



southburlington

RECREATION & PARKS

SPECIAL EVENT PERMIT APPLICATION

Today's Date:

Organization/Business/Individual: *(All Information needs to be complete, specific and accurate)*

Organization Name:	Organization Phone:
Address:	City, State, Zip
Contact Name:	Cell Phone:
Email Address:	Home Phone:

Description of Event:

Type of Event: _____		
Day of week:	Year:	Estimated Number of Participants:
Date Requested: From: _____ To: _____	Time of Event: From: _____ To: _____	Setup Begins: _____ Cleanup Ends: _____
Type of Facility Requested: <i>(check off those that apply)</i> <input type="checkbox"/> Bandshell & Open Space <input type="checkbox"/> Pavilion & Open Space <input type="checkbox"/> Other: _____		
Description of Event and Activities Planned: _____ _____ _____		

Additional Amenities that will be used: *(check off those that apply)*

- Streets and/or Rec Path *(Must fill out section below- Street & Rec Path Information)*
- Amplified Music/Sound, Inflatables, Entertainment *(Must fill out section below- Entertainment Information)*
- Bandshell *(Must fill out section below- Bandshell Information)*
- Vendors *(Vendor Permit required thru the Rec. Dept. Fees apply)*
- Electricity: Half Day _____ Full Day _____ *(\$40 half day, \$60 Full day)*
- Tent(s): *(Tent Permit required thru Fire Dept. for tents over 200sf. Fees apply)*

Street & Rec. Path Information: *(To be filled out if applying for use of City Streets or Rec. Path)*

Type of Route Using: Street Rec. Path or Both *(you must include a map of your route with this application)*
(include your beginning and ending destinations, as well as highlighting all crossings that you are requesting a police presence)

Police Presence Requested: Yes No *(include written description)* Public Notice Provided: Yes No *(include written description)*

Entertainment Information: *(to be filled out if applying for use of amplified music or sound at event)*

Type of Sound or Music: *(check those that apply)*
 Live Music/Band DJ or Radio Station CD's/I-pod Other: _____

Inflatables: Yes No How Many: _____ Entertainment: Yes No What Kind: _____

Bandshell Information: *(to be filled out if applying for use of the Bandshell at Dorset Park)*

Describe what Bandshell will be used for: _____

Do you require Bleachers: Yes No How Many: _____ Do you require Sound Equipment & Technician: Yes No

Applicant's Signature: _____ Date: _____

Signature also required on the back or second page of this document- Release & Waiver

*Application must be submitted a minimum of Two Months prior to your scheduled event.
 All Requests are reviewed in accordance with the Field Use Fee Policy.*

USE RELEASE & WAIVER

ACKNOWLEDGE OF UNDERSTANDING, being a duly authorized representative of the organization requesting field and or facility with the City of South Burlington, I acknowledge that I have read and understand the Facility Use and Fee Policy attached and agree to inform my users and abide by the conditions within the policy.

Signature _____ **Date** _____

LIABILITY RELEASE

RELEASE made this _____ day of _____, 20____ by (Organization) _____

IN CONDISERATION, of permission granted to use by the City of South Burlington to use hereby and forever discharge and release the City of South Burlington, its agents, employees and officers, from all actions, claims, demands, judgments and damages which we, or any of the participants in our program or group, may have, or claim to have, or acquire in the future, for all personal injuries, or damage to property, rising out of our organization’s use of the permitted facility.

WE ACKNOWLEDGE, that we have total responsibility for the program and our group and for the safety of all its participants. In addition, we acknowledge that the City of South Burlington has no responsibility for the condition of the facility, be it a building, room within a building, field or open space, and that a supervisor from our organization shall always inspect the premises prior to use to ascertain that the premises are in safe and useable condition. We further acknowledge to the City of South Burlington that our organization or group has adequate liability insurance, and that such insurance protects the City of South Burlington to the extent of its interest. We further acknowledge that a Certificate of Insurance will be provided to the City of South Burlington, naming the City of South Burlington as the certificate holder as Additional Insured under the policy. This will be sent to the Recreation Department prior to being issued a permit.

IN WITNESS WHEREOF, the undersigned, being a duly authorized representative of the above-named organization has executed this release on the day and year first above-written.

Signature _____ **Date** _____

TITLE II-ADA: (Americans Disability Act) - Note: Title II of the ADA prohibits the City of South Burlington from providing support including facilities to any organization which discriminates on the basis of disability. I, _____ agree that while we use the City of South Burlington’s facilities, parks, fields, and buildings for practice, games, tournaments, meetings and other such events, that we will not discriminate on the basis of disability.

Signature _____ **Date** _____

For City Use Only:

Permit Reviewed by: ___ Rec & Parks Dir. ___ Police Chief ___ Fire Chief ___ DPW Dir. ___ Health Officer					
Required:	Deposit-	Yes	No	\$ _____	Certificate of Insurance: Yes No
Fees Assessed:	___ Per Policy	___ One Time Fee of \$ _____	Other: _____		
Field/Facility Assigned:					
Condition of Use:					