



Special Event Permit Application (including Pavilion and/or Eagles Meadow Picnic Area)

Please print and complete both pages of this application form and mail it to the address below with your payment.
For more information call 899-2693 or e-mail JUPDistrict@gmail.com

Name of Group _____

Name of Person in Charge _____

Address _____

City _____ State _____ Zip _____

Tel.Ph. _____ Cell Ph. _____ e-mail _____

Event/Activity Description _____

Number of people attending _____

Set-Up (Date & Time) _____ Event End (Date & Time) _____

Event Start (Date & Time) _____ Clean-Up (Date & Time) _____

**Vehicles must be parked in parking lot-- no vehicles allowed in Park.
Bus parking must be discussed at time of application.**

Activities (Check all that apply)

- Food+non-alcoholic beverages
- Barbecue Grill
- Pavilion (exclusive use)
- Eagles Meadow Picnic Area
- Alcoholic beverages
- Entertainment
- Other (please specify) _____

Will you use any markers or temporary structures? (Check all that apply)

- Flags
- Stakes
- Surveyors tape
- Field markings (environmentally friendly only)
- Field equipment
- Tent
- Stage
- Lighting
- Other (please specify) _____

Do you have comprehensive liability insurance for this event/activity?

Yes No Coverage amount \$ _____ Policy number _____

Insurance Company _____

FEES

AMOUNT DUE

Wilson A. Bentley Pavilion reservation (per day from set-up to clean-up)\$ 50.00/day _____

Eagles Meadow Picnic Area reservation (per day from set-up to clean-up) \$ 50.00/day _____

Electricity (available in Pavilion only) \$ 15.00/day _____

Refundable Security Deposit \$ 150.00 _____

Port-O-Let Fee (required for groups of 100 people or more) \$ 100.00 _____

Total amount enclosed \$ _____

Jericho Underhill Park District
P.O. Box 164, Underhill, VT 05489

Special Event Permit Regulations (including Pavilion and/or Eagles Meadow Picnic Area)

To avoid conflicting events in the Park, the Jericho Underhill Park District Trustees must approve any event or activity that will be attended by (25) twenty-five or more people and/or will require any kind of special facilities, i.e. structures, markings, electricity. All applications are approved on a first-come, first-served basis. Applications must be made in writing and submitted a minimum of 3 weeks prior to the first scheduled event.

The Park provides one handicapped-accessible Port-O-Let and one standard Port-O-Let from May until October. For group reservations of 100 or more persons an additional Port-O-Let is required for a fee of \$100. Electricity is available only at the Pavilion for a fee of \$15 per day. The Wilson A. Bentley Pavilion may be reserved for your exclusive use for a fee of \$50 per day. The Eagles Meadow Picnic Area which includes the Gazebo, Firepit, and Picnic Tables may be reserved for your exclusive use for a fee of \$50 per day.

A **Refundable Security Deposit** of \$150.00 is required with reservations. Security deposits will be refunded by check if regulations have been followed, no damages have occurred, no trash or equipment has been left behind, and no unauthorized vehicles have been parked inside the Park. Bus parking must be discussed at the time of application. The decision of the JUPD Board regarding the refund is final. **Cancellation Policy:** If you cancel at least 2 weeks prior to reservation date a full refund will be made, otherwise no refunds can be made.

Any structures that you set up in the Park *must* be removed at the end of your event unless other arrangements are made and approved in advance. This includes tents, grills, markers such as flags, surveyors tape and stakes, tables and chairs, etc. Field or trail markings must be environmentally friendly materials, and fixed Park features such as trees, rocks and structures must not be marked with paint, carvings or other permanent methods. No nails, staples or other disfiguring materials may be used in the Pavilion or on any other Park structures.

The person in charge of your event must ensure that all participants follow the **Park regulations**, which include:

- Park hours are dawn to dusk.
- No trash left in Park, *carry in/carry out*.
- Dogs are welcome. They must be leashed at all times and in all areas *except* the designated off-leash area in the East Meadow.
- Dog waste must be disposed of in designated receptacles using bags provided by the park, or carried out with you.
- No hunting, trapping or firearms.
- No fires except by special permission.
- No camping except by Special Group Camping Permit.
- Stay on designated trails in the forested area.
- Pre-authorized vehicles may cross the covered bridge for the purpose of unloading, re-loading, and handicapped drop-off. *Vehicles must be returned immediately to the parking area.*
- Access to the trails must not be restricted in any way.
- The JUPD reserves the right to require traffic control personnel for the event at the user's expense.

To be signed by the person in charge of your event:

The undersigned hereby applies to the Jericho Underhill Park District (JUPD) for scheduled use of the Pavilion and/or other park area. The undersigned certifies that the information s/he has provided in this application is truthful and accurate and agrees to abide by all JUPD rules and regulations. The undersigned agrees to indemnify and hold harmless JUPD and its elected/appointed officials from and against any and all claims, demands, and judgements that may arise from the use of JUPD property under this application. The undersigned also agrees to cover any and all expenses legal or otherwise incurred by JUPD in the defense of any such suit or claim.

I have read and understand the Park regulations, and I will ensure that all members of the group will obey them. I understand that failure to follow the rules may jeopardize our opportunity to use the park for future events, and/or may cause the loss of security deposit.

signature

date

Jericho Underhill Park District
P.O. Box 164, Underhill, VT 05489