



TOWN OF EAST HARTFORD

Parks & Recreation Department

50 Chapman Place, East Hartford, Connecticut 06108
Phone: 860-291-7160 Fax: 860-282-8239 www.easthartfordct.gov



Picnic Permit Application

Please print clearly. If applicant provides false information, all fees will be forfeited.

Application Information:

Applicant must remain on site during the rental period, and is responsible to abide by all Picnic Facility Use Policies.

Applicant's Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Picnic Site Information:

Picnic sites are available from May 1st – September 30th. Lavatory facilities are available at McAuliffe, Gorman, Labor and Martin Parks. Goodwin and Hockanum Parks have portable toilets.

Rental Fee: East Hartford Residents: \$40 for 4 hours / Non-Residents: \$100 for 4 hours

Picnic Site Requested: _____

Nature of Activity (i.e. birthday party): _____ # of People to Attend: _____

Date of Requested Rental Use: _____ Day of Week of Requested Use: _____

Specify Hours of Requested Use: _____ AM PM - _____ AM PM

(Note: all picnic areas must be cleared/vacated by 7:00pm.)

By signing below, the Applicant agrees that they understand and agree to abide by the Picnic Facility Use Policy, and agree to the terms established by the Parks and Recreation Department.

Signature of Applicant

Date of Signature

Authorized Parks & Recreation Representative

Date Approved

The Parks and Recreation Department reserves the right to adjust any and/or all of the above requests and costs if circumstances shall so dictate.

Driver's License is required with application

Minimum age for rental is 21.

PICNIC FACILITY USE POLICY

Picnic areas are available from May 1st through September 30th and include the following sites:

Martin 1 (By the lot near the pool)	Goodwin (By Gold Star Pool)
Martin 2 (By the playscape)	Gorman (By Lord Pool)
McAuliffe 1 (By the playscape)	Foran (Off Forest Street) – by special request only
McAuliffe 2 (By Goodwin Brook)	Labor – by special request only
Hockanum (By Terry Pool) by special request only	

1. Cooking units are located at all picnic facilities. Permittees may bring their own cooking units provided that they are used in the picnic area. Permittees are required to supervise any use of a cooking unit and are responsible for extinguishing all fires associated with said cooking unit and proper disposal after all use.
2. **Alcoholic beverages are strictly prohibited on all Town property.**
3. Applicant should bring a copy of this approved picnic permit application, and it must be kept on-site at all times during the specified activity.
4. The applicant is responsible for all actions of people using the specified facility.
5. Rental Fee is \$40.00/4 hours for residents. Rental Fee is \$100.00/4 hours for non-residents.
6. Facilities must be vacated at the **specified time** of conclusion of the activity. **All picnic areas must be cleared and vacated by 7:00 PM.**
7. Applicant and guests must leave the facility in good condition at the conclusion of the activity, and all garbage/trash must be removed or placed in receptacles at the conclusion of the activity.
8. Individuals or groups utilizing town facilities do so at their own risk. The Town of East Hartford is not liable for bodily injuries or property damage sustained by individuals or groups on Town facilities.
9. No refunds issued for cancelled picnics or events unless cancellation notice is received at least one week in advance of the permit date.
10. Use of the facility will require all organizations (corporations, limited liability companies, partnerships, non-profits, civic associations, etc.) to provide a certificate of insurance evidencing coverage of a \$1,000,000 per occurrence general liability policy naming the Town as an additional insured. This certificate is due at the time of application and shall be forwarded to the Finance Director or his/her designee for approval.
11. Town and Board of Education agencies including associated Boards and Commissions are exempt from Certificate of Insurance requirements.
12. Individuals, not associated with either of the above, agree to indemnify and hold the Town, its officials, employees, volunteers, boards and commissions harmless for any and all losses (including but not limited to property damage and physical damage) associated with their use of the facility. The town at its discretion, may require the submission of a home owners' insurance declaration page as proof of insurance and reserves the right to make a claim against this policy should a loss occur.
13. A copy of the applicant's driver's license is required to be submitted with this document and your payment.
14. **Permit fee does not include admission fee for use of any town pool. Any applicant or individuals attending the picnic must follow town pool policies. Each resident must present a Town ID or Photo ID card with valid East Hartford address. ALL those who DO NOT possess a valid Town ID or Photo ID card will be charged the non-resident rate.**
15. **The following are not permitted: Generators, DJ's, loud music, amusement/farm animals, and inflatables (including but not limited to: bounce houses, water slides, etc.)**

I have read, fully understand and agree to abide by the East Hartford Parks and Recreation Department Picnic Facility Use Policies.

Signature of Applicant

Date