



Parks Dept. Use Only	
Damage Deposit Fee _____	Receipt #: _____
Rental Fee: _____	Receipt #: _____
Maintenance Hours/Cost: _____	Receipt#: _____
Event & Festival Application : ( if applicable, copy) Yes _____ No _____	
COVID-19 Management Plan Received: Yes _____ No _____	
Notes: _____	



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

**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:
Name of Park:	
Number of People Attending:	Set up Time: AM/PM:
Start Time AM/PM:	End Time AM/PM:
Additional Event Information:	

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

\*All fees, including maintenance costs, must be paid a minimum of 30 days in advance in order to secure your Park Permit. \*  
A mandatory general liability insurance policy listing the "City of Springfield" as an "additional insured" is required, see below.

**Costs**

**Parks Dept. Use Only**

<b>Park Rental Rate Mandatory Damage Deposit:</b> Please include a payment with this application, if there is no damage, a refund will be issued. <b>Amount- \$200.00</b>	Amount: _____
<b>Walkathon/Festival Mandatory Damage Deposit:</b> Please include a payment with this application, if there is no damage, a refund will be issued. <b>Amount - \$200.00</b>	
<b>Park Rental Rate:</b> <b>1- 200 people: City Resident: \$200.00 Non City: \$300.00</b> <b>201- 499 people: City Resident: \$300.00 Non City: \$400.00</b>	Amount: _____
<b>Walkathon/Festival Rates:</b> <b>1-499 participants: City Resident: \$500.00 Non City: \$600.00</b> <b>500 – 999 participants: City Resident: \$750.00 Non City: \$850.00</b> <b>1,000 + participants: City Resident: \$1,500.00 Non City: \$1,600.00</b>  <b>**A mandatory general liability insurance policy with minimum coverage of \$1 million dollars listing the "City of Springfield, in care of Department of Parks, Buildings, and Recreation Management" as an "additional insured" is required for walkathon/festival</b>	
<b>Mandatory Maintenance Cost: (Must be a minimum of 4 hours)</b> <b>Park Employee: \$44.92/hr.</b> <b>Electrician: \$54.07/hr.</b>	Total Hours: _____ Amount: _____

Cancellations MUST be made five business days prior to occasion in order to qualify for refund

**Special Circumstances**

_____ Banners	_____ Tents	_____ Mega-Shell (Separate Application)
_____ Electricity	_____ Trash Receptacles	_____ Selling Items (Hawkers/Peddlers License can be obtained from Police Department)

\_\_\_\_\_ Police Detail, Liquor License, Cooking Food, or/and Amplification (speakers, music) requires 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.

***Please contact Anna Martinez at [amartinez@springfieldcityhall.com](mailto:amartinez@springfieldcityhall.com) or 413-787-6175***

**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.

\_\_\_\_\_ **I have provided a copy of a COVID-19 Management Plan for review and approval.**

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

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

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

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

**\*\*\*\*Please Note Vehicle Entry into the Park Not Included in Fee\*\*\*\***

Springfield Department of Parks, Buildings, and Recreation Management reserves the right to determine staffing requirements for events.  
For further inquiries please call **413-787-6435** or [www.springfield-ma.gov/park/](http://www.springfield-ma.gov/park/)