



WALLINGFORD RECREATION DEPARTMENT

6 Fairfield Blvd Wallingford, CT 06492
 PHONE: (203)294-2120 FAX: (203)294-2127
 EMAIL: parksrec@wallingfordct.gov
www.town.wallingford.ct.us

Non-resident Yes ___ No ___
 Resident License _____
 Initials _____
 Date Stamp _____

PARK USE REQUEST FORM

Any person issued a permit shall observe all rules, regulations and ordinances adopted by the Town of Wallingford. The person to whom a permit is issued shall agree to be liable for any loss, damage or injury sustained by any person or property whatever the reason of negligence on the part of any person engaged in the activity being sponsored under the permit. The applicant agrees to hold the Town of Wallingford and any of its agents and employees harmless for any and all losses caused by the permittee or any person engaged in activity being sponsored under the permit.

Maintenance Fee: There is a **\$100.00 (cash only)** maintenance/key deposit fee at time of key pickup which will be non-refundable if the park is not left clean and litter free in and around the pavilion area. The key should be picked up during regular business hours from 9:00 a.m. to 4:30 p.m. on Wednesday, Thursday or Friday.

APPLICANT		EVENT CONTACT	
APPLICANT NAME	ORGANIZATION NAME	EVENT CONTACT NAME	
ADDRESS (Street, City, State, Zip)	PHONE	ADDRESS (Street, City, State, Zip)	PHONE
	E-MAIL		E-MAIL

RESERVATION INFORMATION			
SELECT FACILITY/PARK		DATE(S)/DAY	
<input type="checkbox"/> Community Lake Park	<input type="checkbox"/> Community Pool	JAN	JUL
<input type="checkbox"/> Doolittle Park	<input type="checkbox"/> Lufbery Park	FEB	AUG
<input type="checkbox"/> Marcus Cooke Park	<input type="checkbox"/> Pragemann Park	MAR	SEP
<input type="checkbox"/> Other _____		APR	OCT
AREAS OF USE		MAY	NOV
<input type="checkbox"/> Base/Softball Field	<input type="checkbox"/> Open Field	JUN	DEC
<input type="checkbox"/> Courts (please specify use) _____		<input type="checkbox"/> MON <input type="checkbox"/> TUE <input type="checkbox"/> WED <input type="checkbox"/> THU <input type="checkbox"/> FRI <input type="checkbox"/> SAT <input type="checkbox"/> SUN HOURS(Include set-up and clean-up)	
<input type="checkbox"/> Pavilion	<input type="checkbox"/> Electricity	START	AM/PM
<input type="checkbox"/> Bathrooms	<input type="checkbox"/> Lights	END	AM/PM
<input type="checkbox"/> Other _____		FREQUENCY	<input type="checkbox"/> One-Time <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly

EVENT INFORMATION	
NAME OF EVENT	TOTAL EXPECTED ATTENDANCE
	YOUTH _____
	ADULTS _____

I have read and agree to follow all Wallingford Park & Rec's Park and Field Use Rules and Regulations. I agree that while we use the Town of Wallingford Facilities and Fields for practice, games, tournaments, and events that we will not discriminate on the basis of disability. Ref. Title II of the ADA.

Firm commitments should not be made until you receive confirmation from this office within 5 business days

Signature: _____ Date: _____

PLEASE FILL OUT AS COMPLETELY AS POSSIBLE.

If you need more room you can also send us an email with all the details.

Admission Charged? YES NO Admission Charge: _____

Does Your Organization Charge Dues? If Yes, Amount: \$ _____

Is Event open to the Public? YES NO Fund Raiser? YES NO

Will goods be sold? YES NO If Yes, please describe _____

Will there be a tent or canopy? YES NO SIZE _____

LOCATION OF TENT _____

May be subject to Building Dept / Fire Marshall approval.

How many vehicles do you expect? _____

Will Food be sold? YES NO If yes, describe _____

Will there be Food Vendors/Distributors? YES NO

Must obtain Permits: Police Health

Will there be entertainment or amusements? YES NO

If yes, describe _____

Will there be Amplified Sound YES NO If yes, by what means _____

Will there be any fire of any type? YES NO Use of Propane? YES NO

Any additional information:

FOR OFFICE USE ONLY

REC STAFF: _____ DATE: _____

ADDITIONAL REQUIREMENTS

Insurance Building Permits
Police Fire Health Permit

APPROVED/DENIED: _____

PAYMENT INFORMATION

CLEANING DEPOSIT: \$ 100.00 Cash Check _____ CC _____

RESERVATION FEE: \$ _____ Cash Check _____ CC _____

REFUND AMOUNT: _____

ENTERED INTO MYREC: _____

Date: _____ PERMIT NUMBER: _____