



CITY OF WATERVILLE FACILITY USE APPLICATION & CONTRACT

PLEASE NOTE: ALL USE OF CITY FACILITIES IS AT YOUR OWN RISK

\$25 Processing fee due at the time the application is submitted

Please complete this form and attach any related materials. Once completed, please return to Waterville Parks and Recreation, 6 Wentworth Ct, Waterville, ME 04901 at least 14 days prior to event. This form may also be faxed to (207) 877-7532.

Name of Organization/Group: _____

Please check one: Private Non-Profit For-Profit City/City Partner

Event Contact Person: _____ Contact Phone Number: _____

Address: _____

Email Address: _____

Event Information

(Please attach any route information to this form)

Event Date & Time (start and end times required): _____

Facility Requested: _____

Type of Activity: _____

Description/Purpose of Event: _____

Approx. No. of Users (incl. Spectators): _____

Will you require any special equipment or preparation? _____

Restrictions, Requirements, and Fees

Cancellation Policy: No refund will be given in the event of rain, snow, or any other weather-related event. If an event is cancelled 14 days prior to the scheduled date, a refund is due to customer at the discretion of the Director of Parks and Recreation.

- One (2hr) wedding ceremony per day, per location. Wedding receptions will not be permitted.
- Alcohol and Tobacco products are not permitted.
- No permit required for groups of 20 or less unless exclusive use of an area is requested. Event organizer must still complete the application.
- All other public areas (pool, fields, trails): Please call for rate
- Staff fee (on site event support): \$35/hour, per person
- All charges must be paid in advance. Please make check payable to City of Waterville.

Fees: (please check one)

- RiverWalk Gazebo Resident: \$50/hr RiverWalk Gazebo Non-Resident: \$100/hr
 RiverWalk Ampitheatre: Please call for rate Castonguay Square Resident: \$50/hr
 Castonguay Square Non-Resident: \$100/hr Quarry Road Welcome Center Yurt Resident: \$50/hr
 Quarry Road Welcome Center Yurt Non-Resident: \$100/hr

CONTRACT - Please read & sign below

CERTIFICATE OF INSURANCE: Event insurance is necessary for any event/activity in which a person/group wishes to reserve any City-controlled/owned property involving (20+) individuals and/or requiring the utilization/reservation of any City-controlled/owned property such as a park or street, and for events which include, but are not limited to, walks, races, festivals, concerts, etc. require general liability insurance coverage and the issuance of a Certificate of Insurance (COI).

The COI shall be issued naming the City of Waterville as an “**additional insured;**” specifying the event/activity, and any other pertinent information. Once the event is approved by the City, the COI will need to be received no later than 30 days prior to the event unless otherwise noted.

Please have your Insurance Company send to the attention of Matt Skehan mskehan@waterville-me.gov and Linda Taylor ltaylor@waterville-me.gov

Fax the COI to: 207-877-7532

Mail to: City of Waterville, 6 Wentworth Ct, Waterville, Maine 04901

I have read and understand the City’s Public Use Permit Policy.

In consideration of the City of Waterville granting permission for the activity described above,

_____ have read and understand the City’s Public Use Permit Policy and agrees to the following: Please Note: Signature must be from individual or corporation responsible for the event. It cannot be the name of an unincorporated association.

1. To provide proof of insurance for the event. Coverage shall include comprehensive general liability insurance or public liability insurance either specific to the proposed event or covering all activities of the sponsoring organization and must provide coverage of at least \$1,000,000 per occurrence/\$2,000,000 aggregate. To reimburse the City for any damage to City property arising in any way out of the permitted activity, whether caused by participants, observers or others. Permit holder will indemnify and hold harmless the City of Waterville and its agents and employees from any and all claims made by any party as a result of the use of City property for the permitted activity.
2. To reimburse the City its reasonable attorney's fees in seeking reimbursement for damages to City property, defending against any claims brought against it or enforcing the indemnification and hold harmless agreement.
3. To reimburse the City for any clean-up costs associated with the event.

Name of Insurance Carrier: _____

Signature & Title: _____ Date: _____

*Approved applications will receive a signed permit from the Waterville Police Department.

*The City of Waterville reserves the right to accept or deny any application.

OFFICE USE ONLY

Action Taken: _____

Conditions/Comments: _____

By: _____ Date: _____