



## **OXBOW PARK LAND USE POLICY**

### **Smoke/Tobacco Free Park**

Usage of Oxbow Park, other than for sanctioned low-impact recreational purposes, must be applied for in writing prior to the event(s) and will be subject to pre-approval for a specific usage and period of time; only in area(s), as designated by the Selectboard (or a designate of the Selectboard).

#### **POLICY:**

- Permission extended by the Selectboard for the park use applies only to the applicant(s) and is non-transferable. Applications for park use must be received 30 days in advance of the requested date.
- Music, band, DJ services are allowed with the permission of the Selectboard.
- All alcohol must be catered by a licensed professional.
- Oxbow Park is a smoke-free, tobacco free and vape free.
- No firearms or open fires are permitted.
- No inflatable devices.
- Portable waste facilities are the applicant's responsibility.
- No camping or overnight sleeping in the park
- All trash resulting from the use of the park must be removed from the area, in a timely fashion.
- Damages incurred as a result of the use of park are the sole responsibility of the applicant(s).
- The use of motorized vehicles are prohibited (with the exception of handicapped use); outside of the designated parking areas.

#### **FEE SCHEDULE**

- Security Deposit of \$500 is required at the time of application and will be returned provided there is no damage and the park is left clean.
- Commercial Event Fee- \$300
- Private Event (ie: Wedding, Family Reunion, etc.) Fee - \$200
- Non-profit Corp. Fee - \$150
- Fundraiser Event: Fee- \$150

The Morristown Selectboard and the Morristown Police Department shall enforce the above regulations, and any amendments made.

All Applicants must provide Certificate of Liability Insurance with at least \$1,000,000 of Coverage



## Oxbow Park Field Use Application

Applicant Name/Organization (Must be 18 or older): \_\_\_\_\_

Address: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone (H) : \_\_\_\_\_ (C): \_\_\_\_\_

**Event/Activity Information:** (please complete as fully as possible, for multiple dates or seasonal usage, provide a separate sheet with all times and dates)

Type of Event: \_\_\_\_\_ Non-Profit: Yes \_\_\_\_\_ No \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_

Date(s): \_\_\_\_\_ Hours of Event Including Setup & Breakdown: \_\_\_\_\_

Explanation: \_\_\_\_\_

**Requested Park/Field:**

Oxbow Park (All): \_\_\_\_\_ Oxbow (Lower Field): \_\_\_\_\_ Oxbow (Upper Field): \_\_\_\_\_

Estimated # of people: \_\_\_\_\_ Estimated # of cars: \_\_\_\_\_

Will the area be fenced off: Yes \_\_\_\_\_ No \_\_\_\_\_

**Will the following items pertain to your event?:** (include additional information as necessary)

Food Concession/Preparation: Yes \_\_\_\_\_ No \_\_\_\_\_ Cooking Source: \_\_\_\_\_

Electricity: Yes \_\_\_\_\_ No \_\_\_\_\_ Source: \_\_\_\_\_

Tables/chairs: Yes \_\_\_\_\_ No \_\_\_\_\_ How many: \_\_\_\_\_

Tents/canopies: Yes \_\_\_\_\_ No \_\_\_\_\_ How many & size: \_\_\_\_\_

Stages/scaffolding/platforms/structures: Yes \_\_\_\_\_ No \_\_\_\_\_

Portable toilets: Yes \_\_\_\_\_ No \_\_\_\_\_ Please use this chart to determine the quantity you must provide

Vehicles/Trailers: Yes \_\_\_\_\_ No \_\_\_\_\_ How many/where located: \_\_\_\_\_

Entertainment: Briefly describe: \_\_\_\_\_

Sponsorship/Vending or Promotional Activities: Yes \_\_\_\_\_ No \_\_\_\_\_ Describe: \_\_\_\_\_

Amplified sound: Yes \_\_\_\_\_ No \_\_\_\_\_ Describe type and times: \_\_\_\_\_

Will you need a key to the gate: Yes \_\_\_\_\_ No \_\_\_\_\_

		EVENT DURATION IN HOURS						
		1	2	3	4	5	6	7
ATTENDANCE	250	2	2	2	2	2	3	3
	500	2	3	3	4	4	4	4
	1,000	3	4	5	6	6	7	7



## Rules and Regulations Governing Our Smoke/ Tobacco Free Park

### The Applicant understands and agrees to the following conditions:

- Applicants must pay \$500 for security deposit
- Applicant must provide a copy of Certificate of Liability with at least \$1,000,000 in coverage
- Morristown reserves the right to cancel, reschedule or postpone any activity
- No inflatable devices allowed
- Submission of an application does not guarantee permission; Selectboard must grant permission
- Applications must be received 30 days in advance of the event to be held
- Certain events may require additional permits/fees in accordance with Town Ordinances
- The Applicant will be on-site during the event to assist with supervision and decision making
- The Applicant shall be responsible for cleanup of park grounds immediately following the event. If the Town must clean up following the event, a \$500 security deposit will apply
- All involved parties must be advised of these regulations, in advance, by the applicant
- The applicant will notify the Town of any changes to this application
- Approved applications ensure Applicant use of specific field as designated on the permit and application
- No camping or overnight sleeping in the park

### Hold Harmless Agreement:

The Applicant shall indemnify and hold harmless the Town of Morristown and its officers, employees, agents and recreation committee members from all losses, claims and liabilities (including reasonable attorney's fees) arising out of damage to the property or injury to persons participating in or watching such event. The applicant takes full responsibility for the activities held on Morristown property, including all first aid, scheduling and on-site supervision. The applicant will be on site during the entire event.

### AFFIDAVIT OF APPLICANT

Everything that I have stated on this application is correct to the best of my knowledge. I have read, understood and agree to abide by the policies, rules and regulations and hold harmless agreement listed on this form as they pertain to the requested usage. By signing this application the Applicant agrees to follow all rules and regulations. The permit, if granted, is not transferable and is revocable at any time at the absolute discretion of Morristown officials.

Name of Applicant: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### OFFICE USE ONLY

Approved: \_\_\_\_\_

For the Selectboard \_\_\_\_\_

Denied: \_\_\_\_\_

Special Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_