



Talbot County Department of Parks and Recreation

Park/ Pavilion Use Request Form

Name of Contact Person \_\_\_\_\_ Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (home) \_\_\_\_\_ Cell \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Date(s) Requested \_\_\_\_\_ Type of Event \_\_\_\_\_

Start Time \_\_\_\_\_ End Time \_\_\_\_\_ Name of Park/Pavilion \_\_\_\_\_

Fee: \$50.00 for 2 hrs \_\_\_\_\_ \$100.00 for 4 hrs \_\_\_\_\_ \$175.00 for all day \_\_\_\_\_

Please make all checks made payable to TCDPR

Will there be admission for this event? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, the amount charges \$ \_\_\_\_\_

What are the funds collected for: \_\_\_\_\_

Talbot County Facilities are not to be used for self-gain or fund-raising unless the group is non-profit. The Department reserves the right to withhold approval of a Permit for funds collected for purposes not meeting County rules and regulations.

Are you using facility grills? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you bringing your own grill? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, how many \_\_\_\_\_

Will you be having a band/DJ? Yes \_\_\_\_\_ No \_\_\_\_\_

Band/DJ Name \_\_\_\_\_

Are you using an outside vendor? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, please provide vendor certificate of insurance

Are you using pre-event advertisement? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, please tell us what type (e.g. fliers, posters, etc.) \_\_\_\_\_

Talbot County Sheriff's Deputy Required Yes \_\_\_\_\_ No \_\_\_\_\_

Arrangements for Sheriff's Deputies shall be made by the Department of Parks and Recreation staff ONLY. Payment of services must be made in advance with deposit.

Hourly Rate: \$ \_\_\_\_\_ Total Payment: \$ \_\_\_\_\_

## Rules and Regulations

1. In the event inclement weather, you may re-schedule the event IF another date and time is available.
2. No Refunds will be extended if the event is not held as scheduled. The individual signing this form shall have the opportunity to cancel this event only if the cancellation is in writing, presented to the Department of Parks and Recreation Office during normal business hours, and not less than 24 hours prior to the event.
3. The facility shall be left in the condition it was found in.
4. The individual signing this Contract is responsible for the conduct of all participating in the event of use of facility.
5. Some facilities are in close proximity of homes and businesses. Please be courteous and do not interrupt or interfere with their quality of life. Please do not block driveways, play loud music, park on lawns, toss trash into yards, use profanity etc.
6. ALL vehicles shall park in designated parking spots, and not on the grass.
7. Extinguish all fires in the grills, let cool, and remove any remaining charcoal when leaving the facility. Cooking is permitted in grills only. **NO OPEN PITS OR CAMPFIRES PERMITTED.**
8. **ALCOHOL** is not permitted. If anyone is caught consuming alcohol at the facility the participants will be required to leave the premises and the Sheriff's Department will be contacted. In this event, the deposit will not be refunded. Any future Facility Requests will be denied to those individual(s), group or organization.
9. Talbot County Sheriff's Department is the only agency which has jurisdiction in Talbot County and may be used for security purposes.

### Trash Policy

Facility users shall supply any additional plastic trash liners needed, collect all trash and food products at the end of the event. All trash must be placed in provided receptacles or in dumpsters provided on the facility site. Trash which is left on the facility grounds or trash left next to the dumpsters and not disposed of properly may be subject to further charges.

**I have read and agree to follow the rules and regulations in this Form.**

SIGNATURE: \_\_\_\_\_ NAME (printed): \_\_\_\_\_

DATE: \_\_\_\_\_

=====

STAFF USE ONLY

Facility Request Approved By: \_\_\_\_\_ Date: \_\_\_\_\_