

**TOWN OF VERNON PARKS & RECREATION DEPARTMENT**

120 South Street - Vernon, CT 06066

[parksandrec@vernon-ct.gov](mailto:parksandrec@vernon-ct.gov)

**RENTAL APPLICATION FORM**

NEW USERS CREATE AN ACCOUNT AT <https://vernonct.myrec.com> RETURN APPLICATION TO THE PARKS & RECREATION OFFICE **TWO WEEKS PRIOR** TO THE DATE OR DATES COVERED. FIRM COMMITMENTS SHOULD NOT BE MADE UNTIL AN APPROVED PPLICATION IS RETURNED TO YOU.

Name of Responsible Renter\* : \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

Contact Phone #(\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Name of Organization: (if applicable) \_\_\_\_\_

Address of Organization: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Rental is for what type of event? \_\_\_\_ Individual \_\_\_\_ Public \_\_\_\_ Private \_\_\_\_ Organization/Community\*\*

Rental Date(s) \_\_\_\_\_ Rental Time (including set-up/breakdown times) FROM \_\_\_\_\_ TO \_\_\_\_\_

Type of Event: \_\_\_\_\_ Estimated# of Attendees \_\_\_\_\_ #Adults \_\_\_\_\_ #Children \_\_\_\_\_

Facility/Park/Grounds Requested \_\_\_\_\_ Area(s) \_\_\_\_\_

Notes: \_\_\_\_\_

**IMPORTANT:** \*Renter must be 21 years of age or older. \*\*If Organizational/Community Event, a valid Certificate of Insurance naming the Town as additional insured MUST BE provided prior to the event date(s).

Do you plan to have entertainment:	Yes	No	What: _____
Will admission be charged:	Yes	No	How much: _____
Are you advertising the event to the public:	Yes ____	No ____	Where: _____
Is the event a fundraiser:	Yes	No	Explain: _____
Do you plan to have food:	Yes	No	Self /Catered/Food Truck: _____
Will you allow vendors:	Yes	No	If yes, is a fee charged if so what: _____
Is event to advertise a business or program:	Yes	No	Explain: _____

I (Applicant/Organization) have read and understand the **State of Connecticut's Reopen Plan**, its **Executive Orders** and will adhere to all current local and state public health guidelines In addition, I (Applicant/Organization) understand it is our responsibility to stay up to date and comply with any updates that are made to the aforementioned guidance.

I (Applicant/Organization) further understand that the Town of Vernon will not assist in administering any of the requirements contained within the above referenced documents including, but not limited to, personal protective equipment, cleaning, disinfecting, sanitizing, training, tracking, certifying, ventilating, signage, social distancing, layout, or modifications to existing spaces. I also understand that not all risk can be fully mitigated, and there continues to be risk of exposure in any public setting to COVID-19 and other viruses.

Any costs incurred to ensure compliance to the **State of Connecticut's Reopen Plan**, its **Executive Orders** and all current local and state public health guidelines will be sole responsibility of the Applicant/Organization.

By signing this I certify that I have read and understand the Town of Vernon rental policies and procedures and agree to make sure all users from the group are aware of the rules and regulations and abide by them. I understand that someone over the age of 21 must be in charge at the venue for the duration of the event and that as the rental group we are solely responsible for any and all supervision during the event. It is fully understood and agreed that I and anyone attending my rental event will guarantee to defend, indemnify, and hold harmless the Town of Vernon and the Vernon School Districts, its officers, employees, volunteers, and agents against any and all liabilities, claims, damages, losses, costs, and expenses arising indirectly or directly in connection with, or as a result of this agreement. It is also understood that Renting Organizations will provide and maintain insurance coverage as outlined in the rental policies and procedures. I acknowledge that I have read and understand the cancellation and refund policies, which include fees for cancellations. Photos of participants may be used for publicity purposes by the Town of Vernon.

\_\_\_\_\_  
Printed Name of Responsible Renter

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*This application does not guarantee an event permit. Any additional documentation & full payment is due at the time the permit is issued.*