

## Town of Richmond Park Use & Field Reservation Application

**MAIL TO: RICHMOND TOWN OFFICES. Attn: Field Reservation, PO BOX 285, RICHMOND, VT 05477**

**Please include reservation fee made out to "Town of Richmond" with application.**

Please submit the application at least fourteen (14) days in advance of request date to receive a receipt.

An approved application only ensures the reservation of a specific field if stated, otherwise all fields are first come, first serve. **Contact the Assistant to the Town Manager, Duncan Wardwell (dwardwell@richmondvt.gov, 802-336-2092), for questions regarding dates/applications or for on the day of the event.**

Applicant/Contact person (must be 18 or older): \_\_\_\_\_ Phone: (H) \_\_\_\_\_  
 Address: \_\_\_\_\_ Email \_\_\_\_\_ (W) \_\_\_\_\_  
 Organization: \_\_\_\_\_ Event: \_\_\_\_\_

**List name, address, phone # of each on site supervisor (use back of form or separate sheet).**  
 Briefly describe the event and include any special needs or accommodations - use back if necessary:  
 \_\_\_\_\_  
 \_\_\_\_\_

Dates/times of requested use  
 Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_ # of people: \_\_\_\_\_ # of cars: \_\_\_\_\_  
 Insurance Policy Type: \_\_\_\_\_ Policy #: \_\_\_\_\_

*If this application is from an organization such as a non-profit, for-profit or organized team event the Applicant will procure and maintain, at its sole cost & expense, comprehensive general liability insurance in which the Town of Richmond is named as an additional insured with combined single limit coverage of \$1,000,000 per occurrence and \$1,000,000 in the aggregate. Applicant will provide the insurance certificate at the signing of this application.*

All applicants shall indemnify and hold harmless the Town of Richmond, and its officers, employees, and recreation committee members, from all losses, claims, and liabilities (including reasonable attorneys' fees) arising out of damage to property, injury to persons participating in or watching any event.

The applicant takes full responsibility for the activities held on the Town of Richmond's property, including all first aid, scheduling, and onsite supervision. The undersigned also agrees to abide by all laws, ordinances as well as the rules and regulations listed on the other side of the application form including those relating to alcohol consumption and noise. At least one of the listed supervisors will be on site during the entire event.

NAME OF ORGANIZATION \_\_\_\_\_ BY: (NAME OF AUTHORIZED AGENT) \_\_\_\_\_ DATE \_\_\_\_\_

**Reservation Fee Schedule (all rates based on 4-hour 1/2 day) - Town or RRC Sponsored programs are no charge.**  
**Any group may request a fee waiver to the Town Manager at least one month in advance of event.**

Venue/Group	# of half day units or fields	Resident Family or Non-profit	Resident Commercial	Non-resident or Non-profit	Non-resident Commercial
Bandstand Green		\$10/half day	\$15/half day	\$20/half day	\$30/half day
Baseball Fields (per field)		\$10/half day	\$15/half day	\$20/half day	\$30/half day
Soccer Field		\$10/half day	\$15/half day	\$20/half day	\$30/half day
Browns Court		\$10/half day	\$15/half day	\$20/half day	\$30/half day
Concession Stand		\$10 + 10% profits	\$15 + 10% profits	\$20 + 10% profits	\$30 + 10% profits
Traffic/cleanup fees may apply					
<b>TOTAL</b>					

**OFFICE USE ONLY**

Bathrooms? \_\_\_\_\_ Electricity? \_\_\_\_\_ Concessions? \_\_\_\_\_ Insurance? \_\_\_\_\_ Special Needs? \_\_\_\_\_ Dates? \_\_\_\_\_  
 Fee Total: \$ \_\_\_\_\_ \$/CK# \_\_\_\_\_

Approved by: \_\_\_\_\_

RICHMOND RECREATION SCHEDULER \_\_\_\_\_ RICHMOND CHIEF OF POLICE (WHEN REQUIRED) \_\_\_\_\_ DATE \_\_\_\_\_

**List name, address, phone # of each on site supervisor (attach separate sheet if necessary)**

Name	Address	Phone Number

**Town of Richmond Field Use Rules**

**The applicant understands and agrees to the conditions listed in the Park Ordinances (page 3) and to the following:**

1. The Town of Richmond reserves the right to cancel, reschedule, or postpone any activity.
2. Submission of an application does not guarantee acceptance.
3. Events attracting more than 100 people may necessitate additional fees to accommodate enforcement of Town Ordinances, traffic control, parking, bathrooms, concessions, clean-up, or special needs.
4. The applicant shall be responsible for cleanup of park grounds and building immediately following the event. If the Town must clean up following the event then the Town will keep the deposit and/ or subject additional charges to the applicant based on a reasonable fee for services.
5. All involved parties must be advised of these regulations in advance by the applicant.

**Town of Richmond Municipal Park Ordinance states in part:**

**SECTION ONE: PARK PROPERTY: NO PERSON SHALL:**

1. Willfully mark, deface, disfigure, displace, or remove any park property.
2. Construct or erect any building or structure of whatever kind, whether permanent or temporary, except with written permission secured in advance from the Richmond Recreation Committee.

**SECTION TWO: SANITATION: NO PERSON SHALL:**

1. Pollute the natural waters located in the park.
2. Bring in or cause to be brought in or dump trash of any kind.
3. Bring in or cause to be brought in glass containers of any type without written permission secured in advance from the Richmond Recreation Committee.
4. Use anything but the proper receptacles provided for trash. Where receptacles are not so provided, all such trash shall be carried away by the person(s) responsible.
5. Urinate or defecate in any place other than a restroom.
6. Fail to properly dispose of feces left by their animals. Feces are to be placed in a plastic bag and put in a trash receptacle.

**SECTION THREE: TRAFFIC: NO PERSON SHALL:**

1. Operate a vehicle at a rate of speed exceeding 5 miles per hour.
2. Operate a vehicle other than an authorized maintenance vehicle on any area except park roads or designated parking areas without written permission secured in advance from the Richmond Recreation Committee.
3. Park a vehicle other than an authorized maintenance vehicle in other than an established or designated parking area without written permission secured in advance from the Richmond Recreation Committee.
4. Operate a vehicle in a manner as to cause the wheels to spin.
5. Fail to yield to pedestrians and bicyclists.

**SECTION FOUR: RECREATIONAL ACTIVITIES: Subsection A: NO PERSON SHALL:**

1. Use, carry, or possess firearms of any description.
2. Fail to comply with the Richmond Animal Control Ordinance. All domestic animals (as defined in the Town’s Animal Control Ordinance) must be on a leash.

**SECTION FIVE: BEHAVIOR: NO PERSON SHALL:** 1. Use or sell alcoholic beverages with the exception of two alcoholic beverage vendors, as part of the Richmond Farmers Market which shall be allowed to sell Vermont-produced alcoholic beverages as an agricultural product in accordance with Vermont laws for the 2018 market season only, and if this provision is not renewed by the Richmond Selectboard following the 2018 market season the number of allowable alcoholic beverage vendors allowed will revert to one. Consumption of this product is limited to samples only, according to law, and no other consumption shall be allowed on park property at any time. Containers sold must be unopened and remain unopened while on park premises. The vendor must currently possess all necessary permits and licenses required for legal sales. 2. Engage in any disorderly conduct or behavior tending to a breach of peace.

