



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.

Holcomb Farm (Map C) is a 357-acre historic farm located on Simsbury Road in West Granby, CT. There are three buildings available for private rentals. The Main Barn and new 3-season pavilion can be utilized for weddings and larger events, The Workshop, with a walkout patio, is an ideal venue for small parties and meetings. There is an overhead projector and screen in the Workshop. There are ten miles of marked trails, open to the public at no charge from dawn to dusk, used for hiking, letterboxing, horseback riding, snowshoeing and cross country skiing.

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!

Tom Tyburski, Director
Granby Parks & Recreation Department



APPLICATION and PERMIT FOR USE OF RECREATION FACILITIES

Applicant Information

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

Activity Information

Requested Facility / Park/Field Name:	Requested Facility: <input type="checkbox"/> Gathering Room <input type="checkbox"/> Pavilion # _____ <input type="checkbox"/> Conference Room <input type="checkbox"/> H.F Main Barn <input type="checkbox"/> H.F Workshop <input type="checkbox"/> Band Shell <input type="checkbox"/> Other _____	
Age Group:	Activity Type(s):	Will you be seeking permission to serve alcohol? _____ (If you answered yes, complete Forms B and/or C)
Will you be charging a fee to participants of this program? <input type="checkbox"/> Yes <input type="checkbox"/> No		Expected Group Size: _____ <input type="checkbox"/> Per Day/Night <input type="checkbox"/> Per Season

Event Description:

Facility Rental Fees: *2hr Non-Refundable Deposit Required To Hold Reservations at Holcomb Farm and SBP Indoor Facilities			
<u>Picnic Pavilions</u>	<u>The Park House at Salmon Brook</u>	<u>Holcomb Farm</u>	<u>Athletic Fields</u>
Resident \$25	Gathering Room \$70/hour* (2 hour min)	Main (Old) Barn -\$50/hour*	Grass Field \$50/hour
Non Resident \$25 + \$2pp	Conference Room \$25/hour*	Workshop - \$50/hour*	Baseball/Softball \$50/hour
REFUNDABLE SECURITY DEPOSIT REQUIRED ON ALL RENTALS			

Requested Schedule

	<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 From:	/ /			Requested Date to:	/ /		

Approved Schedule

For Official Use Only – Staff only to write in this section

	<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
Approved Time(s) from:							
Approved Time(s) to:							
Approved Date From:	/ /			Approved Date to:	/ /		

Special Conditions and Exceptions to Approved Dates:

Assigned Amenity Name(s) and Number(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 RECEIVED _____



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.** Borrowed equipment must be returned to the facility in the same condition as when borrowed, immediately following the activity.
- E.** 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.
- F.** Granby Recreation & Leisure Services is not responsible for anything left or stored on facility grounds by Applicant/Organization.
- G.** Smoking is prohibited in all indoor and outdoor areas of Town property, including pond beach, playgrounds, playing fields, tennis courts, and picnic pavilions.
- H.** 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 www.ebi-ins.com/tulip 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 assigned facility or designated area(s). 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.** Permit fees and donations are non-refundable and permits are non-transferable (to future dates or other user groups). Cancellations must be reported promptly. Failure to use the field or report cancellations will result in revocation of the permit.
- 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 EXCEPTIONS. **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 _____ Date _____



APPLICATION and PERMIT FOR USE OF RECREATION FACILITIES

CIRMA **Tenant User Liability Insurance Program** **How-To Guide**

The Town of Granby and Granby BOE has enrolled in a program which allows you, the “user” of a municipal facility, school, or other local government property, to secure cost effective liability insurance that provides protection for you as well as the governmental entity. The Tenant User Liability Insurance Program (TULIP) is a General Liability Policy written in the name of the tenants and/or users of the local government facility or venue. CIRMA (Connecticut Inter-local Risk Management Association) is a registered user of the TULIP program, the National League of Cities (NLC), and HUB International New England via Entertainment Brokers International. **Granby’s** assigned unique Entity ID-Code is **0501-099**

How it works:

1. Log on to www.ebi-ins.com/tulip
2. In the center right of the page click on **Purchase or Quote**
3. Enter the Entity ID-Code listed above OR Type in the name of your town in the search box and click GO. Select your town from the pull-down
4. Click Next and Select the Type of “Event” or: “Activity” from the drop down window, e.g. wedding or festival.
5. Answer the questions that follow such as:
 - Have you held this event before?
 - If yes, were there any losses or claims?
 - Will there be armed private security at this event or activity? (Off duty police not included)
 - Will you require Liquor Liability
 - Number of Attendees
6. There are additional questions if there are going to be vendors at the event.
7. Select the Event date or dates on the calendar by clicking on the day of event (if multiple regularly scheduled dates, select all of these).
8. Click Get quote which will bring you to the next page.
9. If you would now like to proceed and purchase the coverage, please complete the requested *Contact & Credit Card Information*, and coverage is automatically bound.
10. A Certificate of Insurance is issued and sent via email, in your Name or Organization’s Name, with a Certificate automatically sent via email to your local government.

If you experience technical difficulties or have questions about the eligibility or classification of your event, please contact *Entertainment Brokers International* at 1-800-507-8414 (8:30AM – 5:00PM PST).

HUB International New England, LLC



APPLICATION and PERMIT FOR USE OF RECREATION FACILITIES

Town of Granby Recreation & Leisure Services

ALCOHOLIC BEVERAGE PERMIT APPLICATION (FORM B)

DATE OF APPLICATION: _____

APPLICANT(S): _____

ORGANIZATION: _____

ADDRESS: _____

PHONE: _____ E-mail: _____

NUMBER OF ATTENDEES: _____ TYPE OF EVENT: _____

Hereby applies to have alcoholic beverages available at an event at
_____ (building/park).

on _____ from _____ am/pm to _____ am/pm.
(date) (time) (time)

- Application for use of the facility has been turned in.
- I have read the facility use policies regarding the use of alcoholic beverages at Parks & Recreation Rental Facilities and agree to comply.
- Applicant has provided Town of Granby with Certificate of Insurance for the event if not using a caterer.
- I have obtained an alcoholic beverage provider who has a State of Connecticut Department of Consumer Protection Liquor Permit with appropriate liability insurance with a minimum coverage of \$1,000,000.00 that names the Town of Granby as an additional insured, is on the town's approved caterer/bar service provider list, and will be the designated server at the event:

Name of Caterer/Bar Service Provider if Applicable (Caterer must complete Form C)

SIGNATURE OF APPLICANT

PRINT NAME

DO NOT WRITE BELOW THIS LINE

Parks & Recreation Director's Signature

_____ Date ___ Approved ___ Denied

Town Manager's Signature

_____ Date ___ Approved ___ Denied

Police Chief's Signature

_____ Date ___ Approved ___ Denied

REMARKS & STIPULATIONS:



APPLICATION and PERMIT
FOR USE OF RECREATION FACILITIES

TOWN OF GRANBY
CATERER/ALCOHOLIC BEVERAGE APPLICATION – FORM C

I am applying to be placed on the Town of Granby's:

- Approved Caterers List
Approved Alcoholic Beverage Provider list
Both Lists

DATE OF APPLICATION:

CATERER/BEVERAGE PROVIDER:

ADDRESS:

PHONE #: FAX#: EMAIL:

NAME OF GROUP TO BE SERVED EVENT DATE

Hereby applies to be added to the Town of Granby Approved Caterers' List

- I HAVE READ, UNDERSTOOD AND AGREED TO COMPLY WITH ALL OF THE TERMS OF THE TOWN'S BUILDING USE AND KITCHEN USE POLCIES. I UNDERSTAND THAT FAILURE TO MEET THESE OBLIGATIONS COULD LEAD TO THE REMOVAL FROM THE LIST.
I HAVE ALL APPROPRIATE LICENSES AND PERMITS TO PROVIDE THESE SERVICES. FOOD SERVICE PROVIDERS MUST HAVE A CATERER'S FOOD SERVICE LICENSE. AN ALCOHOLIC BEVERAGE PROVIDER MUST HAVE A CATERER'S STATE OF CONNECTICUT DEPARTMENT OF CONSUMER PROTECTION LIQUOR PERMIT.
I HAVE AND WILL MAINTAIN THE APPROPRIATE LEVEL OF INSURANCE TO COVER MY SERVICES AT EVENTS THAT I AM CATERING. LIABILITY INSURANCE MUST HAVE MINIMUM COVERAGE OF \$1,000,000.00 THAT NAMES THE TOWN OF GRANBY AS AN ADDITIONAL INSURED.
I AM LICENSED WITH THE STATE OF CONNECTICUT TO SERVE ALCOHOL AND AGREE TO BE A DESIGNATED SERVER AT EVENTS WHICH I AM CATERING.

SIGNATURE OF APPLICANT

PRINT NAME

DO NOT WRITE BELOW THIS LINE

Parks & Recreation Director's Signature Date
Town Manager's Signature Date

Approved Denied
Approved Denied

REMARKS & STIPULATIONS:

Blank lines for remarks and stipulations

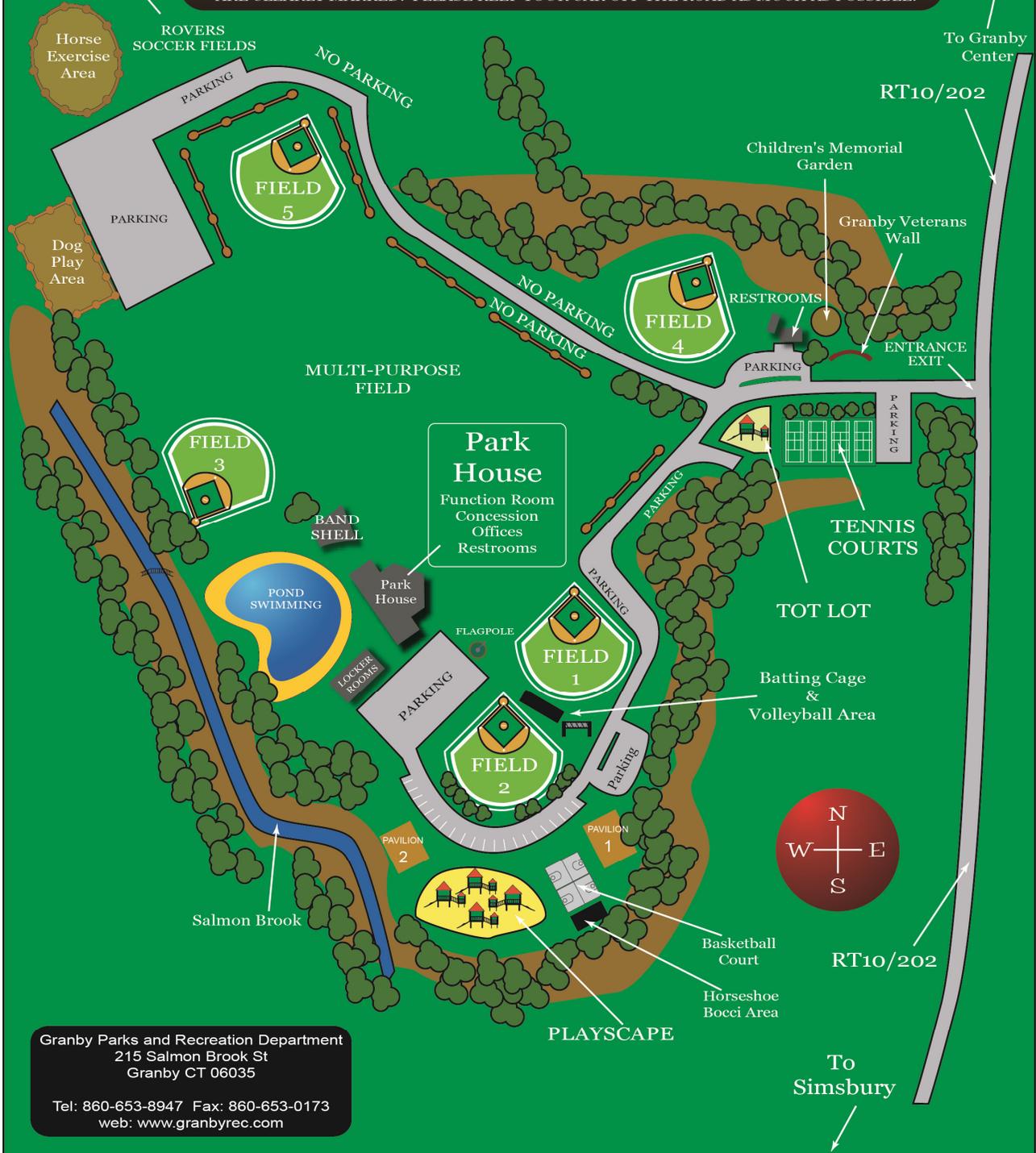


APPLICATION and PERMIT FOR USE OF RECREATION FACILITIES

Map A

SALMON BROOK PARK GRANBY CONNECTICUT

PARKING IS PERMITTED ALONG SOME ROADWAYS IN THE PARK ONLY. NO PARKING AREAS ARE CLEARLY MARKED. PLEASE KEEP YOUR CAR OFF THE ROAD AS MUCH AS POSSIBLE.



Granby Parks and Recreation Department
 215 Salmon Brook St
 Granby CT 06035

Tel: 860-653-8947 Fax: 860-653-0173
 web: www.granbyrec.com

GREG ORRED DESIGNS 2015

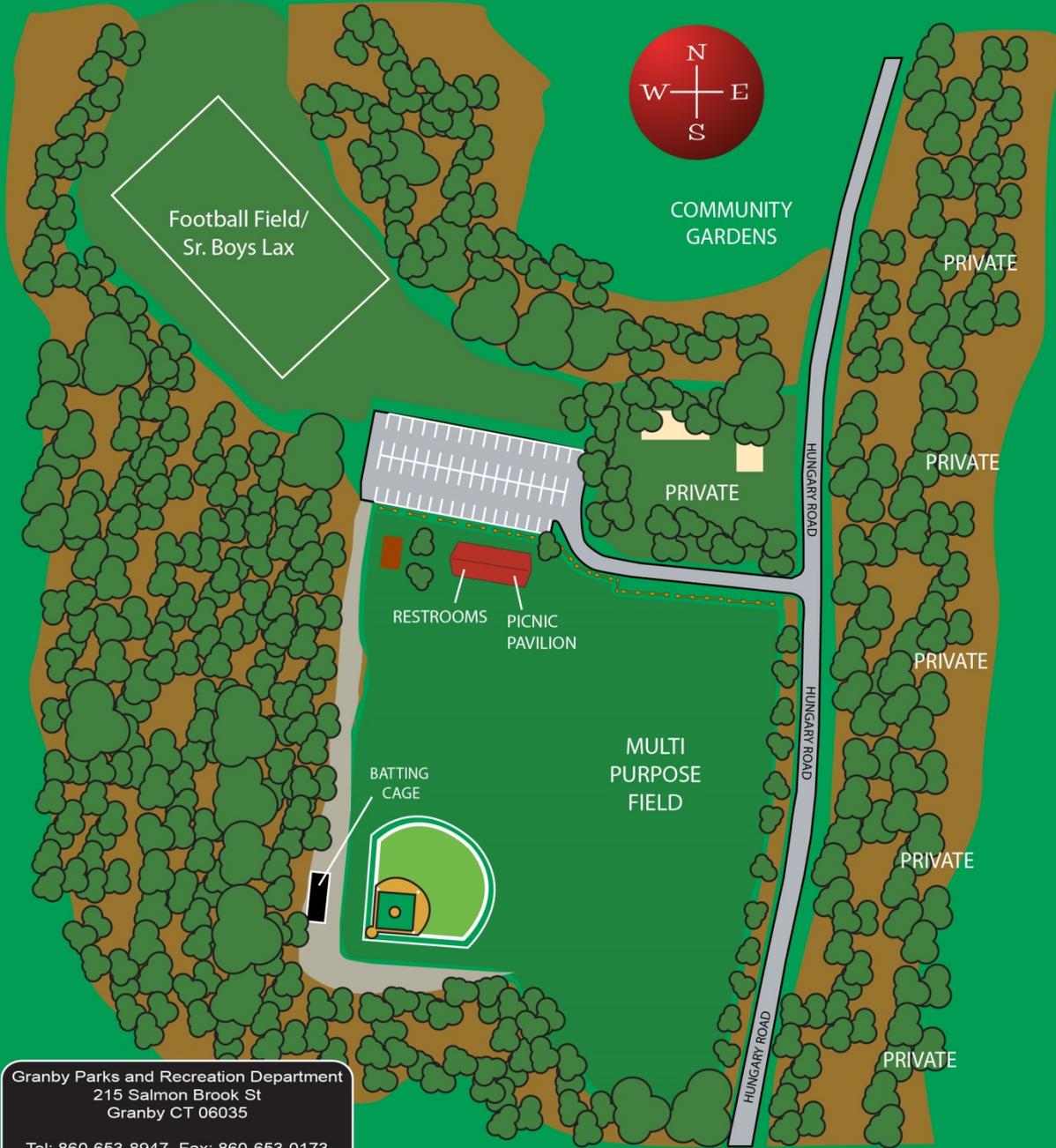


APPLICATION and PERMIT FOR USE OF RECREATION FACILITIES

Map B

AHRENS PARK 53 HUNGARY ROAD, GRANBY CONNECTICUT

PARKING IS PERMITTED ALONG SOME ROADWAYS IN THE PARK ONLY. NO PARKING AREAS ARE CLEARLY MARKED. PLEASE KEEP YOUR CAR OFF THE ROAD AS MUCH AS POSSIBLE.



Granby Parks and Recreation Department
215 Salmon Brook St
Granby CT 06035
Tel: 860-653-8947 Fax: 860-653-0173
web: www.granbyrec.com

GREG ORRRED DESIGNS 2015

TO GRANBY CENTER ↓

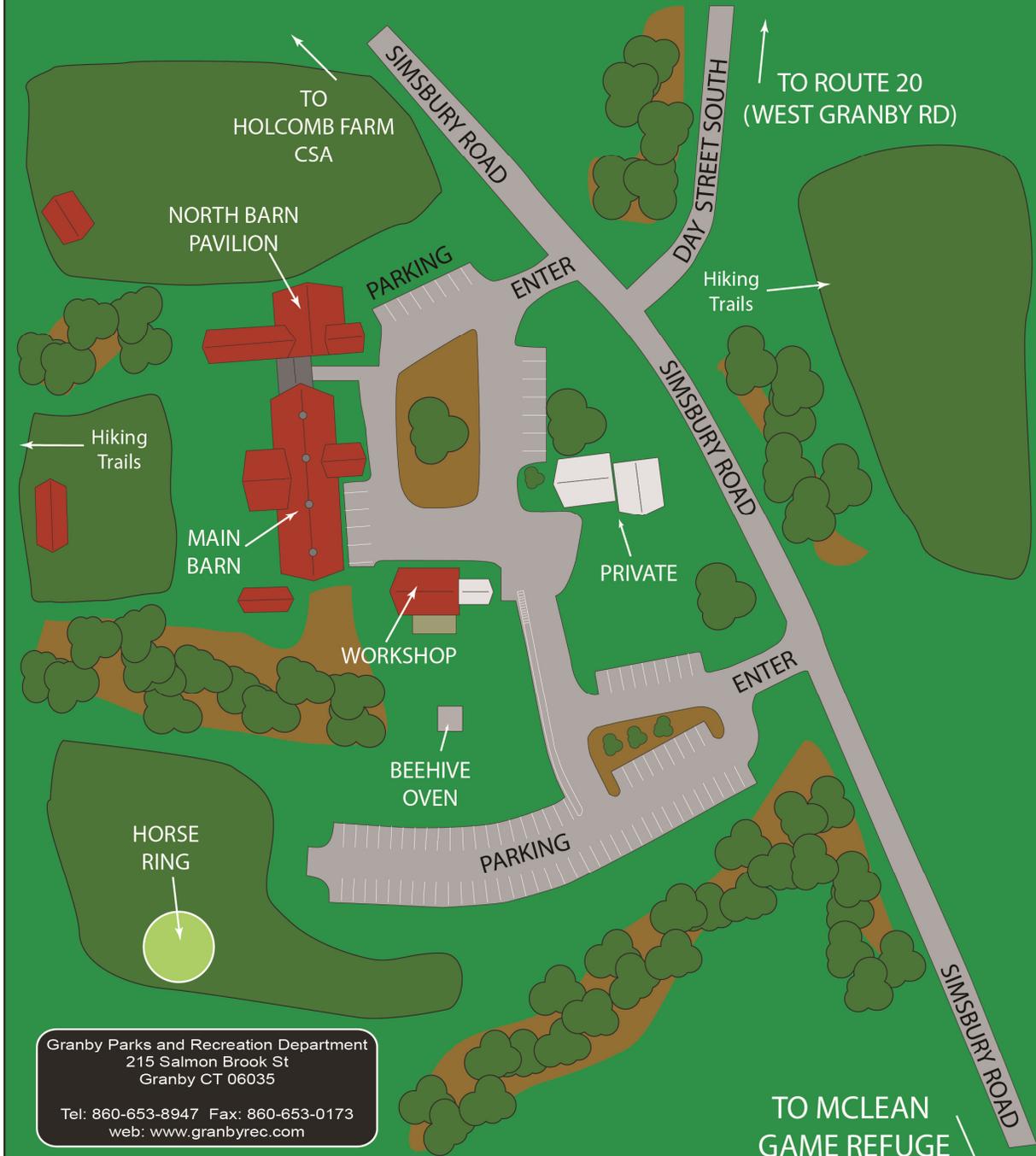
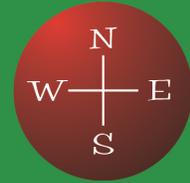


APPLICATION and PERMIT
FOR USE OF RECREATION FACILITIES

Map C

HOLCOMB FARM

113 SIMSBURY ROAD WEST
GRANBY CONNECTICUT



Granby Parks and Recreation Department
 215 Salmon Brook St
 Granby CT 06035
 Tel: 860-653-8947 Fax: 860-653-0173
 web: www.granbyrec.com

GREG ORRER DESIGNS 2015