

## Important Things to Remember When Planning Your Event

**Plan for your event.** Most facility requests require certificate of liability insurance, live entertainment and food vending permits which can take time to acquire. **We recommend applying for permit applications several months in advance.**

- ❖ If you are planning to serve onsite catered beer, wine, or food, you must obtain a caterer with an off-site catering license. Your caterer must be in possession of all the appropriate licenses, i.e. 1<sup>st</sup>, 3<sup>rd</sup> Class and Catering License.
- ❖ Your caterer must submit a Catering Request through the Town Clerk's Office and this request must be accompanied by a diagram/drawing of the area where the alcohol is being served and the boundaries in area are specifically designated. The drawing/diagram must show the entrance/exits as well as the bathrooms/portable toilets.
- ❖ In addition, the Caterer shall submit a copy of all valid liquor licenses, approved catering permits, and all other documents as required by the Town, which includes a Certificate of Insurance (naming the Town of Hartford additionally Insured) along with a completed copy of the Park/Facility Use Permit Request form to the Parks & Recreation Department.
- ❖ Damage to Town of Hartford property during the course of the event will be the responsibility of the permit holder.
- ❖ Facility and all permit fees must be paid in full prior to any facility usage approvals.
- ❖ Request for parades, road races, walkathons, and outdoor concerts in public parks require approvals and a Public Assemblies Permit from the Town Manager's Office. You must first file your request with the Hartford Parks & Recreation Department.

### Who Can Obtain a Permit?

Any individual, business, organization, and group wishing to have an event, function or group activity in a public park within the Town of Hartford.

## Where do I send a completed Park/Facility Use Application Form?

Completed forms must be submitted to the Hartford Parks & Recreation Department. Applicants can mail the completed form to 171 Bridge Street, White River Junction, VT 05001. By fax to 802-295-6382, e-mail to recreation@hartford-vt.org or deliver in person to the office between 8:00 a.m. - 5:00 p.m.

## What is the process for obtaining a Park/Facility Use Permit?

Applicants must obtain and complete the Park /Facility Use Application. **The application process should begin at least 60 days prior to your planned event.**

- ❖ Applications are reviewed individually and can take up to ten working days upon receipt of application.
- ❖ Events that impact other Town Department's may require further review. It is important to submit your application early.
- ❖ All applicable costs for your request will be determined prior to all approvals.
- ❖ Certificate of Insurance Liability are required for use of all public spaces for events.
- ❖ Payment for the usage and all other attributed costs are required upon receipt of permit.
- ❖ Event organizers should have their approved/signed permit on hand the day of the event.

## What about insurance coverage?

Insurance liability for your event may be required by the Town of Hartford. A certificate of general liability insurance with per occurrence and aggregate limits of not less than \$1,000,000. The Town has the right to increase per-occurrence liability limits and require certificate of an accident insurance policy with limits determined by the Town.

Certificates of insurance are required prior to any and all permit approvals. Certificates must name the Town of Hartford as additionally insured by endorsement. Contact your insurance provider to obtain your certificate.

Ask us about Tulip Insurance if you are unable to provide coverage for your events.  
<https://tulip.intactspecialty.com/e/tulip/apply.aspx>

## What is a Special Event?

To best help us manage our parks and resources, Hartford Parks & Recreation may require a "Special Use Permit" for your event or use. A Special Use Permit is required for activities that provide a benefit to the applicant and is required for activities that request a designated park location for a specific purpose, is open or closed to the public, held on public grounds and requires a length of time. This also applies to events that may restrict daily access to the park or facility by the general public. Additional charges for Parks & Recreation Services may apply.

A special use permit application is necessary when considering:

- ❖ Public gathering of 50 or more people
- ❖ Use of tent(s)
- ❖ Concerts with amplified sound-stage(s)
- ❖ Vendor booths (food, beverage, beer, wine, alcohol, arts, crafts)
- ❖ Generator(s)
- ❖ Public promotion of the applicants use or activity
- ❖ Collection of money for admission/participation (whether off-site or on-site)
- ❖ Impact to regular traffic and park operations
- ❖ Catered activities by food trucks, commercial food service
- ❖ Bounce houses, air supported structure, dunk booths
- ❖ Commercial activities
- ❖ Festivals, fairs, concerts, runs-walks-races, corporate gatherings, demonstrations, and activities of which are considered events that restricts daily access or enjoyment to the facility by the general public.



## What are the fees for a permit?

There is not a fee to apply for a Hartford Parks & Recreation Department permit. There may be costs associated with your event that require a fee or charge, such as maintenance detail, electrical use fees, vendor licenses, police and/or fire details, facility use rental, additional portable toilets, trash barrels/liners, security, size of event, on-site staff member, athletic field supplies and field setup charges.



## Where can I pick up a Park/Facility Use Application?

You have some options:

Visit [hartfordrec.com](https://www.hartfordrec.com) or go directly to Town of Hartford's website <https://www.hartford-vt.org/>, then click on Parks & Recreation Department where the **Park/Facility Use Application** can be downloaded.

Forms are also available at the Hartford Parks & Recreation Department located at 171 Bridge Street, White River Junction, VT 05001. Email a request to [recreation@hartford-vt.org](mailto:recreation@hartford-vt.org)

### PARK ORDINANCES

For more information and to view the Town of Hartford Park Ordinances, visit <https://www.hartford-vt.org>

## Park/Facility Use Rules & Regulations

For updated information on staying safe during COVID-19, visit <https://www.healthvermont.gov>

**Keep your event safe:** We recommend all permit holders prepare for potential COVID Restrictions and have a plan in place to conduct their event under various health related restrictions. In addition, we encourage permit holders provide disinfectant wipes and hand sanitizer to sanitize equipment, material and supplies you are using. Supply and require your permitted event to use hand sanitizer and/or disinfectant wipes at the start, throughout and at the end of your permitted event.

\* Hartford Parks & Recreation has the authority to cancel any event that is scheduled at our facility due to reasons beyond our control. We will work with applicant to re-book.

\* All trash created by the user must be removed immediately after using the facility (clean sweep of facility used, this includes any trash or personal belongings).

\* Vehicles shall be parked only in designated areas.

\* Renters may not charge an admission, solicit sales, nor have a concession stand without the written permission from the Town of Hartford.

\* Town of Hartford does not assume liability for the acts of persons or the organization using the facility grounds.

\* Renters are held responsible for conduct of their participants and will be held financially responsible for any damages to the facility or adjoining property.

\* Alcohol and tobacco are prohibited unless Town of Hartford alcohol permit is obtained.

\* Noise ordinance must be adhered to per Town Ordinance.

\* Use of Food Trucks or other food vendors must obtain Itinerant Food Vending Permit from the Town Manager's Office.

\* If you are planning to serve onsite catered beer, wine, or food, you must obtain a caterer with an off-site catering license. Your Caterer must be in possession of all the appropriate licenses, i.e. 1<sup>st</sup>, 3<sup>rd</sup> Class and Catering License.

\* Your caterer must submit a Catering Request through the Town Clerk's Office and this request must be accompanied by a diagram/drawing of the area where the alcohol is being served and the boundaries in area are specifically designated. The drawing/diagram must show the entrance/exits as well as the bathrooms/portable toilets.

\* In addition, the Caterer shall submit a copy of all valid liquor licenses, approved catering permits, and all other documents as required by the Town, which includes a Certificate of Insurance (naming the Town of Hartford additionally Insured) along with a completed copy of the Park/Facility Permit Request form to the Parks & Recreation Department.

\* Any concession operation with food options must comply with all Town and State Department of Health Guidelines for Food Service Establishments.

# Hartford Parks & Recreation



## Guide to Special Events and Park/Facility Use Permitting 2022-23



171 Bridge Street  
White River Junction, VT 05001  
802-295-5036  
[hartfordrec.com](https://www.hartfordrec.com)  
[recreation@hartford-vt.org](mailto:recreation@hartford-vt.org)