



APPLICATION and PERMIT FOR USE OF RECREATION FACILITIES

TOWN OF GRANBY
RECREATION AND LEISURE SERVICES
15 NORTH GRANBY ROAD
GRANBY, CT 06035
860-653-8947

Guidelines & Permit Application For Reserving Town of Granby Recreation Facilities

Welcome to Granby's Parks and Facilities. We are happy to have you as our guests. The following information is provided to help you enjoy your visit.

Salmon Brook Park (Map A) is a town owned recreation facility located on Routes 10 & 202, 1/2 mile south of Granby Center. The primary use of Salmon Brook Park is for residents to enjoy leisure pursuits such as tennis, day camp, swimming, playgrounds, baseball, soccer, basketball, volleyball, picnicking, and hiking. The new Park House at Salmon Brook is a beautiful state-of-the-art multi-purpose facility featuring a large room with seating for 80 people, a patio, and kitchen area. The Park is also the host to many special activities sponsored by local organizations including sports competitions and cultural events. Between May and November the picnic pavilions (with grills) and athletic fields may be reserved by private groups for outings. WIFI is available in Salmon Brook Park courtesy of Westfield Savings Bank.

Ahrens Park (Map B) is a 55-acre park located on Hungary Road approximately .6 mile from Route 20 across from The Town Green. The primary use of this facility is youth football, soccer, lacrosse and baseball; community gardens are also located here.

Salmon Brook Park, Ahrens Park, and Holcomb Farm are all family and recreational facilities. We encourage use compatible with our goal to provide a safe, well-maintained, attractive place for people to enjoy. Park users are responsible for keeping the area clean; trash receptacles are provided for your use and we urge your cooperation. Pets are to be leashed and owners must clean up after their pets. Please be considerate of the park's neighbors.

All applications to reserve Town Parks are reviewed by Town Staff. Based upon their recommendations, a police officer or a staff custodian may be assigned to your outing at your cost. You will be notified before your application is processed if an officer or custodian will be needed or if other special conditions need to be met. Generally speaking, this would be a consideration if attendance at your outing exceeds 150 people.

Consumption of alcoholic beverages is not allowed on any Town property without prior permission.

If you have any questions about our Parks, please call the Recreation Office at 860-653-8947. It is a good idea to visit the area before making a reservation to insure that our facility meets the needs and expectations of your group. The guidelines and maps have changed from previous years; please review them carefully before making a reservation and if you have any questions - please call!

Kristine Vincent, Director
Granby Parks & Recreation Department



APPLICATION and PERMIT FOR USE OF RECREATION FACILITIES

Applicant Information

Applicant/Organization Name (required):	Applicant /Organization Address (required):
Applicant Phone (required): C: () H: ()	Email Address (required):

Activity Information (required)

Requested Facility (check one):	Salmon Brook Park: <input type="checkbox"/> Gathering Room <input type="checkbox"/> Pavilion #1 <input type="checkbox"/> Pavilion #2 <input type="checkbox"/> Band Shell <input type="checkbox"/> Ahrens Park <input type="checkbox"/> Field (soccer, baseball, volleyball) _____
Age Group:	Will you be seeking permission to serve alcohol (Gathering Room applicants only)? _____ (If you answered yes, complete Forms B and/or C)
Expected Group Size (required): _____	

Event Description (required):

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Picnic Pavilions (4-hour max)

Resident (off season) \$30
Resident (**peak** season) \$60
(June, July, August)
Non Resident (off season) \$55
Non Resident (**peak** season) \$85
(June, July, August)

The Park House at Salmon Brook

Gathering Room \$95/hour (2 hour min)

Athletic Fields

Grass Field \$50/hour
Baseball/Softball \$50/hour

Other

Band Shell \$50/hour

A completed Facility Use Form and full payment are required to book any facility. Additionally, a refundable security deposit is required for all rentals (\$500 for Gathering Room Rental & \$100 for all others)

Requested Schedule (required)

	<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
Requested Time(s) from:							
Requested Time(s) to:							
Requested Date(s):							

STAFF Approval Signature: _____ Print: _____ Date: _____

Town Manager Initials (if necessary): _____ Date: _____

RENTAL FEES: _____ DATE PAID: _____ SECURITY DEPOSIT: _____ DATE PAID _____ DATE RETURNED _____

CERTIFICATE OF INSURANCE, FORM B, FORM C, SECURITY DEPOSIT RECEIVED (if required)? _____



APPLICATION and PERMIT FOR USE OF RECREATION FACILITIES

RULES AND REGULATIONS

- A.** Applicant/Organization will neither allow, nor engage in, any discriminatory practices or policies regarding race, creed, sex, sexual orientation, age, or national origin. Applicant shall comply with all applicable local, state or federal laws, rules or regulations, and obtain all necessary permits and licenses, in exercising the rights granted under this permit including but not limited to, ASCAP, BMI, SESAC and similar performance licenses, required for the use of copyrighted or licensed material in connection with the event or activity, or otherwise required in connection with the use of the facility for the event or activity.
- B.** Permitted dates/times must be approved in advance by the facility supervisor; cancellations must be reported promptly.
- C.** BANNED SUBSTANCES (alcohol (unless permitted), illegal drugs) and LOUD, VULGAR, CONFRONTATIONAL LANGUAGE are not permitted on facility grounds -- or in its immediate vicinity. Applicant/Organization is fully responsible for conduct of all spectators, as well as participants; and will be required to provide identifiable adult supervision/security upon request by Granby Recreation & Leisure Services personnel.
- D.** Applicant/Organization must leave facility -- ON A DAILY BASIS -- in the same degree of cleanliness and orderliness as found. Applicant/Organization shall be responsible for enforcement of this requirement on its guests and invitees. Trash must be removed and placed in the dumpster. Replace with a clean trash bag.
- E.** Granby Recreation & Leisure Services is not responsible for anything left or stored on facility grounds by Applicant/Organization.
- F.** Smoking is prohibited in all indoor and outdoor areas of Town property, including pond beach, playgrounds, playing fields, tennis courts, and picnic pavilions.
- G.** Alcohol consumption, when requested and approved, is only permitted inside the Park House facility. Alcohol is not allowed at the pavilions. It is the responsibility of the permit holder to ensure the no one under the age of 21 consumes alcohol. Please initial here to signify that you have read and understand this rule. _____
- H.** Gathering Room Rental Only – if having alcohol - Applicant/Organization shall submit a certificate of insurance evidencing commercial general liability insurance covering the event and use of the facility with minimum limits of \$1,000,000 per occurrence, naming the Town of Granby as an additional insured. The Town of Granby and Connecticut Interlocal Risk Management Association (CIRMA) offers the Tenant User Liability Insurance Program (TULIP). The Town has enrolled in this program which allows the “user” of a municipal facility to secure cost effective liability insurance that provides protection for you as the Town. The TULIP is a General Liability Policy written in the name of the tenants and/or users of the local government facility or venue. To get more information on this program go to <https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx> or read the TULIP How -To Guide elsewhere in this packet.
- I.** Applicants/Organization agrees to assume all legal liabilities for accidents/injuries -- and will hold neither the Town of Granby nor any of its employees, agents, or representatives liable for any resulting claims/lawsuits. Applicant/Organization agrees to indemnify, defend and hold the Town of Granby and its employees, officers, agents and representatives harmless from any claim, act or proceeding related to or based upon Applicant/Organization's entrance, presence, and/or use of the property. Applicant agrees to release, waive and forever discharge the Town, its employees, officers, agents and representatives from any and all manner of claims, actions or causes of action, suits, demands whatsoever, in law or in equity, which it may have against the Town, its employees, officers, agents and representatives, in and/or on the property, or in any way connected to or arising from its presence and/or activities at the property.
- J.** Applicant/Organization agrees to provide full restitution to Granby Recreation and Leisure Services for any damages, thefts, or losses that may occur during the permitted activity including, but not limited to, restitution for damage to any property borrowed from the Town. A monetary security deposit is required.
- K.** Alcohol consumption, when requested and approved, is only permitted inside the Park House facility. Alcohol is not allowed at the pavilions. It is the responsibility of the permit holder to ensure the no one under the age of 21 consumes alcohol. Please initial here to signify that you have read and understand this rule. _____
- L.** Granby Recreation and Leisure Services Department activities take precedence over any permitted activities.
- M.** Granting of this permit is not a guarantee that the same facilities will be available in the future.
- N.** Cancellations must be reported promptly in order to avoid losing fees.
- O.** Music – Applicants who are using any of our indoor facilities must stop playing at 10:00PM any live or recorded music that can be heard out outside of the building at a distance of 50 feet from the building. NO EXECPTIONS. Please initial here to signify that you have read and understand this rule. _____
- P.** VIOLATION OF ANY OF THE ABOVE MAY RESULT IN SANCTIONS AND DISCIPLINARY ACTION, ranging from a warning, to immediate revocation of this permit, legal action, or monetary penalties.

Applicant Signature (required) _____ Date _____