

CITY OF NEW LONDON PARK SHELTER RESERVATION AND USE
Parks & Rec 982-8521

Name of User Group (i.e., Hanson Reunion): _____ Name of Applicant: _____

FACILITY REQUEST: HATTEN SHELTER #2 _____ #3 _____ PFEIFER SHELTER _____

Date Requested: _____ Fee Charged: _____

Rental fee includes: Use of floor space inside and immediately adjacent to the designated shelter. All other areas of the park are available for public use on a first come first serve basis. Fee also covers use of electrical outlets, bathrooms, picnic tables - benches and use of interior serving area in Hatten Shelter. No reservation will be made or use of facilities granted until proper forms are filled out and all fees are paid.

Group intending to use unusual equipment, or who plan to hold unique events, MUST list them below under SPECIAL REMARKS (i.e. pony rides, carousals, bands, etc.) With this, groups may be required to pay a minimal refundable damage deposit fee as a means of protecting park property.

The following policy applies to all groups receiving permission to use New London park shelter facilities. Please read and understand all statements BEFORE signing this form.

1. An event must be scheduled through the Parks & Recreation Department Office. Confirmation must be in writing and signed by an Applicant acting as an agent of the User Group.
2. Due to there being an abundant demand for the shelters, there will be a NO-REFUND POLICY
3. Regulations:
 - A) Shelters are not intended for use in holding public dances or beer parties unless requested
 - B) For the duration of the event, the Applicant is held responsible for the preservation of order and noise control
 - C) The User Group agrees to hold harmless the City of New London for loss or damage of personal property or injury arising from the use of park facilities
 - D) It shall be the responsibility of the User Group to maintain the shelter throughout the event and to restore all areas to pre-reservation conditions. The User Group is responsible for any damage done to park property and is also responsible for complying with recycling guidelines (see backside)
 - E) Putting up temporary decorations is allowed if picked up but moving park fixtures is prohibited without permission
 - F) No items or services shall be sold, solicited or exhibited without permission
 - G) Reservation runs from 9 a.m. until 9 p.m. Park closing time is 9 p.m.
 - H) The Parks Department and authorized City Officials reserve the right to revoke permission to use the facility any time

Any issues the day of the event please contact the Police Department at the Non-Emergency Number 982-8505

(Cut along line. Above INFORMATION to be RETAINED by APPLICANT)

The User Group agrees to hold harmless the City of New London for loss or damage of personal property or injury arising from use of park facilities.

NAME OF APPLICANT: _____

ADDRESS: _____ CITY: _____ TELEPHONE: HOME: _____
WORK: _____

FACILITY REQUESTED: HATTEN # 2 _____ #3 _____ PFEIFER SHELTER _____

NAME OF USER GROUP: _____ DATE REQUESTED: _____
Times: _____

ANTICIPATED NUMBER OF PEOPLE ATTENDING: _____ (Park hours 6:00am – 9:00 pm)

I understand the above conditions and policies and agree to the terms

(Signature of Applicant 18 years or older) (DATE)

SPECIAL REMARKS: _____

****** SUPPLEMENTAL REQUIREMENTS ******

A month before reservation date, Applicants with groups larger than 200 people are required to contact the Parks & Recreation Dept. Office in order to access needs and coordinate clean up {telephone # (920) 982-8521}

Recycle -- As you are aware, recycling is NOW MANDATORY. Thus, all groups are required to comply with the following guidelines:

Rental Groups will deposit the specified recyclable materials in a container found along the west wall of the Hatten Shelter; near the parking lot. Pfeifer Shelter will have a container found along the east wall.

Aluminum Cans*

Rinse, crushing is not necessary
No foil, pie tins, aerosol cans etc.

Tin Cans*

- Rinse & remove labels
- Flatten if possible
- No pesticide cans

Plastic #1 & #2

Remove caps / rings; discard
Flatten

Glass*

- Only container glass
- Rinse clean
- Discard metal lids

Cardboard & Container board* (flatten; bundle bag or box and leave alongside recycling container)

Corrugated cardboard only, clean non-waxed
No food contaminated material
No tin foil-coated containers

- Container board; gray / brown
inside used for cereal, soda /
beer case, etc.

**** Non-Recyclable items please USE the garbage barrels ****
Make sure no other materials are to be left on-site