

# Town of Portland Field/Facility Use Agreement Application

Reservations must be made at least 30 days prior to the season/event date(s). A separate application must be completed for each season/event and for each location.

*A Certificate of Insurance is Required for All Rentals*

**Applicant/Organization Name  
(Required):** \_\_\_\_\_

**Applicant/Organization Address  
(Required):** \_\_\_\_\_

**Person Responsible for Rental  
(Required):** \_\_\_\_\_

**Email (Required):** \_\_\_\_\_

**Phone Number (Required):** \_\_\_\_\_

**Field/Facility Requested (Required):**

*(Select only one option)*

- |  |  |
|--|--|
| <input type="checkbox"/> Bransfield Park<br>(Horseshoe Pits) 160 Rose Hill Road            | <input type="checkbox"/> Bransfield Park (Kuzminski Field) 160 Rose Hill Road              |
| <input type="checkbox"/> Bransfield Park (Lou Maggiore Field) 160 Rose Hill Road           | <input type="checkbox"/> Brownstone Park (Nolan Ballfield) 97 Airline Ave.                 |
| <input type="checkbox"/> Main Street Basketball Courts 314 Main Street                     | <input type="checkbox"/> Middlesex Ave. Fields (Agogliati Field) 5 Middlesex Ave.          |
| <input type="checkbox"/> Middlesex Ave. Fields (Upper Field) 5 Middlesex Ave.              | <input type="checkbox"/> Portland Recreational Complex (Baseball Field #1) 301 Gospel Lane |
| <input type="checkbox"/> Portland Recreational Complex (Baseball Field #2) 301 Gospel Lane | <input type="checkbox"/> Portland Recreational Complex (Soccer Field #1) 301 Gospel Lane   |
| <input type="checkbox"/> Portland Recreational Complex (Soccer Field #2) 301 Gospel Lane   | <input type="checkbox"/> Portland Town Green 265 Main Street                               |
| <input type="checkbox"/> Portland Town Hall (Veteran's Memorial Park) 33 East Main Street  |  |

**Please provide details of the event  
(Required):** \_\_\_\_\_

**Date or Season Requested  
(Required):** \_\_\_\_\_

*Rental Seasons are defined as: Spring (April 1 - June 30), Summer (July 1 - August 15) and Fall (August 16 - November 15). If you are requesting more than one date, but you are not requesting an entire season, then you will need to submit an additional form for each date requested. Additional form(s) must also be submitted for each season requested.*

**Set-Up Time (Required):** \_\_\_\_\_

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Start Time (Required): \_\_\_\_\_

End Time (Required): \_\_\_\_\_

Approximate number of people expected (Required): \_\_\_\_\_

*An Application for Mass Event may need to be submitted to the First Selectman's Office if 1,000 or more people are expected at your event.*

What percentage of the Group/Organization are Town of Portland residents? (Required): \_\_\_\_\_

Do you plan to have entertainment? (Required):

*(Select only one option)*

*If you selected yes, then please describe below.*

Yes

No

Describe entertainment: \_\_\_\_\_

Will the event be open to the public? (Required):

*(Select only one option)*

Yes

No

Will admission or a fee be charged? (Required):

*(Select only one option)*

Yes

No

Is this event a fundraiser? (Required):

*(Select only one option)*

*If you selected yes, then please explain below.*

Yes

No

Describe fundraiser: \_\_\_\_\_

Will you be leasing space to vendors? (Required):

*(Select only one option)*

*If you are leasing space to vendors, then an Event Vendor Application must be submitted to the First Selectman's Office.*

Yes

No

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**If you are leasing space to vendors, will you be charging the vendor a fee? (Required):**

*(Select only one option)*

Yes

No

**If you will be leasing space to vendors and charging the vendors a fee, then please list the fee \_\_ here:**

**Do you plan to post a sign or signs? (Required):**

*(Select only one option)*

*If you are planning on posting a sign or signs, then please describe below.*

Yes

No

**Describe sign(s):** \_\_\_\_\_

**Do you plan to have concession? (Required):**

*(Select only one option)*

*If you selected yes, then please describe below.*

Yes

No

**Describe concession:** \_\_\_\_\_

*All concessions must be approved and permitted through the Chatham Health District. If you are planning on having food truck(s) at your event, then an Application for Mobile Food Truck Vending Permit must be submitted to the First Selectman's Office.*

## Field/Facility Use Contract and Idemnification Agreement for Use of Fields/Facilities

*The person responsible for the field or facility rental must review the information below and sign this document to indicate that they understand and agree to the Field/Facility Use Contract and the Indemnification Agreement.*

It is understood that the use of the fields and facilities by the applicant is subject to any and all of the conditions listed in the Town of Portland Field/Facility Policy.

As an individual renting a field or facility, or as an authorized representative for the above-named organization or group, I agree that I will be fully responsible for the care of the field or facility requested and for the complete supervision of all persons entering in connection with this activity. I further agree that the organization or group, or individual if applicable, will reimburse the Town of Portland in full for any and all damage to Town property resulting from the requested use. I have read the Town of Portland Field/Rental Policy and hereby certify that myself, or the organization or group I represent, and the activity that will be taking place fully meets the conditions set forth and hereby agree to observe all of the rules and procedures outlined in the policy.

I further certify that I understand and agree to the following user group responsibilities:

1.) Agree to abide by the Town of Portland Field/Facility Use Policy.

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- 2.) Provide on-site supervision during all practices, games, meets and special events.
- 3.) Contact the Parks and Recreation Director immediately (within 24 hours) in the event of any serious injury, mishap or inappropriate behavior. Please call 860-342-6757.
- 4.) Contact the Public Works Department (860-342-6733) with any maintenance issues or aspects of the facility that could be considered harmful to users.
- 5.) Provide the Town of Portland Parks and Recreation Department with a current copy of proof of insurance with at least a \$1,000,000 general liability insurance policy naming the Town of Portland as additionally insured. A copy of this certificate must be on file with the Parks and Recreation Director before groups can have access to any field or facility,
- 6.) Keep the facility clean. All equipment will be returned to its designated area, and, at no time, will equipment be left on the playing areas. All areas shall be free from litter before leaving the facility.
- 7.) In case of inclement weather, the user will check the Parks and Recreation cancellation hotline by calling 860-262-7234 for any cancellation information.

I further certify, as an individual responsible for the rental, or as a representative of the group or organization listed above, that I recognize that there are risks of injury involved in participating in recreational activities. Therefore, I, or the group or organization I represent, does hereby release and hold harmless the Town of Portland and its employees and agents from all liability with respect to an injury received by a member participating in the field or facility rental. The organization supervisor, president or person whose signature appears on the request form assumes full responsibility for following the Town of Portland Field/Facility Policy. By signing this form, I agree that the rental payment will be made on time or the booking will be revoked.

I further certify that I am 21 years of age or older and understand the terms of this waiver, release and indemnification agreement and/or I am authorized by the organization or group listed on the request for Field/Facility Use Agreement Application to execute the agreement on the organization or group's behalf. In exchange for myself an/or the organization or group being allowed to access Portland's fields/facilities, I and/or the organization or group agree(s) to be bound by each of the following:

The user agrees to inspect the field/facility prior to the start of the activity, If the user believes that anything is unsafe, then the user will immediately advise the Town of Portland, and the user will delay, postpone or cancel the activity until such unsafe condition(s) are remedied.

The user assumes all risks, known and unknown, in any way connected with participation in or attendance at the activity, The user accepts the legal responsibility for any liability, injury, loss or damage in any way connected with participation in or attendance at the activity.

The user does hereby waive, release and hold harmless the Town of Portland and its servants, volunteers, agents and employees from any claims for any liability, injury, loss or damage in any way connected with participation in and attendance at the activity. In addition, the user agrees to indemnify and hold harmless the Town of Portland and its servants, volunteers, agents and employees from any claims made against the Town by any person or entity as a result or participation in or attendance at the activity,

By signing below, I certify that I have read and understand this agreement. I am signing this agreement voluntarily for myself or as a duly authorized agent on behalf of the group or organization listed on the Field/Facility Use Agreement Application.

**Printed Name (Required):** \_\_\_\_\_

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Signature (Required): \_\_\_\_\_

Printed Name of Organization or Group, if applicable: \_\_\_\_\_