



## Park Space Reservation Form

Facility requested: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Time Start: \_\_\_\_\_ Event Time End: \_\_\_\_\_  
(event must occur between 8:00a.m and 10: 00p.m)

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

Estimated number of attendents: \_\_\_\_\_

Picnic Tables: How many? \_\_\_\_\_ Trash cans: How many? \_\_\_\_\_

Name: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

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

Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Litter:** Park Users will be responsible for litter pickup of areas used. All food litter must be removed.

**Obstructions:** Obstructions of any right-of-way, parking areas or public streets is prohibited.

**Music:** The volume of any amplified music within the park, must fall within limits set by Village Ordinance. This ordinance will be enforced by Chatham Police and/or other village personnel.

**Decorations:** No balloons may be used as part of any decorations placed on public property. All decorations (flowers, streamers, etc.) must be removed from the site immediately following the event.

**Alcoholic Beverages:** The Village of Chatham prohibits the consumption of alcoholic beverages on any public property without property license.

**"Rain Dates":** If no "rain date" is included on the original permit request, the makeup date, if any, must be approved by the Village Manager.

WAIVER OF LIABILITY AND RELEASE OF CLAIMS For consideration of use of Village of Chatham property for a special use event, I recognize and acknowledge that there may be certain risks of personal injury and property loss arising from the event and I agree to assume the full risk of any injuries, including death, loss or damage of property from conducting the event. I agree to waive and relinquish all claims I may have as a result of hosting the event. I do hereby fully release and discharge the Village of Chatham and its Commissioners, agents, servants and employees from any and all claims from injuries, including death, damage or loss which may occur to participants through activities of conducting the event. Village reserves the right to require certificate of insurance for any event that increases the Village's liability. If required – the User shall provide a certificate of insurance verifying \$1,000,000 minimum general liability insurance naming the Village as an additional insured, accompanied by a properly executed additional insured endorsement using CG 2011 or equivalent, and specifying the dates(s) and nature of the event no later than twenty-one (21) days prior to the event. If alcoholic beverages are being served or consumed, User must also provide proof of Dram Shop and Liquor Liability insurance. User's insurance shall be primary insurance as respects the Village. Any insurance or self-insurance maintained by the Village shall be excess of user's insurance and shall not contribute with it. User's insurer shall agree to waive all rights of subrogation against the Village. Village does not assume any liability for property damaged, lost or stolen on the Village premises, or for personal injuries sustained on the premises during User's use of the premises and User hereby agrees to assume the full risk of any injuries, damages or loss, regardless of severity, that user may sustain as a result of this Agreement. User further agrees to waive and release the Village from any and all losses, claims, suits, or judgement or damages that user might sustain as a result of any and all activities connected with or associated with this Agreement. I have read and fully understand the above details and Waiver and Release of all claims.

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PRINT NAME OF RESPONSIBLE PARTY

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SIGNATURE OF RESPONSIBLE PARTY

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NAME OF ORGANIZATION (IF APPLICABLE)

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DATE