

**TOWN OF CHARLOTTE -- RECREATION COMMISSION
APPLICATION FOR USE OF CHARLOTTE PUBLIC FACILITIES**

Date(s) of Event(s): 8/3/14

Name of Organization/Event: Charlotte Recreation Commission

Address: _____

Non-Profit _____ For Profit _____

If non-profit, briefly explain benefit fund: _____

Contact information for Organization/Representative:

Name of Event Manager/Title: Bill Fraser-Harris - Chair

Email address: billandeva@gmavt.net

Telephone number: 802-343-7038

Mobile telephone number: same

Name of Event (& brief description): Charlotte Community Beach Party – Pig Roast and Pot Luck . Live music, water based activites by Outdoor Gear Exchange, Celtic dancing, soccer, volleyball, Frisbee golf, tennis & tennis social

Please attach a certificate of insurance for the event, which shall name The Town of Charlotte as an “additional insured” on the event liability policy.

Approximate number of participants: 250-400

Has this event been held in Charlotte before? Yes X No _____

If yes, please list

years: 2013

Is this event open to Charlotte residents? Yes X No _____

Safety Arrangements: (attach additional sheet if needed)

(Parking, course monitors, water and aid stations, traffic control, trash collection)

Parking at the beach and upper lot, with beach pass or \$3.00 fee. Both areas monitored. Trash and recycling to be vigorously enforced. Carry-in/Carry –out. One/two beach attendants and Rec. Coordinator on hand.

Briefly describe and indicate numbers of employees/volunteers who will work the event:

Rec. Commission and Coordinator to recruit volunteers and assist in all phases.

Has the Charlotte Fire & Rescue been notified? Yes _____ No X _But will be

Will your event utilize CCS Facilities? The Town Beach? Please list: Town Beach

Are State of Vermont permits required ? Yes_____ No__X_____

Please attach a course map, if applicable.

In consideration of this request to use town highways and/or town-owned property and facilities _____(organization/group/business) and I agree, and for myself/ourselves and my/our heirs, executors and administrators agree to indemnify, defend and hold forever harmless the Town of Charlotte and its officers, agents and employees from and against any claims, demands, liabilities, actions, judgments, settlements, damages, costs and expenses (including attorney's fees and disbursements) for injury to or death of any person or damage to property arising out of or resulting from the activity described in this request.

Signature of authorized representative_____

TOWN OF CHARLOTTE RECREATION COMMISSION

Process:

Outside organizations will contact the Recreation Office (425-6129) or use the Recreation link on the Town of Charlotte web site.

Event organizer(s) will fill out and submit a copy of the Application for Outside events to the Recreation Coordinator, who will refer it to the next regularly scheduled meeting of the Recreation Commission.

At the meeting, which may be attended by a representative of the outside event if they wish, the details of the event will be discussed by the commission. Based on commission recommendation, the application will be forwarded to the Selectboard with comments/recommendations. The Selectboard will then approve/disapprove the event as outlined on the application.

Copies of all event applications will be kept on file in the Recreation Office.

Purpose:

To review recreational events planned by outside organizations for Town of Charlotte venues by outside agencies. Information gathered by the review process will assist the Selectboard in making an informed decision regarding event approval.

To coordinate dates for events so that there are no conflicts. To provide an event calendar for the Town of Charlotte web site.

To insure that event safety planning is adequate and Insurance is provided by the organizer.

To assist with logistics and volunteers when appropriate.