

# Morristown Park and Field Use Application

## Applicant and Sponsoring Organization Information

Name of organization: _____		
Applicant name(must be 18 or older): _____		
Address: _____	City: _____	
State: _____	Zip: _____	E-Mail: _____
Phone(H): _____	(W): _____	(C): _____
Responsible Person(s) <b>ON SITE</b> day of Event(s): attach additional sheet if necessary		
Name: _____	Phone: _____	
Name: _____	Phone: _____	
Name: _____	Phone: _____	
Insurance Policy Type: _____	Policy #: _____	

**Event/Activity Information** (please complete as fully as possible, for multiple dates or seasonal usage provide separate sheet with all times and dates)

Type of Event: \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_

Date(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

Contact Erica Reed @ Town of Morristown for availability information. 888-5147 or ereed@morristownvt.org

### Requested Park/Field:

Oxbow Park (all)    Oxbow Large (Lower Field)    Oxbow Small (Upper Field)

Other(please describe): \_\_\_\_\_

Estimated # of people: \_\_\_\_\_ Estimated # of cars: \_\_\_\_\_

**Will the following items pertain to your event:** (include additional sheets/drawings/etc as necessary)

Yes    No

\_\_\_ \_\_\_ Food Concession/Preparation? Cooking Source: \_\_\_\_\_

\_\_\_ \_\_\_ Do you require electricity? Source: \_\_\_\_\_

\_\_\_ \_\_\_ Will you set up tables/chairs? How many: \_\_\_\_\_

\_\_\_ \_\_\_ Will you set up tents/canopies? How many & size: \_\_\_\_\_

\_\_\_ \_\_\_ Stages/Scaffolding/Platforms/Structures?

\_\_\_ \_\_\_ Portable toilets?

\_\_\_ \_\_\_ Vehicles/Trailers? How Many/Where located: \_\_\_\_\_

\_\_\_ \_\_\_ Entertainment? Briefly describe: \_\_\_\_\_

\_\_\_ \_\_\_ Inflatable Device(s)/Amusement(s)? Describe: \_\_\_\_\_

\_\_\_ \_\_\_ Sponsorship/Vending or Promotional Activities? Describe: \_\_\_\_\_

\_\_\_ \_\_\_ Amplified Sound? Describe type and times: \_\_\_\_\_

**Rules and Regulations Governing Use**

The Applicant understands and agrees to the following conditions:

- Morristown reserves the right to cancel, reschedule or postpone any activity.
- Submission of application does not guarantee permission; a permit must be issued.
- Certain events may require additional permits/fees in accordance with Town Ordinances.
- The Applicant or listed responsible person(s) will be on-site during the event to assist with supervision and decision- making should problems arise.
- The Applicant shall be responsible for cleanup of park grounds immediately following the event. If the Town must clean up following the event, Applicant will be charged a reasonable fee for services.
- All involved parties must be advised of these regulations, in advance, by the Applicant.
- The following stipulations shall also apply due to the specific use requested by Applicant:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Applicant will notify the Town of any changes to this application.
- Approved applications ensure Applicant use of specific field as designated on permit and application. All other use of Town fields are on a first come/first serve basis.
- The Applicant shall indemnify and hold harmless Morristown, and its officers, employees, agents, and recreation committee members, from all losses, claims, and liabilities (including reasonable attorneys’ fees) arising out of damage to property of or injury to persons participating in or watching such event. The applicant takes full responsibility for the activities held on Morristown’s property, including all first aid, scheduling and on-site supervision. At least one of the listed “responsible persons” will be on site during the entire event.

**AFFIDAVIT OF APPLICANT**

EVERYTHING THAT I HAVE STATED ON THIS APPLICATION IS CORRECT TO THE BEST OF MY KNOWLEDGE. I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY THE POLICIES AND RULES AND REGULATIONS LISTED ON THIS FORM AS THEY PERTAIN TO THE REQUESTED USAGE. BY SIGNING THIS APPLICATION, THE APPLICANT AGREES TO FOLLOW ALL RULES AND REGULATIONS. THE PERMIT, IF GRANTED, IS NOT TRANSFERABLE AND IS REVOCABLE AT ANY TIME AT THE ABSOLUTE DISCRETION OF MORRISTOWN OFFICIALS AND/OR THE PARKS AND RECREATION COMMISSION

NAME OF APPLICANT: \_\_\_\_\_

(print)

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Return Applications to: Town of Morristown ATTN: Erica Reed PO box 748, Morrisville, VT 05661

**OFFICE USE ONLY**

Approved \_\_\_\_\_ Notes: \_\_\_\_\_

Denied: \_\_\_\_\_ Permit #: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_