



HARTFORD PARKS & RECREATION DEPARTMENT

Park/Facility Special Use Application

July 1, 2026 to June 30, 2027

171 Bridge Street, White River Junction, VT 05001 • 802-295-5036 • kmcnall@hartford-vt.org

APPLICANT AND SPONSORING ORGANIZATION INFORMATION

Your application will be reviewed, and a separate Park/Facility Use Permit will be forwarded to you.

Please plan well in advance to assure the success of your event/activity. Applications may take up to two weeks for the review process to be completed. Complete all information required to eliminate any potential delays.

Name of Organization/Individual _____

Applicant First & Last Name _____

Mailing Address _____ City _____ State _____ Zip _____

Daytime Phone Number _____ Cell Phone Number _____

Email Address _____

Manager/Individual On-Site Day of Event _____

SPECIAL EVENT INFORMATION

Complete all information as required for an event of any size.

Type of Event

____ Run/Walk ____ Rally ____ Parade ____ Wedding Ceremony/Photos ____ Craft Fair ____ Concert
____ Picnic ____ Birthday ____ Other (Specify): _____

Event _____ Title _____

Event _____ Date _____ Estimated Attendance _____

Specific Site Requested (please check all that apply)

☐ Erwin Clifford Park	☐ Fred Briggs Park & Engine 494	☐ Frost Park	☐ George Ratcliffe Park
☐ Kilowatt North	☐ Kilowatt South	☐ Lyman Point Park	☐ Quechee Falls Park
☐ Quechee Green Gazebo	☐ Sherman Manning Aquatic Facility	☐ Veterans Memorial Park	☐ Watson Memorial Park
☐ Wendell A. Barwood Arena	☐ Hurricane Hill & Wildlife Refuge	☐ Other	☐ Other

Maxfield Outdoor Sports Complex (please check all that apply)

☐ Basketball Court 1	☐ Basketball Court 2	☐ Richard G. Grassi Field	☐ Softball Field
☐ Pickleball Court A-1	☐ Pickleball Court A-2	☐ Pickleball Court A-3	☐ Pickleball Court A-4
☐ Pickleball Court B-1	☐ Pickleball Court B-2	☐ Pickleball Court B-3	☐ Pickleball Court B-4
☐ Little League Field 1 - 70'	☐ Little League Field 2 - 60' or 70'	☐ Little League Field 3 - 60'	☐ Little League Field 4 - 60'
☐ Multi-Purpose Field Section - C	☐ Multi-Purpose Field - D	☐ Multi-Purpose Field - E	☐ Pavilion A
☐ Pavilion B	☐ Pavilion C	☐ Tennis Court A-1	☐ Tennis Court A-2
☐ Tennis Court B-1	☐ Tennis Court B-2	☐ Walking Path	☐ Youth Soccer Field 1
☐ Youth Soccer Field 2			

DATES & TIMES REQUESTED

Actual Hours of Event _____ AM/PM to _____ AM/PM

Setup Time _____ AM/PM Tear Down Time _____ AM/PM

Description of event and setup and cleanup plan: Please attach additional sheets as necessary, including plans, drawings, maps, etc.

EVENT SPECIFICS *Please indicate whether the following items pertain to your event.*

<u>Yes</u>	<u>No</u>	<u>Item</u>
___	___	Will there be food concession and/or food preparation area(s)? <i>If you need to cook food in the event area, please specify method: Gas/Electric/Charcoal/Other: _____</i>
___	___	Will alcohol be served? If yes, please see Alcohol Guidelines below.
___	___	Will you need a first aid facility? EMT? Police? Fire?
___	___	Will you set up tables(s) and/or chairs(s)?
___	___	Will you be using fencing, barrier(s), and/or barricade(s)?
___	___	Does your event require electricity? Source: _____
___	___	Will you be using booth(s), exhibit(s), displays, and/or enclosure(s)?
___	___	Will you be using tents? Please include quantity and size: _____
___	___	Will you be using a pavilion and/or bandstand?
___	___	Will vehicles and/or related trailers be used? How many? _____
___	___	Trash/Recycling/Composting: Our parks are carry in/carry out? What is your plan? _____
___	___	Will you be using staging? Please include dimensions? _____
___	___	Will you be providing entertainment? Please describe. _____
___	___	Will amplified sound/PA system be used? If yes, please indicate start time _____ / end time _____
___	___	Will inflatable device(s), climbing walls, amusement be used?
___	___	Will banner(s) be hung?
___	___	Will there be VIP/Dignitaries at your event? Please specify: _____
___	___	Will there be any additional security controls for this event?
___	___	Will sponsorship/vending or promotional activity be used? Please describe. _____

OTHER PERMITS

Please note that all components of the event are subject to Hartford Parks & Recreation Department approval and may require approval by and/or permits from other Town departments. **It is the responsibility of the applicant to secure all necessary Town of Hartford permits. Public Assemblies Permit required for events with 2,000 or more people.**

ALCOHOL GUIDELINES

Alcohol consumption is not allowed in town parks, however, permits may be authorized for alcoholic beverages from the Town Manager's Office. All caterers must provide the Town of Hartford with a valid off premises liquor license and insurance upon request. Please refer to <https://liquorcontrol.vermont.gov/login>

INSURANCE REQUIREMENTS

Certificate of General Liability Insurance with per occurrence and aggregate limits of not less than \$1,000,000. The Certificate of General Liability must list the Town of Hartford as additionally insured by endorsement. 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 of Hartford.

Additional endorsement requirements when using the Hartford Parks & Recreation Department managed facilities: Wendell A. Barwood Arena, Sherman Manning Aquatic Facility, Kilowatt North, Kilowatt South:

- Hartford School District, 73 Highland Avenue, White River Junction, VT 05001
- Great River Hydro, US Northeast-Main Office, 110 Turnpike Road, Westborough, MA 01581

PARK ORDINANCES

For more information, and to view the Town of Hartford Park Ordinances, visit <https://www.hartford-vt.org>

SIGNATURE OF APPLICANT

Name of Applicant (print) _____

Signature of Applicant _____ Date _____

Office Use Only: Application Received _____