

Form 1 Stowe Recreation 2009

Tfaye.recdirector@townofstowe.vermont.org 253-6138 / fax 253-3723

PO Box 730, Stowe, VT 05672

Recreation Fields and Athletic Facilities Use Information

To: All Recreation Facility users **for 2009**
From: The Recreation Department
RE: Field Use and Rental Applications

The Stowe Recreation Department will be responsible for the Reservation requests, Scheduling and Management of the use of Town's Athletic and Recreational facilities.

The following information is intended to provide you all the information and Policies needed to proceed in the process for utilization of all recreational fields and facilities:

- **Read and keep this document for your records**
- **Fill out the application correctly and answer all questions appropriately**
- **Send in the enclosed application prior to a December 30th Deadline**
- **Proof of Liability insurance must accompany the Application**
- Request for dates and an application should be made to the Recreation office
- Applications will be processed for approval or not and sponsors will be notified
- All request for Large Events must fill out a Public Assembly permit from Town offices
- Stowe's Selectboard will have final approval and authority for large Special Events
- Any application received after the deadline may not displace a scheduled user
- Priority will be given to current sponsors followed by new requests in order of receipt
- **Only 8 Special Events** are allowed followed by any Recreational requests
- If approved, written notice will be sent by Recreation and a contract agreement will be set
- Applicants for Large events (over 300 attendees) are responsible for all permits required, Zoning, Health, Liquor, Public assembly, and Special Events permits are available from Town/Planning Zoning office
- Payment will be due **30days** post-event plus any fees for obvious damages
- A site plan should accompany the application in regards to how the fields will be used and set up. (Porto-lets, dumpsters, power, venders etc.)
- In the event of a cancellation by the sponsor of an approved event, the sponsor may be held accountable for agreed upon user fees.

Attached is an application, a fee schedule, and a partial list of responsibilities. These will all be discussed and finalized at a contract signing. Please direct any questions to the Recreation Department at the David Gale Center or call **253-6138**.

The Recreation Staff will be pleased to assist in making your events a success!

11/17 08

Form 2 APPLICATION Stowe Recreation -2009

PO Box 730, Stowe, VT 05672

253-6138 / fax 253-3723

Tfaye.recdirector@townofstovermont.org

Recreation Fields and Athletic Facilities Use Request

Name of Sponsoring Organization/Event: _____

Contact Person: _____ Email _____

Contact's Telephone: (H) _____ (W) _____ (Cell) _____

Billing Address: _____ (Fax) _____

Specific Facility Requested _____

Specific Dates Requested :(Days of weeks, date) _____

Specific Services needed: _____

Specific Times Requested: _____

Expected number of Users in Attendance: _____

All users must provide a Proof of Liability Insurance before use is approved

(Requests for lining or marking of Fields must be made 2 weeks prior to event to Parks Dpt.)

Event size :(check)

Large, 300 people or more, *see additional requirements below

Small, less than 300 people

Youth, Participants under the age of 18

One time use for Athletic event

Other, (explain) _____

Resident _____ or Non _____ and Profit _____ or Non _____

*Additional requirements, , **Special Event Permit** from the Selectboard of Stowe (Municipal offices) and **Proof of Insurance** accompanying the application

Procedures to be followed:

1. Submit application to Recreation Department
2. Application / fees will be approved/not approved by the Selectboard in February
3. An Agreement will be signed with the Recreation Department with schedules, obligations and responsibilities outlined in writing and agreed upon by both parties
4. Pre-event planning meeting date to be set and it will be mandatory at least (2) weeks prior to the event with Sponsor, Recreation, Parks and Grounds, and any necessary Municipal Departments.
5. Post Event meeting date to be set as an Evaluation and follow up procedure with the Sponsor, Recreation and Parks and Grounds and any necessary Municipal Departments within 48 hrs. After the event
6. An Agreement will need to be signed once Selectboard approves the Event

Please review the accompanying fee schedule for estimated costs. Actual approval of costs will be agreed upon and approved by the Selectboard

Date submitted _____ Signature of Applicant _____

RETURN ONLY THIS FORM

Submit this Application to the Recreation Department at the above address

11/17/08

Form 3 Stowe Recreation 2009

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Recreation Fields and Athletic Facilities Rental Rates

Large Events: (Over 300 in Attendance as per *Mayo Farm Plan*)

- **\$750** /day/ field of the event for the Event field itself
- **\$100** /day for each auxiliary field when it is used e.g. (parking)
- **\$100** /day during set up or tear down time for any field that you occupy and cannot be used for any other activity
- Plus any cleanup costs and repair of damages to the facility
- The possible costs of having an employee of the Town of Stowe on site to facilitate needs. The Rate of **\$30.00/ hr.** may be charged if deemed necessary and agreed upon in advance of the event

Small Events: (less than 300 in attendance)

- **\$300/day/ field**
- Plus any cleanup costs and repair of damages to the facility
- The Possible cost of having an employee of the Town of Stowe on site to facilitate needs. The Rate **\$30.00/hr.** may be charged if deemed necessary and agreed upon in advance of the event

Youth Based Sports and Athletic Activities

- No Rental fee to Stowe youth activities
- **\$250.00** fee for costs related to field care for the entire season
- Plus any cost from resultant damages
- Requested marking of a Field will be charged by Parks, Buildings and Grounds and require a **two weeks notice to them by the User**

Adult Based Sports and Athletic Activities

- **\$250.00** fee for the costs related to field care for the entire season
- Plus a **\$25/ time** of usage fee up to ½ day. Tournaments and Jamborees of greater duration will be considered Small Events as stated above
- Plus any costs from resultant damages
- Field marking will be charged if needed as per rate of cost from Parks, Buildings and Grounds and **require a two weeks notice**

Sport Camps and Special Activities

- **\$50.00/ day / field** at the High School, Polo fields, and all others
- **\$100/ day** for fields at the Mayo Farm A, B, or C
- Field marking will be charged if needed as per rate of costs from Parks, Buildings and Grounds (**\$150/ marking**)and require a two weeks notice

One time Athletic Use/or other one time Activity

- \$25 / use, for a maximum of four hours
- Plus Any costs related to damage due to the activity itself

Jackson Arena (non ice activity)

- \$850 Full day for a Profit Organization, \$350 half-day
- \$350 Full day for a Non-Profit Organization, \$125 half-day
- Plus labor costs, utilities and cleanup
- User must provide parking attendants
- Plus Any damages due to the event itself
- **By the Hour, \$75 / hour plus utilities**

David Gale Recreation Center

- \$75 Full day
- \$50 half day (birthday party etc.)

* *Selectboard and Recreation reserve the right to waive or reduce fees*

Payment schedule

Due: 30 days upon event completion, all remaining fees

If damages have occurred, additional charges are will be made