



## **Town of Griswold's Veterans Memorial Park Event Planning / Park Rental Packet**

Please hand in the following packet at the Griswold Town Hall, to the Selectman's assistant during normal business hours. Call 376.7060 for a list of office hours.

Please note, all information attached must be signed in order for an event to be considered for approval. The selectman's assistant will hand this packet to the Recreation Director.

Please read each document carefully, and any questions or if you want to track the application's progress, please call the Recreation Director at 376.7026.

### **Attached Forms that Need Signatures or Additional Information**

**Veterans Memorial Park Event Request Form**

**Event Insurance Information**

**Griswold Parks and Recreation Department, Facility Request Form**

**ARTICLE II Parks and Recreation Areas  
(§ 74-4 — § 74-11) Ordinance Packet and Acceptance Narrative**

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Please visit the recreation website at: [www.griswoldyfs.com](http://www.griswoldyfs.com)

Or

Please visit the Town of Griswold's website at: [www.griswold-ct.org](http://www.griswold-ct.org)

**Veterans Memorial Park Event Request Form**

Date of Event: \_\_\_\_\_

Day of the Week: \_\_\_\_\_

Event Coordinator's Name:

\_\_\_\_\_

Phone #'s : \_\_\_\_\_

\_\_\_\_\_

TIME: (please circle am or pm)

Set-Up \_\_\_\_\_ AM/PM

Event Starts \_\_\_\_\_ AM/PM

Event Ends \_\_\_\_\_ AM/PM

- NO Alcoholic beverages allowed
- NO animals allowed.
- ALL trash generated from your group must be removed from the premises after your event
- A member of the Event Commission has to check-in with event coordinator at the beginning and end of event to check for damage.
- Any damages are to be repaired at the cost of the coordinator who set-up event.
- Understand that all vendors who are selling product are to have a permit issued by the Griswold Town Hall.

*After Reviewing Info Above,  
Please Initial Here \_\_\_\_\_*

**PARK RENTAL FEE:      \$20 Fee Per Hour**

Do you need?     Water (+\$40)     Electricity (+\$40)      Total Paid \_\_\_\_\_

Organization: \_\_\_\_\_ Fee Paid: Cash or Check # \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Contact Address: \_\_\_\_\_ Email: \_\_\_\_\_

Secondary Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Secondary Contact Address: \_\_\_\_\_

Number of persons expected to attend & purpose of the event:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have received and read the terms of the Park Use Policy and agree to adhere to the stipulations set forth in these policy guidelines. I understand that I am to pay a fee of \$20 per hour charge in order to use the park, plus the price of water and/or electricity if needed. I understand the town has the right to stop or postpone any event if needed. Absolutely, no refunds. No exceptions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Authorized Representative of Organization Assuming Responsibility)

**Office Use Only**

Date Request Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Recreation Director Signature: \_\_\_\_\_

**Event Insurance Information**

INSURANCE: The Town of Griswold DOES NOT provide participants or spectators medical, surgical, hospital expenses arising out of proposed activity. Applicants may be required to submit a Certificate of Insurance as a condition for granting "Facility Use Approval." Said Certificate in the amount of \$1,000,000 will name the Town of Griswold, its officers, agents and employees, as the additional insured. If insurance has a deductible, the user may be required to provide a security deposit in the amount of the deductible or a determined portion thereof. Upon completion of use, security deposits shall be returned in full, if there are no damages. If there are damages, the security deposit shall be used to offset the actual cost of repairs. All security deposits, when required, shall be in cash or by bank or certified check may payable to the Town of Griswold. Said conditions, if required, **shall be met with the minimum of 30 days prior to the event**. If insurance certificate is not required that is understood that the applicant assumes all financial responsibility for any damages to facility caused by persons using facility under this permit.

AGREEMENT: It is understood that by signing this agreement, the applicant and their parties' use of the park will be in accordance with the Park and Recreation Commission's Policies. It is understood that by signing this agreement that the Town of Griswold is **HELD HARMLESS FROM ANY CLAIMS OR DAMAGES AND APPLICANTS AGREE TO INDEMNIFY THE TOWN IN THE EVENT OF ANY CLAIMS OR DAMAGES**.

\_\_\_\_\_  
**APPLICANT'S SIGNATURE**

\_\_\_\_\_  
**PRINT NAME**

\_\_\_\_\_  
**DATE**

**OFFICE USE ONLY:**

RECREATION DEPARTMENT:      \_\_\_ Approved      \_\_\_ Denied

INSURANCE REQUIRED:            \_\_\_ Yes            \_\_\_ No

If Yes:            \_\_\_\_\_ Required Security Deposit

## **ARTICLE II Parks and Recreation Areas (§ 74-4 — § 74-11)**

**[Adopted 5-22-2003 STM, effective 6-10-2003]**

### **§ 74-4 Scope.**

The rules and regulations set forth herein shall apply to and be in effect in all parks and areas under the control, supervision and jurisdiction of the Town of Griswold.

### **§ 74-5 Definitions.**

For the purpose of this article, terms used herein are defined as follows:

#### **PARK**

Any parkland or open space (including buildings and property therein) owned by the Town of Griswold.

#### **PERSON**

Any individual, firm, partnership, corporation or association of persons, and the singular number shall include the plural.

#### **RECREATION DEPARTMENT**

The governing Town department for parks and recreation and individuals appointed by the Department as its authorized agents.

#### **VEHICLE**

Every device in, upon or by which a person or property is or may be transported.

### **§ 74-6 Hours of closing.**

No person shall be permitted to remain, stop or park within the confines of any park between the hours of 11:00 p.m. and 6:00 a.m., except in an emergency or with special written permission from the Recreation Department. In emergency situations or when the public interest demands it, any portion of a park may be closed to the public or to designated persons until it is deemed prudent to allow readmission. Nonobservance of this section shall constitute a violation.

### **§ 74-7 Permits.**

#### **A.**

A permit must be obtained from the Recreation Department for the following:

#### **(1)**

The use of park lodges or pavilions.

#### **(2)**

The vending of food and drink.

#### **B.**

Permits shall be issued by the Recreation Department.

#### **C.**

Permit applicants must be at least 18 years of age. All applications for permits must be received by the Recreation Department at least one week prior to the date of the intended use. The signer of a permit shall be responsible for all damages to park facilities, grounds or contents thereof and shall agree to indemnify the Town of Griswold for such damage.

#### **D.**

All permits issued shall be in writing by the Recreation Director and shall be subject to park rules and regulations. A permit to do any act shall authorize the same only insofar as it may be performed in strict accordance with the written terms and conditions thereof and not in violation of any law, ordinance, rule or regulation governing parks. Any violation of any term or condition thereof or any law, ordinance, rule or regulation governing parks shall constitute grounds for revocation of said permit by the Recreation Department, whose action therein shall be final.

E.

No person shall fail to produce and exhibit any permit which he claims to have upon request of the Recreation Department or its authorized agent, who shall inspect the same for the purpose of enforcing compliance with any ordinance or regulation. Failure to produce any permit upon request will nullify existence of said permit.

F.

The applicant shall pay any associated fees at the time the permit is obtained. Such fees may vary according to the activity permitted and the facilities used.

**§ 74-8 Park regulations.**

A.

Preservation of property and natural features. No person shall injure, deface, disturb or befoul any part of a park nor any building, signs, equipment or other property found therein; nor shall any tree, flower, shrub, rock or other natural element be removed, injured or destroyed.

B.

Horses. Horses are not allowed in any park except by express written permission of the Recreation Department.

C.

Hunting, trapping and molesting wildlife. No person within the confines of any park shall hunt, trap or otherwise molest any animal or bird; nor shall any person remove, collect or have in its possession the young of any wild animal or the eggs or nest of any bird unless express written permission is given by an authorized agent of the Town of Griswold.

D.

Firearms. No person shall use, carry or possess firearms of any kind or have air- or gas-powered guns, crossbow or bow, or other missile-throwing devices or weapons of any kind within the confines of any Town park.

E.

Soliciting; unlawful sales. No person shall beg, hawk, peddle or solicit within any park without written permission from an authorized agent of the Town of Griswold.

F.

Special events. No individual or organization shall conduct, sponsor or promote any special event or other public activity in a park without prior authorization of the Recreation Director. Events or activities which, in the opinion of the Director, constitute hazards and dangers to the personal safety of the participants or other park visitors; endanger peace and good order in the parks; interfere with the regular and normal use of the facilities and activities by park visitors; or are inconsistent with the use of the park for park purposes will not be permitted.

G.

Noise. No person or persons shall disturb other park users by causing excessive levels of noise.

H.

Littering, rubbish, garbage, sewage and noxious material. Refuse is not to be dropped, thrown or scattered on park property. All persons shall use restrooms as provided in the park and shall cooperate in maintaining the restrooms in a neat and

sanitary condition. No person shall throw, discharge into, cast, drop or leave in any river, brook, stream, pond, lake, public pool, or drain any substance, matter or thing, either liquid or solid, which may or shall result in the pollution of said river, brook, stream, pond, lake or public pool. No person, shall bring into, leave behind or dump any material of any kind into the park except the refuse, ashes, garbage and other material of a picnic or other permitted activity, and such material shall be deposited in receptacles provided for such purposes.

I.

Alcoholic beverages. The consumption or possession of alcoholic liquors or beverages in a park is by special permit from the Board of Selectman.

J.

Dogs, cats and other household pets. No person shall bring into, permit, have or keep in the park any dog, cat, household pet or other animal destructive to birds and other wildlife, except that dogs or cats are permitted if held in control by a leash. All persons bringing pets into the park are responsible for cleaning up after them. No pets are permitted in any beach, swimming area, playing field or playground.

K.

Swimming, swimming areas and beaches. No person shall bathe, wade or swim within any park or swimming area, except at such times and in such areas as designated by the Recreation Department and as set forth by any rules adopted by the Recreation Department.

L.

Bicycles, snow vehicles, motorbikes and all-terrain vehicles.

(1)

No person shall ride a bicycle or any other vehicle upon the lawn, ball fields, playing courts or picnic areas of any park.

(2)

No motorized snow vehicles or all-terrain vehicles shall be permitted in any areas of a park.

(3)

No unlicensed motorbikes or other unlicensed vehicles shall be permitted in any area of a park.

(4)

Riders of bicycles shall comply with the rules for the regulation of other vehicles.

(5)

Bicycles should be parked in places provided for such purpose.

M.

Traffic.

(1)

No person shall drive any automobile, motorcycle, motorized bike or other vehicle in any area of any park except on the proper drives and parking areas or permit the same to stand upon the drives or any part thereof so as to congest traffic or obstruct the drive. Paths established as foot or bicycle paths shall not be used for vehicular traffic.

(2)

No vehicle shall be operated on any road or drive in any park at a speed exceeding 15 miles per hour unless otherwise posted.

(3)

All stop signs and other traffic control devices must be obeyed.

(4)

No person shall fail to obey all traffic officers or Town employees authorized and instructed to direct traffic in the park.

(5)

No person shall park any vehicle or permit any vehicle to remain standing on any roadway within the boundaries of a park or parkway in excess of the length of time and between the hours as hereinafter specified. No parking shall be allowed on any of the park roads between the hours of 11:00 p.m. and 6:00 a.m. Parking areas in the parks are established for the convenience of patrons while using the facilities of the parks. It shall be unlawful for any person to park, stop or leave standing any vehicle in any parking area in any park except during the time he/she remains in the park. The term "parking" shall mean the standing of any vehicle, whether occupied or not, upon any park road otherwise than temporarily or while actively engaged in loading or unloading or while standing in obedience to traffic signals or regulators. This does not apply to Town of Griswold vehicles.

(6)

No person shall operate a vehicle along or over any road or drive within a park in a reckless manner or without due regard for the safety and the rights of pedestrians and drivers and occupants of all other vehicles, so as to endanger the life, limb or property of any person while in the lawful use of said park drive or roads.

(7)

It shall be the duty of every person operating an automobile, motorcycle or other vehicle of traffic or burden within the parks or parkways to comply with the Vehicle and Traffic Law of the State of Connecticut and with all orders, directions and regulations issued by traffic officers or officially displayed on any post, standard, sign or device installed for the regulation of traffic.

(8)

No person shall leave any motor vehicle, trailer or other vehicle within any park after closing hours except in an emergency and only after obtaining permission from the Director of Recreation or his authorized agent. Any vehicle left within any park after closing hours without permission shall be removed from the park at the owner's expense.

(9)

Repairing or servicing of vehicles is prohibited within a park except in an emergency and upon notification of the Recreation Department.

N.

Advertising and signs. No person shall post or display any sign, banner, advertisement, circular, notice or statement within any park.

O.

Picnicking; cooking fires.

(1)

No person shall picnic or cook in any area not designated for that purpose by the Recreation Department nor make or kindle any fire except in places provided therefore. Each person must be sure that any fire he/she started is completely out before leaving the park.

(2)

No person shall move or carry tables or equipment found within a park for park use to a different area of the park.

P.

Disorderly conduct.

(1)

No person shall disturb the peace and good order in any park by fighting or disorderly conduct, use threatening, abusive, indecent or obscene language or threaten violence to the person or property of others.

(2)

No person shall congregate with others in a public place and refuse to comply with a lawful order of the police or authorized personnel to disperse and leave the park.

(3)

No person shall loiter in or near toilet buildings or parking areas.

(4)

No person shall write, paint, carve or otherwise mark or deface public property.

(5)

No person shall be in the park under the influence of drugs or alcohol.

#### **§ 74-9 Parental responsibility.**

No parent, guardian or custodian of any minor shall permit or allow him or her, as the case may be, to do any act which would constitute a violation of this article. Nonobservance of this section shall be a violation.

#### **§ 74-10 Compliance required; liability of Townofficials.**

A.

No person shall fail or refuse to comply with any reasonable order relating to the regulation, direction or control of traffic or to any other order lawfully given by any police officer or Townofficial in the execution of his or her office or willfully resist, obstruct or abuse any police officer or Townofficial in the execution of his or her office or duties. Nonobservance of this section shall be a violation.

B.

No official or employee of the Town of Griswold shall, while acting pursuant to the provisions of this article, be personally liable for any damage that may accrue to persons or property as the result of any act required or permitted in the discharge of his or her official duties, provided that such acts are performed in good faith and without gross negligence.

#### **§ 74-11 Penalties for offenses.**

A.

Any person convicted of a violation of this article shall be subject to a fine not to exceed \$90.

B.

Any person damaging park property shall be liable for any and all related damages.



PLEASE FILL OUT BELOW INFORMATION AFTER READING ABOVE GRISWOLD'S DOCUMENT

**ARTICLE II Parks and Recreation Areas**  
**(§ 74-4 — § 74-11) Ordinance Packet and Acceptance Narrative**

**I, \_\_\_\_\_ of \_\_\_\_\_, Connecticut have read and reviewed the ARTICLE II Parks and Recreation Areas (§ 74-4 — § 74-11) document above. I understand and accept all (without exclusions) ordinance stipulations/conditions and I will obey the ordinance above without objection.**

**Signature:** \_\_\_\_\_

**Print Your Name:** \_\_\_\_\_

**Today's Date** \_\_\_\_\_

\_\_\_\_\_  
**Event's Name**

\_\_\_\_\_  
**Event's Date(s)**

**OFFICE USE ONLY:**

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Town of Griswold's Representatives Name

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Title