3,000,000 aggregate. Each occurrence, bodily injury and property damage combined. THE ORGANIZATION OR INDIVIDUAL agrees to provide a CERTIFICATE OF INSURANCE evidencing such coverage and naming the TOWN OF DARIEN.**
- **It is the responsibility of any permittee to post a reservation notice in a reserved park area no later than 8:00 am on the scheduled day of event. Carry your approved permit with you on the day of your activity/event.**
- **PLEASE NOTE: ALL VEHICLES ENTERING BEACH MUST HAVE VALID BEACH PARKING PERMIT STICKER OR CARRY PHOTO COPY OF THIS PERMIT TO BE PRESENTED TO GATE ATTENDANT FOR BEACH ACCESS.**

Waiver of Town Liability:

I am authorized to act on behalf of the above named organization. I hereby make application on behalf of this organization to use the requested park facility for the event described herein. I agree to abide by all rules and conditions for the use of this facility. I understand that it is my responsibility to provide proof of insurance (when applicable) prior to the event and that my failure to do so will result in cancellation of the event. I understand that injuries are inherent with any recreational activity/rental. In the event that an injury occurs to myself or family members, I agree to hold the Darien Parks and Recreation Department, Darien Parks and Recreation Commission, and any other person or contractor connected therewith the Town of Darien, harmless from all claims for bodily injury and property damage arising from the use/rental of Town facilities, or participation in Town activity during the course of a Town of Darien sponsored activity.

Applicant's Signature

Date

Approved: Darien Parks and Recreation Director/Agent

Date