



## RECREATION DEPARTMENT PICNIC SHELTER RESERVATION APPLICATION

All picnic permits require \$25 fee for application processing and a \$50 damage deposit, which will be returned if premises are not damaged.

Check the appropriate location for which you are applying:

Alcohol is not allowed to be served or consumed in the park unless you are a non-profit organization with a 501 C3 designation and approval from the Chief of Police.

---

Date(s) Requested: \_\_\_\_\_ Time (s) Requested: \_\_\_\_\_

Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Type of Event/Activities: \_\_\_\_\_

Number of People in Attendance: \_\_\_\_\_

Will you need a sound amplifying device? Y \_\_\_ N \_\_\_

Will you need assistance/access into Nottingham Park? Y \_\_\_ N \_\_\_

(\*Vehicles may not enter the park without prior consent and escort from Town of Avon personnel. If you need assistance with a caterer, equipment, or set-up please detail your needs below.)

Type of Assistance Needed: \_\_\_\_\_

In consideration of the issuance of the requested park use permit the Applicant agrees to defend, indemnify and hold the Town of Avon and members of the Town council, individually and collectively, and the officers, agents and employees of the Town, individually and collectively, free and harmless from and against all claims or demands arising from any act, omission or negligence of the Applicant, their licensee's, agents, servants, or employees, arising from any occurrence or accident causing or allegedly causing bodily injury (including liability for personal injury or death) or damage to property whomsoever belonging, arising out of, allegedly arising out of, the use of premises as defined in this Picnic Application or while in, or about said premises.

The undersigned hereby assumes personal and individual liability for him/her self and on behalf of Applicant for any damages to said park or equipment occurring through or during the occupancy or use of said park by the Applicant. The undersigned will leave said park in a condition as good as or better than, originally found. The undersigned personally and individually and on behalf of the Applicant accepts liability for all repairs to the Park and/or repair or replacement of equipment in the event of damage.

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

---

**APPROVING SIGNATURES:**

Guest Services Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Parks Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Chief of Police (if alcohol will be served) \_\_\_\_\_ Date \_\_\_\_\_

---

**FOR OFFICE USE ONLY:**

Insurance Certificate Received: Y \_\_\_\_\_ N \_\_\_\_\_ N/A \_\_\_\_\_

Processing Fee Received: Y \_\_\_\_\_ N \_\_\_\_\_

Damage Deposit Received: Y \_\_\_\_\_ N \_\_\_\_\_

## HARRY A. NOTTINGHAM PARK RESERVATION POLICY

---

The Town of Avon requires notification of picnics or gatherings in Nottingham Park of 50 people or more and/or when 3.2% liquor will be served. Anyone wishing to use the park for a picnic or gathering of more than 50 people must complete either a Picnic Permit, or a Special Event Permit application form. Permits must be submitted 30 working days prior to the event. Approvals will be granted according to park availability and order of request.

- I. **Picnic Permits** are required to be submitted when 50 or more people are planning to use Nottingham Park. Picnic permits are issued to groups who need no special assistance from Town personnel other than securing the space.
  - A. **When alcohol is served to 50 people or more, an insurance liability certificate covering premises and operations with limit of liability of no less than \$1,000,000 covering bodily injury or property damage in a combined single limit, naming the Town of Avon and its employees and officers as co-insured. A map with a detailed description of activities planned, including set-up, tents, tables, chairs staging, electrical etc. Alcohol is only allowed to be served by a non-profit organization with a 501 C3 designation and prior approval from the Town of Avon's Chief of Police.**
  - B. Fees: \$25 processing fee and \$50 clean-up/damage deposit. The clean-up/damage deposit will be refunded if the facility is left in order.
- II. **Special Event Permits** are required when 50 or more people are involved and technical assistance is required from Town personnel. Examples are setting up tents or portable facilities not existing in the park. With a Special Event Permit, the following is required:
  - A. **An insurance liability certificate covering premises and operations with limit of liability of no less than \$1,000,000 covering bodily injury or property damage in a combined single limit, naming the Town of Avon and its employees and officers as co-insured.**
  - B. A map with a detailed description of activities planned, including set-up, logistics, i.e. tents tables, chairs staging, electrical etc.
  - C. Fees: \$100 processing fee and \$250 clean-up/damage deposit. The clean-up/damage deposit will be refunded if the facility is left in order.
  - D. Direct costs plus 15% may also be applied. See Special Event Application.
- III. **Softball and Lower Field** The Town of Avon designed the softball field on Tract P as a multi-purpose field; however, the primary purpose of the facility is to accommodate softball leagues, tournaments and practices. The athletic field, which overlaps a portion of the softball outfield, is to be used as designated by the Parks and Recreation Department in the cases of upper field conflicts or unavailability.
  - A. **When organized games, tournaments or matches etc. are taking place, an insurance liability certificate covering premises and operations with limit of liability of no less than \$1,000,000 covering bodily injury or property damage in a combined single limit, naming the Town of Avon and its employees and officers as co-insured. If an insurance certificate cannot be obtained, all participants must sign a waiver, release and indemnification form. A map with a detailed description of activities planned, including set-up, tents, tables, chairs, staging, electrical etc.**
  - B. A field reservation request is required to be filled out by individuals or groups wishing to use the softball and/or lower athletic field. All field reservation forms must be signed and completed two weeks prior to the date(s) of field use. The rental fee must be paid at the time the reservation is made.
  - C. All reservations are taken on a first come, first serve basis with softball being a priority over any other type of recreational use.
  - D. When adverse weather or field conditions exist, i.e. snow, mud, rain, etc., use of the athletic field will be in the discretion of the Parks Supervisor or the Public Works Foreman.
  - E. Groups reserving the softball or lower main field will inform their members/participants of facility rules, policies and park rules, which are listed below.
  - F. Refunds will not be granted due to cancellations or inclement weather. A substitute date/time may be arranged (if available).
  - G. Fees: \$20 per hour for both softball and lower fields with a two-hour minimum. \$50 for field lining and striping.
- IV. **Main Athletic Field** The Town of Avon requires a reservation form to be filled out by groups wishing to reserve the main athletic field.
  - A. **When organized games, tournaments or matches etc. are taking place, an insurance liability certificate covering premises and operations with limit of liability of no less than \$1,000,000 covering bodily injury or property damage in a combined single limit, naming the Town of Avon**

**and its employees and officers as co-insured. If an insurance certificate cannot be obtained, all participants must sign a waiver, release and indemnification form. A map with a detailed description of activities planned, including set-up, tents, tables, chairs, staging, electrical etc.**

- B. A field reservation request is required to be filled out by individuals or groups wishing to use the main athletic field. All field reservation forms must be signed and completed two weeks prior to the date(s) of field use. The rental fee must be paid at the time the reservation is made.
- C. All reservations are taken on a first come, first serve basis.
- D. When adverse weather or field conditions exist, i.e. snow, mud, rain, etc., use of the athletic field will be in the discretion of the Parks Supervisor or the Public Works Foreman.
- E. Groups reserving the softball or lower main field will inform their members/participants of facility rules, policies and park rules, which are listed below.
- F. Refunds will not be granted due to cancellations or inclement weather. A substitute date/time may be arranged (if available).
- G. Fees: \$20 per hour for both softball and lower fields with a two-hour minimum. \$50 for field lining and striping.

V. **Ice Rental (Hockey & Broomball).** Nottingham Lake is available for private parties, ice hockey and broomball practices from 12:00 noon until 8:00 p.m. Any group wishing to reserve the ice must fill out a permit 10 days prior to the planned activity.

- A. We ask that the public be aware of the ice maintenance equipment, particularly between the hours of 8:00 a.m. and 12:00 noon. Skating is permitted on the treated surface of the lake only. Open water will be clearly marked and should be avoided. Dogs are not permitted on the lake.
- B. **When organized games, tournaments or matches etc. are taking place, an insurance liability certificate covering premises and operations with limit of liability of no less than \$1,000,000 covering bodily injury or property damage in a combined single limit, naming the Town of Avon and its employees and officers as co-insured. If an insurance certificate cannot be obtained, all participants must sign a waiver, release and indemnification form. A map with a detailed description of activities planned, including set-up, tents, tables, chairs, staging, electrical etc.**
- C. An ice reservation request is required to be filled out by individuals or groups wishing to use the softball and/or lower athletic field. All field reservation forms must be signed and completed two weeks prior to the date(s) of field use. The rental fee must be paid at the time the reservation is made.
- D. All reservations are taken on a first come, first serve basis.
- E. When adverse weather or bad ice conditions exist, i.e. snow, mud, rain, etc., use of the ice will be in the discretion of the Parks Supervisor or the Public Works Foreman.
- F. Refunds will not be granted due to cancellations or inclement weather. A substitute date/time may be arranged (if available).
- G. Fees: \$25 processing fee and \$20 per hour.

---

**PLEASE BE AWARE OF THE FOLLOWING RULES THAT APPLY TO ALL PARTICIPANTS USING HARRY A. NOTTINGHAM PARK:**

- **ALL DOGS MUST BE LEASHED. NO DOGS ALLOWED IN THE WATER.**
- **NO SWIMMING, HUNTING, ARCHERY, GOLF OR FIREARMS ALLOWED.**
- **NO DRIVING OR PARKING ON THE BIKE PATHS WITHOUT SPECIFIC PERMISSION.**
- **NO PARKING ON TOWN STREETS.**
- **ONLY 3.2% ALCOHOLIC BEVERAGES PERMITTED ON TOWN PROPERTY WITH SPECIFIC PERMISSION. PICNIC WITH ALCOHOL FORMS ARE AVAILABLE AT THE RECREATION DEPARTMENT ADMINISTRATIVE OFFICES.**
- **NO OVERNIGHT CAMPING. FIRES ALLOWED IN PROVIDED BARBEQUES ONLY. ADDITIONAL BARBEQUES MAY BE USED ONLY WITH PRIOR CONSENT OF THE TOWN OF AVON RECREATION DEPARTMENT.**

APPLICANT SIGNATURE

DATE \_\_\_\_\_