



PARK USE FORM AND PERMIT

Springfield Department of Parks, Buildings, and Recreation Management

Fee _____ Ck # _____
Dep. _____ Ck # _____
Band Shell _____ Ck # _____
Overtime _____
Receipt# _____

PLEASE BE ADVISED THAT NO PERMIT WILL BE ISSUED LESS THAN 15 DAYS PRIOR TO THE REQUESTED DATE

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

This permit does **not** apply to The Carriage House, Emma's Place, or King Philip's Stockade. Please contact Michael Colello at 413-787-7733.

Name of Organization _____ Authorized Contact _____
Address _____ Email _____
City _____ State _____ Zip _____ Phone _____ Alternative Phone _____
Park _____ Date of Event _____ Rain Date _____ Number of people attending _____
Start Time _____ AM/PM End Time _____ AM/PM

All checks are payable to the City of Springfield

All fees, including overtime costs, due a minimum of 30 days in advance. Fees paid after this time period must be made in cash or certified bank check

_____ Events with up to 200 participants:
Please note all events have a mandatory requirement of at least one Park employee for four hours minimum overtime

ADMINISTRATION FEE for a maximum period of four hours: **City Residents- \$200.00 Non-City Residents- \$275.00**
Additional fees will be charged for longer periods of time and/or special circumstances

MANDATORY DAMAGE DEPOSIT: **\$100.00** Please include a separate check with this application, if there is no damage, a refund will be issued.
Forms can be downloaded from City of Springfield website.

PLEASE CHECK ONE: _____ *Wedding Ceremony (Maximum 50 guest) _____ Birthday
_____ *Photography - \$50.00 for photos only
\$75.00 non-resident _____ Other (please describe) _____

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

_____ Events with 201-499 participants
Please note all events have a mandatory requirement of at least one Park employee for four hours minimum overtime

ADMINISTRATION FEE for a maximum period of four hours: **City Residents- \$300.00 Non-City Residents- \$375.00**
Additional fees will be charged for longer periods of time and/or special circumstances

MANDATORY DAMAGE DEPOSIT: **\$200.00** Please include a separate check with this application if there is no damage, a refund will be issued.
Forms can be downloaded from City of Springfield website.

PLEASE CHECK ONE: _____ Speech or Lecture/Demonstration _____ Other (please describe) _____

_____ Events/Walkathons/Festival/Concert: **There is a 10% fee based on gross revenue and financial statements are required. Additional fees will be charged for special circumstances. (A minimum of \$500.00 and a maximum of \$2500 will be collected)**
A mandatory insurance policy listing the "City of Springfield" as an "also insured" is required

Please note all events have a mandatory requirement of at least one Park employee for four hours minimum overtime

* All fees, including overtime costs, due a minimum of 30 days in advance. Fees paid after this time period must be made in cash or certified bank check*

MANDATORY DAMAGE DEPOSIT: Please include a separate check with this application.
If there is no damage, the security deposit will be applied to the 10% fee. Forms can be downloaded from City of Springfield website.
200 participants or less: \$100.00 201-499 participants: \$200.00 500 plus participants: \$500.00

PLEASE CHECK ONE: _____ Speech or Lecture/Demonstration _____ Concert/Festival _____ Promotional Photography (Commercial, etc.)
_____ Walkathon/road Race, Parade (Police Permit Required) _____ other (please describe) _____

Band Shell is available upon request. (pending availability) Requires additional application. Additional fees apply.

SPECIAL CIRCUMSTANCES

_____ Police detail	_____ Tents	_____ Serving Food
_____ Electricity	_____ Trash Receptacles	_____ Contact Health Department
_____ Amplification	_____ Banners	_____ Selling Items
_____ Musical Instruments	_____ Band Shell/Stage (separate application)	Items to be sold _____

*****Any Special Circumstances or Provisions Must Be Submitted in Writing and May Require Park Commission Approval*****

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

APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY LICENSES

NO FIRES ALLOWED

ALL PARKS CLOSE AT DUSK

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AFFIXING OF NOTICES IS PROHIBITED

ALCOHOLIC BEVERAGES PROHIBITED

**NO AMUSEMENT RIDES/ BOUNCE HOUSES/INFLATABLES
OR MECHANICAL OPERATIONS**

ALL AREAS MUST BE LEFT CLEAN & ORDERLY

NO ADMISSION MAY BE CHARGED

LIVE ANIMAL RIDES PROHIBITED

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 **Department of Parks, Buildings, and Recreation Management** for any cost incurred in furnishing this property for our use. (Such costs include but are not limited to: trash pickup; clean up after the event; or damages to park property. The deposit will be refunded, provided none of the aforementioned situations occur.

As the representative of _____, I agree to the aforementioned and following conditions for the use of park properties.

I/WE _____ hereby agrees to and shall at all times, defend, indemnify, and hold the City and its officers, agents, and employees, wholly harmless from any and all losses, costs, expenses (including court costs and attorney’s fee, interest, and profits), claims demands, suits by any person or persons, injuries, damages or death, and other liabilities of whatever kind of nature, caused by, resulting from incident to, connected with, or arising directly or indirectly out of the negligent or willful act or omission by _____ and anyone directly or indirectly employed by it or anyone for whose acts they may be liable whether caused or not caused in part by any act or neglect on the part of the City, its officers, employees, agents or servants or others, including parties indemnified hereunder. 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 Dept. Authorized Signature _____ Date _____

**Overtime Rates: Park Employee: \$41.67/hr.
Electrician: \$49.95/hr.**