



**PARK FACILITY REQUEST APPLICATION FORM**

**Must Be Completed 30 Days Prior to Event**

Organization name (if applicable): \_\_\_\_\_

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

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

Contact phone number: \_\_\_\_\_

Contact email address: \_\_\_\_\_

Park requested: \_\_\_\_\_

Specific area: \_\_\_\_\_ # of Attendees: \_\_\_\_\_

Description of activity: \_\_\_\_\_

Date requested: \_\_\_\_\_ Start time: \_\_\_\_\_ End Time: \_\_\_\_\_

Facility needs: Applicable Fees Will Be Assessed, Payable by Check or Money Order

(Check all applicable): Electricity \_\_\_ Lights \_\_\_ Restrooms\* \_\_\_ Field prepared \*\* \_\_\_

Other \_\_\_\_\_

\*Not available at all facilities    \*\*Softball/Baseball fields

Gazebo Rental: \$25.00/hr    \$50.00 Refundable clean up bond - Separate check from rental

Park Use for Rally or 5K Events: \$200.00 plus Staff Fees

**FOR OFFICE USE ONLY:**

**Certificate of Insurance received:** \_\_\_\_\_

Fee	Amount	Paid
Personnel		
Park Use		
Cleanup Bond		
Lights		
Other		

**CITY OF MERIDEN AGREEMENT FOR USE OF PARKS**

Renter is 18 years of age or older and understand the terms of this Agreement, and/or is authorized by the Organization listed on the Park Facility Request Application Form to execute this agreement on the Organization’s behalf. In exchange for Renter and/or the Organization being allowed access to City of Meriden (“City”) Parks, Renter and/or the Organization agree to be bound by each of the following:

1. No tents that need to be staked to the ground due to underground wiring. No inflatable amusements. All picnic tables are first come, first served. No alcoholic beverages are allowed at any park. Smoking is not permitted at any park. Renter(s) are responsible for all set up, clean up, and trash removal.
2. Obligation to Inspect. Renter agrees to inspect the park prior to the start of the activity. If Renter believes that anything is unsafe, the Renter will immediately advise the City of Meriden and Renter will delay, postpone or cancel the activity until such unsafe condition(s) has been remedied.
3. Assumption of Risk: Renter assumes all risks, known and unknown, in any way connected with participation or attendance at the activity. Renter accepts legal responsibility for any liability, injury, loss, or damage in any way connected with participation in or attendance at the activity.
3. Waiver, Release and Indemnification: Renter does hereby waive, release, and hold harmless the City of Meriden, a municipal corporation of the State of Connecticut, and/or its servants, volunteers, agents and/or employees from any and all claims for any liability, injury, loss or damage in any way connected with participation in, and/or attendance at the activity. In addition, Renter agrees to indemnify and hold harmless the City of Meriden and/or its servants, volunteers, agents and/or employees from any claims made against the City by any person or entity as a result of participation and/or attendance at the activity. Renter will procure and provide to the City the Certificates of Liability Insurance required for rental.
4. Savings Clause: If any part(s) of this Agreement is/are invalid, illegal or incapable of being enforced, by reason of any rule or law or public policy, all other parts of this Agreement remain in full force and effect, and no part of this Agreement shall be dependent upon any other part.

I HAVE READ THIS AGREEMENT. I AM SIGNING THIS AGREEMENT VOLUNTARILY FOR MYSELF OR ON BEHALF OF THE ORGANIZATION LISTED ON THE REQUEST FOR PARK USE.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

City of Meriden Parks Department Approval: \_\_\_\_\_ Date: \_\_\_\_\_

CITY OF MERIDEN INSURANCE REQUIREMENTS

BUSINESS REQUIREMENTS:

Business organization, Corporation, or LLC Certificate of Insurance requirements for use of City of Meriden property without liquor:

User shall agree to maintain in force at all times during the contract the following minimum coverage and shall name the *City of Meriden as Additional Insured* on a primary or non-contributory basis to all policies. All policies should also include a *Waiver of Subrogation*. Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best's Rating of "A-" VIII. In addition, all Carriers are subject to approval by the City of Meriden.

		Minimum Limits
General Liability	Each Occurrence	\$1,000,000.00
General Aggregate		\$2,000,000.00
Products/Completed Operations	Aggregate	\$2,000,000.00
Umbrella	Each Occurrence	\$1,000,000.00
Excess Liability	Aggregate	\$1,000,000.00

Original completed Certificates of Insurance must be presented to the City of Meriden prior to contract issuance. User agrees to provide replacement/renewal certificates at least 60 days prior to the expiration date of the policies.

RESIDENT/SMALL VOLUNTEER GROUP REQUIREMENTS:

Resident of Small Volunteer Group Certificate of Insurance requirements for use of City of Meriden property without liquor:

User shall agree to maintain in force at all times during the contract the following minimum coverage and shall name the City of Meriden as Additional Insured. Insurance shall be written with Carriers approved in the State of Connecticut with a minimum AM Best's Rating of "A-" VIII. In addition, all Carriers are subject to approval by the City of Meriden.

		Minimum Limits
General Liability	Each Occurrence	\$1,000,000.00
General Aggregate		\$2,000,000.00
Products/Completed Operations	Aggregate	\$2,000,000.00

Original completed Certificates of Insurance must be presented to the City of Meriden prior to the contract issuance. User agrees to provide replacement/renewal certificates at least 60 days prior to the expiration date of the policies.