



BURLINGTON  
PARKS  
RECREATION  
WATERFRONT

# Walk/Run Event Application

**Application Fee: \$50, non-refundable**

Name of Organization: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Date requested: \_\_\_\_\_ Set-Up Time: \_\_\_\_\_ Break-Down Time: \_\_\_\_\_

Park Requested: Oakledge Park \_\_\_\_\_ Battery Park \_\_\_\_\_ City Hall Park \_\_\_\_\_ Other \_\_\_\_\_

If requesting Oakledge Park, please indicate which shelter you would like to reserve:

Upper Shelter \_\_\_\_\_ Lower Shelter \_\_\_\_\_ or Both \_\_\_\_\_

\*Reserving a shelter is required. If the event is going to exceed 150 participants, both shelters must be reserved. Oakledge Park cannot support events larger than 350 participants.\*

Number of Attendees Expected: \_\_\_\_\_ Number of Volunteers Expected: \_\_\_\_\_

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

Are you requesting use of the Bike Path? Yes \_\_\_\_\_ No \_\_\_\_\_

\*If yes, there is an additional \$200.00 permit fee and a map of the route is required.\*

Are you requesting to have amplified sound or music during the event? Yes \_\_\_\_\_ No \_\_\_\_\_

\*If yes, amplified sound must be approved by the Parks Commission. If permitted, City Ordinance requires sound to be limited to 3 consecutive hours and 85 decibels.\*

Will there be vendors selling or giving away food at the event? Yes \_\_\_\_\_ No \_\_\_\_\_

\* All vendors shall provide a current Certificate of Insurance for \$2 million aggregate, naming The City of Burlington as additionally insured, with the name of the park being used and date of the event included. Please inquire about the Vendor Agreement form.\*

**See next page for additional information**

**Approval Process:** All fundraising events must be approved by the Parks, Recreation & Waterfront Commission at least one month ahead of the requested event date to receive the required approval for a Special Use Permit. Although it is not required for event organizers to attend the meeting, it is highly encouraged. Once you have submitted your application and paid the application fee a staff member will be in touch to go over next steps for approval.

**Bathrooms/Portolets:** The bathrooms at the Shelter will be open and available for use from 9am – 5pm. In addition, all Walk/Run events must provide 1 portolet for every 50 people in attendance. At least one must be handicap accessible. The organization holding the event is responsible for coordinating with the company used for drop-off and pick-up.

**Certificate of Insurance:** The organization must provide a current Certificate of Insurance for \$2 million aggregate, naming the City of Burlington as additionally insured, as well as listed as the Certificate Holder, and include the name and date of the event and the location being used at least one month before the event is to take place.

**Changes:** Any changes or additional requests must be made to the department at least 14 days before the event and are subject to review before it can be determined if the request can be accommodated. Additional fees may apply.

**Cancellations:** If the event is canceled more than 30 days before the event, you are eligible for a refund of your total amount paid except for \$25.00. However, if the event is canceled within 30 days of the event, all fees are forfeited and a refund will not be issued. Refunds are not given due to inclement weather.

Walk/run event applications for the next year will be accepted starting in November and can be e-mailed to [modaniel@burlingtonvt.gov](mailto:modaniel@burlingtonvt.gov) or mailed to:

Burlington Parks, Recreation & Waterfront Department  
645 Pine St., Suite B  
Burlington, VT 05401

The \$50 application fee must be paid at the time of submission. This can be done with a card over the phone (for an electronic application) or with a check (for a mailed application). Applications will be processed in the order that they and the application fee are received.

By signing this document you agree to complete and follow all of the requirements above.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_