



# CUMBERLAND PARKS AND FACILITY REQUEST FORM

## APPLICANT INFORMATION

INDIVIDUAL/NAME OF ORGANIZATION: \_\_\_\_\_

NAME OF ORGANIZATION REPRESENTATIVE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

## SITE REQUESTED

DIAMOND HILL:  Ski Lodge  Picnic Area near restrooms  Stage Only  
 Picnic area behind stage

MONASTERY:  Gazebo Only  Gazebo and Picnic Area

## EVENT INFORMATION

TYPE OF EVENT: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ # OF PEOPLE EXPECTED: \_\_\_\_\_

START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_ INSURANCE: \_\_\_\_\_

## OUTDOOR EVENTS ONLY

**This event will require:**

- Restrooms  Electricity  Picnic Tables  
 Entertainment? \_\_\_\_\_ If yes, see item ten (10) on park regulations page  
 Food Truck/Caterers? \_\_\_\_\_ If yes, see item eleven (11) on park regulations page

Renter is responsible for all persons to be out the building and parks no later than 11:00pm.  
**NO ALCOHOLIC BEVERAGES ALLOWED ON TOWN PROPERTY.** There is a \$5.00 deposit for facility/restroom keys. All keys are to be returned to the Parks and Recreation Department the day following the event.

## FACILITY USE AGREEMENT AND RELEASE/INDEMNICATION

A. In consideration for being permitted to use the facilities of the Town of Cumberland, \_\_\_\_\_(hereinafter "applicant"), agrees to indemnify and hold harmless, the Town of Cumberland, its officers, employees, insurers from and against all liability, claims, and demands, which are incurred, made, or brought by any person or entity, on account of damage, loss, or injury, including without limitation claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, death or any other loss of any kind whatsoever, which arise out of or are in any manner connected with the use of the facilities, whether any such liability, claims, and demands result from the act, omission, negligence, or other fault on the part of the Town of Cumberland, its officers, or its employees, or from any other cause whatsoever.

B. By signing below, Applicant agrees that, in the event of any damage, loss or injury to the facilities or to any property or equipment therein, the user is responsible for any damage to equipment of the facility/grounds. Failure to reimburse the Town for damages will result in loss of future use privileges. If the facilities are not left in their original condition, the Town of Cumberland reserves the right to charge for any additional work required to return the facility back to its original condition.

**The signature below indicates that the requesting group and individual is in agreement with the procedures listed on this form.**

I HAVE READ THE PARTICIPATION WAIVER AND THE GENERAL REGULATIONS FOR FACILITIES USE FORM ATTACHED TO THIS APPLICATION AND ACCEPT THE RESPONSIBILITIES IMPOSED.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Completed by Recreation Department Personnel

Approved

Denied

Amount Due \_\_\_\_\_

PAID: Date: \_\_\_\_\_

Check # \_\_\_\_\_

Cash

Insurance Received \_\_\_\_\_

Key Deposit \_\_\_\_\_

By: \_\_\_\_\_

**All organizations and individuals shall comply at their own expense, with the following:**

1. Proper supervision shall be provided at all times.
2. No alcoholic beverages are allowed.
3. Arrangements must be made in advance for restroom facilities/electricity.
4. The grounds will be available as specified in your written confirmation, please use only reserved area.
5. Barrels will be provided for the disposal of trash, please use them.
6. Under no circumstances will open fires be permitted.
7. Park automobiles on paved roadway surface, not the grass.
8. **It is required that the general area and restrooms be left in a clean manner.**
9. Permission for the use of said Town property is granted upon the condition that the requesting individual/group is in agreement with the procedures listed on the Facility Use Agreement and Release/Indemnification form on the reverse side of the Park Request Form.
10. **ENTERTAINMENT** – You must apply for an entertainment license with the Town Clerk's Office at least one month before your scheduled event. Town Council approval required.
11. **FOOD VENDORS** must be registered/licensed with the Town of Cumberland. You must check with the Town Clerk's Office at least one month before your scheduled event for your vendor's status.
12. **INSURANCE** – It is the Town of Cumberland's requirement that you, the third party utilizing the Town facilities, carry proper liability insurance for the day of your event. **Option 1:** Your homeowner's insurance may be able to provide you with this protection, naming the Town of Cumberland as an "additional insured" to your policy with a limit of liability of \$1 million per occurrence. **Option 2:** We have made arrangements with a special events insurance company to provide you with the protection needed at a nominal cost. Cumberland Parks and Recreation will provide you with the plan's details at your request.
13. Renter is responsible for all persons to be out the building and parks no later than 11:00pm.  
**NO ALCOHOLIC BEVERAGES ALLOWED ON TOWN PROPERTY.**
14. There is a \$5.00 deposit for facility/restroom keys.