



TOWN OF DEEP RIVER
Parks & Recreation Commission
 174 Main Street ~ Deep River ~ CT ~ 06417

Application for Use of Town Landing

This form must be filled out and submitted along with the appropriate fees and documents to the Parks and Recreation Commission at least 3 weeks prior to your event; Forms may be submitted up to 8 months in advance of the event.

*Depending on the size of the event, additional requirements may be necessary. Please refer to the park use policy document on page 2 as well as the event layout diagrams/photo on page 3-5. The **completed** application will then be reviewed for approval.*

Please note: the application may have to be presented to the full commission at the monthly meeting. The Parks and Recreation Commission meets on the second Wednesday of the month. Please plan accordingly.

Area of Facility Requested: Gazebo: _____ Fishing Pier/Overlook: _____ Other: _____

Contact Name: _____ Contact phone: _____

Contact E-mail: _____

Contact Address: _____

Organization if Applicable: _____

Type of event*: _____

Date of Event: _____ Time of Event: _____ Approximate # Attending: _____

For weddings, there is a **time limit of 2 ¼ hours, including set up and clean up. The number of chairs is limited to 100 and must be set up in the designated areas. Please indicate Option A _____ or Option B _____*

Two parking spaces are available to your group during the hours of your event, not to exceed 2 ¼ hours. Alternate parking arrangements are the sole responsibility of the renter.

❖ Is this a fundraising event? Yes No If so, what is the admission price? _____

If an admission fee is charged, Parks and Recreation reserves the right to impose a 10% fee on monies collected.

Other pertinent information regarding your event**: _____

Facility Usage Fees*: **Deep River Residents – Free** **Non-Residents - \$ 175.00 per event**
 *(This fee is for basic usage, the board reserves the right to change this fee based on type of event).

I have read and understand the rules and regulations listed herein and agree that they will be honored and enforced by myself, members of the organization or group that I represent, participants, and spectators while using the gazebo, fishing pier/outlook or any other area of the park. I do know that failure to observe the rules and regulations established by the Parks and Recreation Commission will result in cancellation of reservations and loss of future use.

❖ Name (print) _____ Signature: _____ Date: _____

❖ **Release of Liability**

I hereby release the Town of Deep River from any and all responsibility for any accident or injury suffered by participants, guests/spectators while using the Town of Deep River park facility including the gazebo, fishing pier/overlook, beach area as permitted for our use. This release applies to, but is not limited to, the condition of the park area and its confines.

❖ Name (print): _____ Signature: _____ Date: _____

****Please include all equipment to be brought onto the facility. All equipment and decorations must be thoroughly removed from the premises. Parks and Recreation reserves the right to collect for any expenses incurred by the town to repair, clean or in any way restore the facility should damage occur during your event)**

Commission use only

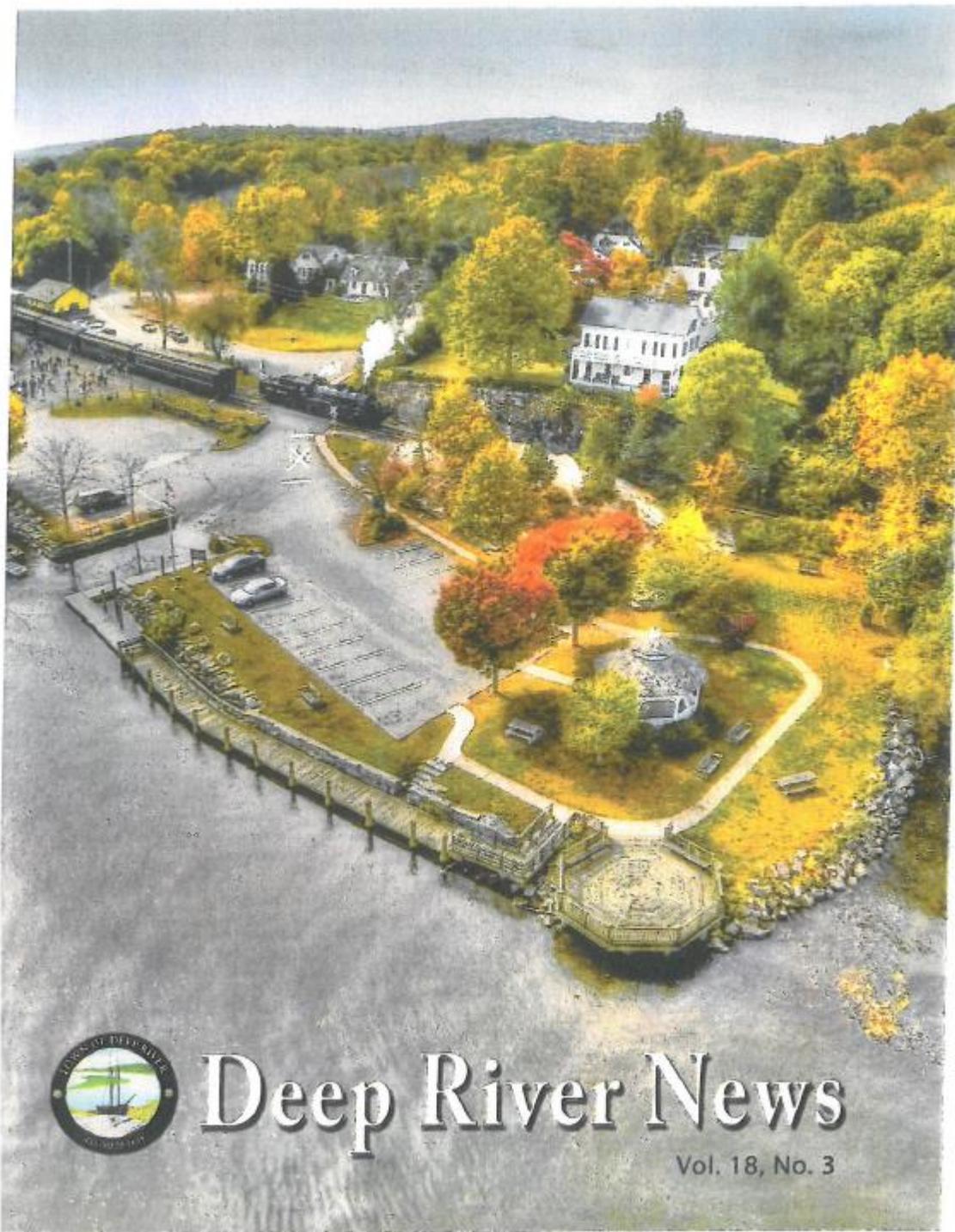
Received by: _____ Date: _____ Approved by: _____ Date: _____ Usage Fee: \$ _____ Cash/ck # _____

Security Deposit _____ Cash/ck # _____ Letter sent: _____ Comments: _____

Park Use Policy – Town Landing/Gazebo/Fishing Pier

All groups/persons that file an application for use of the Town Landing, including the gazebo and fishing pier, for the purpose of a gathering of more than 10 persons, such as a wedding, party, fund raiser or other event need to adhere to these general guidelines and rules put forth by the Deep River Parks and Recreation Commission.

- Provide the commission, at least three weeks prior to the event, with a certificate of liability insurance with a minimum of \$1,000,000 coverage that indicates the Town of Deep River as 'additional insured'. This requirement may be waived at the discretion of the commission.
- All events at the landing require a Town constable to be present; Constables are charged out at a four hour minimum. This requirement may be waived at the discretion of the commission.
- A \$250.00 security deposit/cleaning fee will be collected from each group that intends to use the landing for their event. This fee must accompany your application and it will be held without interest by the Parks and Recreation Commission. The deposit will be applied towards expenses incurred by the town to rectify any damage to the park area as a direct result of your event. Any unused portion of the security deposit will be returned thirty days after the conclusion of use pending no damage or change to the park facilities which require corrective action on the part of the town.
- If your event is scheduled for peak season, May – September, you will be allowed **two** parking spaces during the time of your event, not to exceed 2 ¼ hours. You will be required to provide additional alternate parking for your event.
- In the event of a fundraiser or public event, before distribution, all advertising materials get prior review by the Commission.
- For non-residents, pay the \$175.00 use fee. For all users, should the event generate revenue, Parks and Recreation reserves the right to impose a 10% fee on all profits.
- There is a limit to the number of chairs allowed. Up to 100 chairs may be set up within the confines indicated on the event layout diagram; either Option A or Option B. No variation to this layout can be made without prior permission of the Parks and Recreation Commission. You are responsible for any damage to the park caused by the set up or break down of all equipment or furniture brought into the park facility.
- No alcoholic beverages are allowed to be consumed in the Park without prior permission by the Parks and Recreation Commission. Please indicate this on the first page of the application.
- For events over 75 persons, portable toilet facilities are required, one for each 100 patrons.
- All Parks and Recreation activities take priority over other facility use requests.
- **No changes** whether structural, cosmetic or temporary will be allowed to the park property without prior written approval of the Deep River Parks and Recreation Commission. This includes but is not limited to any decorations, upgrade of lighting, changes to facilities equipment (i.e. gazebo, fishing pier etc.) as well as moving picnic tables, garbage cans, and benches. All expenses incurred by the Town for removal of such changes or modifications shall be paid by the offending group or individual. This includes expenses incurred to restore the area to how it was found.
- Any and all damage to Parks and Recreation facilities, equipment, furnishings, and/or property must be corrected and all costs involved paid for by the applicant. Parks and Recreation also reserves the right to limit future use of any facility by said group if damage is not rectified.
- Additionally, all persons using the Town Landing are expected to abide by all the posted park rules.
- All groups are expected to remove garbage from the ground and to empty garbage cans to the large roll offs located throughout the park. If the roll offs have been moved by you for your convenience they are expected to be put back to their original location before your group exits the park.
- Any questions concerning the use of the Town Dock facility for the purpose of docking a boat during your event, need to be directed to the Deep River Harbor Master at least two weeks prior to your event. The Parks and Recreation Commission makes all final decisions concerning dock usage.
- The Parks and Recreation Director has been given the authority by the Parks and Recreation Commission to evaluate the park and its conditions and also to consider potential parking issues in making final decisions concerning the use of the park by individuals and/or groups.



Deep River News

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Deep River
Town Landing



— = row of chairs

OPTION A
Wedding on fishing
pier/landing. chairs
arranged west of
pier. Limit 100
chairs

Deep River
Town Landing



—: row of chairs

OPTION B
Wedding in gazebo.
Chairs, limited to 100,
arranged in grass
area, south of gazebo
or to north west.