

## Important Things to Remember When Planning Your Event

**Plan ahead for your event.** Most facility requests require certificates of liability insurance, live entertainment and food vending permits which can take time to acquire. We recommend applying for permit applications several months in advance.

- If you are planning to serve onsite catered beer, wine, or food, you must obtain a caterer with an off-site catering license. Your caterer must be in possession of all the appropriate licenses, i.e. 1<sup>st</sup>, 3<sup>rd</sup> Class and Catering License.
- Your caterer must submit a Catering Request through the Town Clerk's Office and this request must be accompanied by a diagram/drawing of the area where the alcohol is being served and the boundaries in area are specifically designated. The drawing/diagram must show the entrance/exits as well as the bathrooms/portable toilets.
- In addition, the Caterer shall submit a copy of all valid liquor licenses, approved catering permits, and all other documents as required by the Town, which includes a Certificate of Insurance (naming the Town of Hartford additionally Insured) along with a completed copy of the Park/Facility Permit Request form to the Parks & Recreation Department.
- Damage to Town of Hartford property during the course of the event will be the responsibility of the permit holder.
- Facility and all permit fees must be paid in full prior to any facility usage approvals.
- Request for parades, road races, walkathons, and outdoor concerts in public parks require approvals and a permit from the Town Manager's Office. However, you must first file your request with the Parks & Recreation Department.

## Who Can Obtain a Permit?

Any individual, business, or organization and group wishing to have an event, function or group activity in a public park within the Town of Hartford.

## Where do I send a completed Park/Facility Use Application Form?

Completed forms must be submitted to the Hartford Parks & Recreation Department. Applicants can mail the completed form to 171 Bridge Street, White River Junction, VT 05001. By fax to 802-295-6382, e-mail to [kmcnall@hartford-vt.org](mailto:kmcnall@hartford-vt.org) or deliver in person to the office between 8:00 a.m. - 5:00 p.m.

## What is the process for obtaining a Park/Facility Permit?

Applicants must obtain and complete the Park /Facility Use Application. The application process should begin at least 60 days prior to your planned event.

- Applications are reviewed individually and can take up to ten working days upon receipt of application.
- Events that impact other Town Department's may require further review. It is important to submit your application early.
- All applicable costs for your request will be determined prior to all approvals.
- Certificate of Insurance Liability are required for use of all public spaces for events.
- Payment for the usage and all other attributed costs are required upon receipt of permit.
- Event organizers should have their approved/signed permit on hand the day of the event.

## What about insurance coverage?

Insurance liability for your event may be required by the Town of Hartford. A certificate of general liability insurance with per occurrence and aggregate limits of not less than \$1,000,000. The Town has the right to increase per-occurrence liability limits and require certificate of an accident insurance policy with limits determined by the Town.

Certificates of insurance are required prior to any and all permit approvals. Certificates must name the Town of Hartford as additionally insured by endorsement. Contact your insurance provider to obtain your certificate.

Ask us about Tulip Insurance if you are unable to provide coverage for your events.

<https://tulip.ajgrms.com/>

## What other permits will be needed for my event?

Events that include but are not limited to food vending, sale of goods, tents, musical entertainment, street closure, open fires, fireworks, electricity and generators, may require additional permits from the appropriate Town Department. This may include the Fire Department, Police Department, Planning and Development Department and Public Works Department. Some events may require EMS/Police Department detail to be on site for the event.

## What are the fees for a permit?

There is not a fee to apply for a Parks & Recreation Department permit. However, there may be costs associated with your event that require a fee or charge, such as maintenance detail, electrical use fees, vendor licenses, police and/or fire details, facility use rental, additional portable toilets, trash barrels/liners, security, size of event, on-site staff member, athletic field supplies and field setup charges.



## Where can I pick up a Park/Facility Use Application?

You have some options:

- 1.) Visit [www.hartfordrec.com](http://www.hartfordrec.com) or go directly to Town of Hartford's website <http://www.hartford-vt.org/>, then click on Parks & Recreation Department where the **Park/Facility Use Application** can be downloaded.
- 2.) Forms are also available at the Hartford Parks & Recreation Department located at 171 Bridge Street, White River Junction, VT 05001.
- 3.) Email a request to [kmcnall@hartford-vt.org](mailto:kmcnall@hartford-vt.org).



## Park/Facility Rules & Regulations

- Park Season generally operates April 1<sup>st</sup> to October 31<sup>st</sup>.
- Park hours are Sunrise to 9:00 p.m.
- Vehicles shall be parked only in designated areas. Parking on lawn or open park space is not permitted.
- All trash created by the user must be removed immediately after using the park/facility.
- Dogs must be kept under control. Please "pick-up after your pet."
- Open fires are not permitted.
- Alcohol and firearms are not permitted.
- No overnight parking or camping.
- Renters may not charge an admission, solicit sales, nor have a concession stand without the written permission from the Town of Hartford.
- Town of Hartford does not assume liability for the acts of persons or the organization using the park/facility grounds.
- Renters are held responsible for conduct of their participants and will be held financially responsible for any damages to the facility/park or adjoining property.
- Alcohol and tobacco are prohibited unless Town of Hartford alcohol permit is obtained.

# Hartford Parks & Recreation



## Guide to Special Events and Park/Facility Use Permitting 2018-2019



171 Bridge Street  
White River Junction, VT 05001  
802-295-5036  
[kmcnall@hartford-vt.org](mailto:kmcnall@hartford-vt.org)