



2019 Oakledge Park Walk/Run Event Application

Name of Organization: _____

Contact Person(s): _____

E-Mail Address: _____ Phone Number: _____

Address: _____

Date requested: _____ Set-Up Time: _____ Break-Down Time: _____

The rental period for May 15th – May 31st and September 6th – October 6th is 9am – 5pm, and costs \$160.00. Set-up and break-down can take place outside of this window.

Would you like to reserve the Upper or the Lower Shelter? _____

Reserving a shelter is required for walks/runs and is included in the total cost listed above.

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 \$25.00 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, which meets monthly. 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

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.

Parking: Parking at Oakledge costs \$2.00/hour per car between May 15th and October 15th. BPRW will provide each event with 50 complimentary parking passes that can be used during the event. Please note that they do not guarantee that parking spaces will be available. Any cars that exceed the amount of passes provided are required to pay for parking. Please encourage attendees to carpool or use other means of transportation.

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 minus \$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 2019 will be accepted starting on **November 12th, 2018** and can be e-mailed to modaniel@burlingtonvt.gov. Applications will be processed in the order they are received. By signing this document you agree to complete all of the requirements and follow the guidelines mentioned above. For questions, please call (802) 865-7247.

Signature of Applicant: _____ **Date:** _____