



2018 BATTERY PARK OR CITY HALL PARK EVENT APPLICATION

Application for: Battery Park _____ City Hall Park _____ Date Requested: _____

Time Event set up will begin: _____ Time Event Clean Up will end: _____ Parks close at 9:00 pm.
Description of Event:

Will there be amplified music or sound? Yes _____ No _____

Amplified Sound at Battery Park is limited to 3 hours starting when the amplified music/sound begins.
What time will sound begin? _____ What time will sound end? _____

Contact Person: _____

Organization Name: _____

Address:

Contact Information: Work #: _____ Cell # _____ Home # _____

Email Address: _____ Type of Event? _____

If this is a walk/run event, are you requesting use of the bike path? Yes _____ No _____
(A Certificate of Insurance for \$2 million dollars aggregate, naming the City of Burlington as
ADDITIONAL INSURED is always required for running/walk events). There is an additional \$25.00 permit
fee for use of the bike path.

How many people are expected to attend? _____ Number of staff/volunteers on site? _____

Are you requesting use of restrooms? Yes _____ No _____

**THE DEPARTMENT REQUIRES THAT YOU PROVIDE PORT O LETS AS A SUPPLEMENT TO THE
RESTROOMS. THERE MUST BE ONE HANDICAP ACCESSIBLE PORT O LET. THE RESTROOMS AT
BATTERY PARK WERE NOT DESIGNED TO SUPPORT EVENTS.**

Will there be vending of food or beverages being sold or given away at the event?

Yes _____ No _____ (A Certificate of Insurance for \$2 million dollars aggregate, naming the City of
Burlington as ADDITIONAL INSURED naming the park and date(s) is always REQUIRED for anyone
providing food or beverages whether selling or giving away).

Organization(s) giving or selling food: _____

**ANY ADDITIONAL REQUESTS MUST BE MADE TO THE DEPARTMENT AT LEAST 3 WEEKS BEFORE
THE EVENT AND ARE SUBJECT TO REVIEW BEFORE IT CAN BE DETERMINED IF THE REQUEST CAN
BE ACCOMMODATED. ADDITIONAL FEES MAY APPLY.**

What arrangements have been made to assure that litter, incidental to the event, will be cleaned up and
disposed of?

Signature of Applicant: _____ Date: _____

CANCELLATION: Refunds are not given due to inclement weather or if you do not show up. If you wish
to cancel and do so more than 30 days before the date of your event, there will be a refund minus the
\$25.00 permit fee. Within the 30 day limit before your event date, fees are forfeited.