



<b>Parks Dept. Use Only</b>	
Damage Deposit Fee _____	Receipt #: _____
Rental Fee: _____	Receipt #: _____
Maintenance Cost: _____	Receipt#: _____
Event & Festival Application : (if applicable, copy) Yes _____ No _____	
<u>Notes:</u>	



**Springfield Department of Parks, Buildings, and Recreation Management**  
***Park Permit – Riverfront Park***

**Personal Information**

Name Of Organization	Contact Name:
Email:	Address:
City:	State:
Zip Code:	Phone Number:
Additional Phone Number:	

**Event Information**

Date of Event:	Rain Date:
Number of People Attending:	Set up Time AM/PM:
Start Time AM/PM:	End Time AM/PM:
Notes:	

**All checks are payable to the City of Springfield**

\*All fees, including maintenance costs, must be paid a minimum of 30 days in advance to secure your Park Permit. \*

**Costs / Information**

<b>Mandatory Damage Deposit:</b> Please include payment with this application, if there is no damage, a refund will be issued. <b>Amount: \$200.00</b>	<i>Staff Use Only</i> Amount: _____
<b>Park Rental Fee:</b> <b>Amount: \$300.00</b>	<i>Staff Use Only</i> Amount: _____
<b>Mandatory Maintenance Cost:</b> (Must be a minimum of 4 hours) <b>Park Employee:</b> \$44.92/hr. <b>Electrician:</b> \$54.07/hr.	<i>Staff Use Only</i> Total Hours: _____ Amount: _____

Cancellations MUST be made five business days before the occasion to qualify for a refund.

<b><i>Organizer is responsible for contacting and coordinating with Amtrak and the Springfield Parking Authority</i></b>	
<b>*Amtrak Cost:</b> (Must be a minimum of 4 hours) for the use of the Amtrak gates open for set up, entrance, exit, and take down the personnel coverage during the event.	Contact Amtrak, for further information via email David Bouteiller: <a href="mailto:David.Bouteiller@amtrak.com">David.Bouteiller@amtrak.com</a> Robert Deida: <a href="mailto:Robert.Deida@amtrak.com">Robert.Deida@amtrak.com</a>
<b>*Parking Authority:</b> Please arrange for parking access under the I91South parking garage. Address: 1620 E Columbus Ave, Springfield, MA 01103	Contact the Springfield Parking Authority at 413-273-8440 for further information.

**\*Additional anticipated cost to be paid by park applicant\***

Please turn over



<u>Special Circumstances</u>		
<input type="checkbox"/> Banners	<input type="checkbox"/> Tents	<input type="checkbox"/> Mega-Shell (Separate Application)
<input type="checkbox"/> Electricity	<input type="checkbox"/> Trash Receptacles	<input type="checkbox"/> Selling Items (Hawkers/Peddlers License can be obtained from Police Department)
<p><b>Event and Festival Application Form</b> - Police Detail, Liquor License, Cooking Food, or/and Amplification (speakers, music) require an application from the City of Springfield Law Department. Applications must be obtained at least twenty-one days (21) prior to your scheduled event so all departments can review and approve or deny your request.  <b>Please contact the Licensing Department in City Hall Room 305 or 413-787-6175</b></p>		
<p><input type="checkbox"/> Vendors (community partners, food, businesses, etc.). Organizers must have all vendors abide by the park rules and regulations. Including access into and throughout the park during set up, start time, and end time.</p>		

**APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY LICENSES**

All Parks Open at Dawn	All Parks Close at Dusk
No Fires Allowed	Alcoholic Beverages Prohibited
All Areas Must Be Left Clean & Orderly	Affixing of Notices is Prohibited
No Admission May Be Charged	Live Animal Rides Prohibited
No Amusement Rides / Bounce Houses / Inflatables or Mechanical Operations	

**Please complete below**

I hereby attest that the preceding information is true. Further, I agree to abide by the Rules and Regulations of the Springfield Board of Park Commissioners as stated on the regulations information sheet. I agree to reimburse the **City of Springfield, Department of Parks, Buildings, and Recreation Management**, for any costs incurred in furnishing this property for our use. (Such costs include but are not limited to trash pickup; clean up after the event; and/or repair of damages to park property.) The deposit will be refunded, provided none of the aforementioned situations occur.

As the Responsible Party/Authorized Representative of the Applicant for this Permit, I (name) \_\_\_\_\_ agree to the aforementioned and following conditions for the use of park properties. I/WE \_\_\_\_\_ hereby agree to and shall at all times, defend, indemnify, and hold the City of Springfield and its officers, agents, and employees, wholly harmless from any and all losses, costs, expenses (including court costs and attorney’s fees and - interest), claims, demands, suits by any person or persons, for property damage, personal injuries, including death, and other liabilities of whatever kind of nature, caused by, resulting from incident to, connected with, or arising directly or indirectly out of acts or omission of anyone using park property pursuant to this Permit. This indemnity shall survive termination of the agreement.

\_\_\_\_\_ I have received a copy and agree to abide by the Rules and Regulations of the Board of Park Commissioners. Failure to comply with all policies and procedures may result in additional fees.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

If Damage Deposit Was Retained, Explain: \_\_\_\_\_

Park Department Authorized Signature: \_\_\_\_\_ Preliminary Date Approved: \_\_\_\_\_

Park Department Authorized Signature: \_\_\_\_\_ Final Date Approved: \_\_\_\_\_