



Facility Use Guidelines

Bradford Parks & Recreation BPRC

172 North Main Street

PO Box 339

Bradford, VT 05033

Phone: (802) 222-4727 Ext.210

recreation@bradford-vt.us (Recreation Director Mary Dan Pomeroy)

We respectfully request a facility use application to be submitted via mail or email to Bradford Parks & Recreation for any event being held at one of our parks. This ensures that there is adequate space available for all events. Any event of 15 or more attendees is considered a special event and the below use rates apply. An approved application, applicable insurance documents, and reservation fees must be received prior to starting the event. This applies to Boch Park, Bugbee Landing campsite area, Denny Park, Elizabeth's Park (picnic area or pavilion), or Memorial Field. All organized events are presumed to be a maximum of six hours unless other arrangements are made. Donations beyond applicable reservation fees are graciously accepted to help maintain and improve Bradford's parks. If you wish to ask for a lower park use fee or to waive the fee you may also do so on the application.

Facility Use Reservation Fees

- **Boch Park:** \$15 per event
- **Bugbee Landing Campsite:** No Fee
- **Denny Park and Gazebo:** \$35 per event
- **Elizabeth's Park Pavilion:** \$50 per event for up to 60 attendees then an additional \$1.00 for each additional attendee.
- **Elizabeth's Park Pines Picnic Area:** \$15 per event
- **Memorial Field:** Varies based on the scope of the event. Please contact BPRC for more info.

**Bugbee Landing campsite reservations are for day use events. Overnight camping is first-come, first-serve with a two-night limit. Open fires are allowed during camping. We request that BPRC be notified. If you are requesting power usage for Denny Park or the Pavilion, please ask you to check the proper box on the application.*

NOTE: ELIZABETH'S PARK PLAY STRUCTURE CANNOT BE SOLELY RESERVED FOR AN EVENT

~All parks are carry-in carry-out for trash and recycling~

Prohibited Items and Activities

- Alcohol without approval from the Bradford Selectboard.
- Motorized vehicles on field areas without approval.
- Overnight camping (except Bugbee Landing)
- Open fires without approval from BPRC.
- Firearms or weapons of any kind.

Applicant Requirements

- Completed Facility Use Application (below).
- Payment of all fees/donations (cash or check).
- All town ordinances must be followed, including Public Assembly permit if required (250 or more people). See <https://bradford-vt.us/town-govt/formspermits-ordinancepolicy/> for more information.
- Applicants are responsible for town property in use during approved events and may be charged for property damage.
- All Bradford parks are carry-in/carry-out. Please plan for your own trash and recycling removal or inquire to BPRC about the rental of small receptacles.
- All rules on park signage in addition to those on this notice must be followed.
- Certificate of liability insurance must be issued along with this application. (Insurance requirement may be waived in some instances. Contact BPRC to request a waiver).



Facility Use Application

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Organization/Individual Name: _____

Organization/Individual Address: _____

Phone Number: (H): _____ (W): _____ (C) _____

E-mail Address: _____

Which Park are you requesting to use?: _____

Date/s for use: _____

Starting Time: _____ Ending Time: _____

Detailed Description of Event / Activity:

Special Provisions / Additional Requests:

Estimated number of attendees: _____

Name of on-site supervisor: _____

Will this event require assistance in setting up or closing out by BPRC? _____

Will food/beverages/merchandise be sold? _____

Will sound reinforcement / amplifiers /PA Systems /Air Horns be used? _____

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Will the event/activity require tents, canopies, etc.? _____

Will you be using fencing, barrier(s), and/or barricades? _____

Will vehicles and/or other related trailers be used (ex. food trucks and trailers)? _____

Will inflatable device(s), climbing walls, or amusement be used? _____

Will there be fees charged while using the premises (admission)? _____

If the application is for Pavilion or Denny Park, will you be seeking the use of electricity)? _____

Will a grill be used? _____

Trash/Recycling: Our parks are carry-in / carry-out. What is your plan for trash removal? *NOTE There will be an \$8 per bag charge for trash not removed from the event:

If you are seeking a lower park use fee or to have the fee waived, please write below this request. This request will be reviewed, and you will be notified of its outcome:

Park Use Fee: _____

The person/persons conducting this event are responsible for the safety of those attending and for any damage to the park incurred during the event. If any park property is moved during the event you are expected to return it to the location where you found it.

Signed: _____ Printed Name: _____

Date of request: _____

Please Ensure You Have Fully Read & Understand the Facility Use Guidelines Before Signing the Application. We have the right to cancel reservations that have not paid there park use fee within 7 days of submitting this application.

FOR USE OF THE BRADFORD PARKS & RECREATION COMMISSION

Date Application was received: _____

Approval Date: Restrictions, if any

Insurance proof provided _____ Waived Insurance _____

Park Use Fee _____

Additional Contribution Made _____

By signing this application, I am authorizing the park use for the event listed on this application and am authorized to do so.

Printed Name _____

Signature _____

Date _____