

Town of Richmond

Park Use Form & Field Reservation Application

Please submit the application at least fourteen (14) days in advance of request date to receive a receipt. Approved application only ensures reservation of a specific field per half day unless otherwise stated. All fields are otherwise first come, first serve.

Applicant/Contact person (must be 18 or older): _____ Phone: (H) _____
 Address: _____ Email _____ (W) _____
 Organization: _____ Event: _____
 Briefly describe the event and include any special needs or accommodations:

Dates/times of requested use
 Date(s): _____ Time(s): _____
 # of people: _____ # of cars: _____

List name, address, phone # of each on site supervisor (use back of form or separate sheet).

Insurance Policy Type: _____ Policy #: _____
If this application involves a team or other group event, provide a Certificate of Insurance with this application showing that the applicant is covered by liability insurance and specifying the company and the policy number.

The applicant 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 or injury to persons participating in or watching such 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 the rules and regulations listed on the other side of the application form. At least one of the listed supervisors will be on site during the event.

NAME OF ORGANIZATION

BY: (NAME OF AUTHORIZED AGENT)

DATE

Reservation Fee Schedule (all rates based on a 4 hour half 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 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					
TOTAL					

Please include reservation fee with application.

Receipt will be emailed or mailed when check is received at least two weeks prior to event.

PLEASE MAKE CHECKS PAYABLE TO "TOWN OF RICHMOND"

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

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

Effective 2/2017, Richmond Selectboard

Call the Town Manager at 434-5170 for questions regarding dates/applications or for questions on the day of the event.

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

Name	Address	Phone Number

Town of Richmond
Field Reservation Use Governing Rules and Regulations

The applicant understands and agrees to the conditions listed in the Park Ordinances 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. No alterations can be made to the facilities including field lining, placing of stakes, use of vehicles, or equipment of any kind without the written permission from the Town Manager.
4. 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.
5. The applicant will be on-site to assist with supervision and decision-making should any problems arise.
6. 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 subject additional charges to the applicant based on a reasonable fee for services.
7. The applicant 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 of or injury to persons participating in or watching such 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. At least one of the listed supervisors will be on site during the event.
8. All involved parties must be advised of these regulations in advance by the applicant.
9. The following stipulations shall also apply due to the specific use by the applicant:
 - a. _____

 - b. _____

 - c. _____

10. Applicant agrees to inform event attendees of current parking policies.