



Park Facilities - Application for Use for Special Events

Instructions: The two-page application form should be filled out and returned along with the Certificate of Insurance to Buildings & Grounds Maintenance Department, 81 Hawthorne Ave., Pittsfield, Ma 01201. Upon approval, the signed white copy will be returned to the applicant. A copy of the signed approved application should be in possession of the individual using the facility. If you have any questions or need additional information contact: (413)499-9476 (Fax)499-5521 or Email at build.maint@pittsfieldch.com

Please Print:

Part I:

Date: ____/____/____

Name of Organization:

Mailing Address:

Email :

Contact Person:

Contact Phone #:

If the activity must be cancelled by this department, who should be contacted? (If different than above?)

Name:

Telephone:

Fax:

Check all that apply

Type of Organization: Youth/Civic Non – Profit For Profit Individual Business

Resident – Non-Resident Government – City State Federal

Type of Activity:

Date(s) Requested:

Time Requested :

AM PM

Park/Facility Name:

Facilities needed:

Rest Rooms Pavilion only Pavilion & Kitchen Heat (Sept 15 – May 31)

If Other, please specify:

Total attendance expected -

No. Chaperones if Youth Group

Open to the Public - Yes No

Admission Charged? Yes No

Is organization an agency of the City, State or Federal Government? Yes No

If No, a Certificate of Insurance must be filed the Building Maintenance Department.

Note: Insurance must have minimum limits of \$1,000,000 for general liability (covering bodily injury and property damage combined, and personal injury). Certificate must include the City of Pittsfield.



Application for Use of Park Facilities

It is understood:

- 1) The user is solely responsible for the fulfillment of the policies as set forth by the Buildings & Grounds Maintenance Department and the City of Pittsfield.
- 2) Use Fee(s) total is an estimate based on information given prior to the use of the facility.
- 3) Additional charges may result after the use of the facilities.
- 4) Total fees are due (30) days prior to approved date(s).
- 5) Any damages sustained to the facility and/or equipment during its use will be considered the responsibility of the renting group or organization. The renting group or organization will be billed for any repairs needed to restore the facility and/or equipment to its original state.

I have provided a Certificate of Insurance as required: Yes No

I received and read the Policies for Use of Pittsfield Parks: Yes No

I have received and read the Fee Schedule: Yes No

I have received, signed and understand the License Agreement to Use City Property: Yes No

I have received, read and signed the Release/Hold Harmless Agreement: Yes No

I have received, read and signed the Permit Application for use of Alcohol if applicable: Yes No

Upon signing this document, I accept responsibility for fee(s), supervision, damage and compliance with the policy and addendums relating to the use as established by the City of Pittsfield.

Date:

Signature of Applicant:

Note: The use of this facility is subject to the existing policies, addendums and fee schedules as established by the City of Pittsfield.

**Note: Checks should be made payable to : City of Pittsfield Personal checks will not be accepted
Bank checks, money orders or cash only!**

Part II: Director of Facilities

Approved: Yes No Signature: _____ Date: _____

Part III: Office Manager

Certificate of Insurance on File in Office: Yes No

Release/Hold Harmless on File in Office: Yes No

License Agreement on file in Office: Yes No

Application for use of Alcoholic Beverages on File in Office (if applicable): Yes No

Approved: Yes No Signature: _____ Date: _____