

**Large Group - Special Event  
PERMIT APPLICATION  
High Volume (100+) Usage Groups**

**Date of Application:** \_\_\_\_\_ *Applications can be made up to one year in advance.*

**Site Requested (circle one):** **Ballard Park**      **Martin Park Beach**      **Other (please specify):** \_\_\_\_\_

Remittance for all fees must be made to **Ridgefield Parks & Recreation** and **must be included with this application**. This reservation is subject to availability and is not guaranteed until a written confirmation is mailed to the applicant. The Department reserves all rights of refusal or cancellation.

**Name of renting organization:** \_\_\_\_\_

**Is this organization a non-profit?\*** (circle one) Yes      No

\*If yes, please attach a copy of your tax-exempt (501c3) certificate from the IRS.

If no, special permission is required from the Director of Ridgefield Parks & Recreation. Please attach a written statement describing the nature and purpose of your event. Consideration will be given to events that closely align with the department mission of community recreation, health, fitness and wellness. A limited number of these special permissions will be granted each year. The check will not be deposited until the event is approved. If the event is not approved, the check will be returned.

*\*The Ridgefield Parks & Recreation Commission accepts the decision of the Internal Revenue Service in determining an organization's tax status. If the IRS determines an organization is tax-exempt (501c3) then that organization is determined to be a "non-profit" for the purposes of this application. The organization is required to provide proof of IRS status. If the application lacks such proof, then it shall be considered a for-profit organization and subject to the requirements and fees that apply to that type of organization.*

**Date of event:** \_\_\_\_\_ **Rain Date:** \_\_\_\_\_

**Time Period: From** \_\_\_\_\_ **AM/PM**      **To** \_\_\_\_\_ **AM/PM**

**Type of Activity:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Organization phone #:** \_\_\_\_\_

**Contact's cell phone #:** \_\_\_\_\_ **Number of People attending Event:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**INSURANCE REQUIREMENT:**

**SEE ADDENDUM**

## **REGULATIONS:**

- No commercial advertising of any type permitted during the event.
- No structures or sound systems of any type permitted without approval and direction from Parks & Recreation. Please attach written statement requesting structures and sound systems.
- Vehicles will be allowed in Park for drop-off and pick up at designated areas only.
- A copy of the proposed site plan is due one month prior to the day of the event and should be submitted to the Assistant Director of Parks. If not received by this time, the event will be removed from the Parks & Recreation calendar and the deposit will not be returned.
- Port-a-Johns will be required, at least two toilets for every 500 people. Port-a-Johns will be provided at group expense. The number of required Port-a-Johns will be provided by the Assistant Director of Parks after review of site plan and permit application.
- If event generates a large amount of trash, as determined by the Assistant Director of Parks, the group will be required to provide adequate trash removal (dumpster) at their expense.
- If police presence is needed, it will be at the discretion of the Police Department. The user group will pay all fees directly to the Police Department.
- There will be no food vendors allowed in Park. Food vendors will only be allowed in designated areas outside the gates.
- Glass containers are prohibited from Martin Park Beach.

**Fees\*:** 1) Due at time of application: High Volume Group User Fee/Deposit

\$550.00/day for non-profits

\$1,000.00/day for all others \_\_\_\_\_

2) Variable fees – contact will be notified of which fees are applicable after review of application and site plan. Payment of variable fees is due two weeks prior to event.

Parking Authority (Ballard Park only)

\$20.00/ranger/hour

**Park Ranger (required)**

**\$20.00/ranger/hour**

*(Minimum of one ranger is required. Assistant Director of Parks will determine required #.)*

Lifeguards (Martin Park Beach only)

\$15.00/lifeguard/hour

*(Aquatics Director will determine required #.)*

Key deposit (refundable)

\$10.00 (separate payment)

The renting organization hereby agrees to lease Ballard Park under the conditions set forth by the Ridgefield Parks & Recreation Commission. Renter agrees to accept responsibility for any damage caused to the Park during the time that it is in use and if applicable police presence, applicant must make proper arrangements with the Police Department. **It is the renter's responsibility to know the Parks & Recreation rental policies.**

I have read the rules relating to the use of desired facility and agree to abide by these rules:

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parks & Recreation Director Signature

\_\_\_\_\_  
Date

