

**BERLIN PARKS AND RECREATION DEPARTMENT
EVENT/CONCESSION REQUEST INFORMATION**

NAME OF BUSINESS/ORGANIZATION _____

CONTACT PERSON: (PRINT) _____

SIGNATURE: _____ DATE: _____

PHONE: _____ EMAIL: _____

EVENT NAME: _____ EVENT DATE: _____

EVENT TIME: _____ NUMBER OF PEOPLE: _____ ADULTS: _____ CHILDREN: _____

EVENT DESCRIPTION: (What do you plan to do at the event? Any special equipment used in park?)

PARK/FACILITY/FIELD REQUESTED: _____

CONCESSION(S)/OTHER BUILDING TO BE USED: _____

Selling Food - Renter requests permission to sell food. Yes _____ No _____

If YES, please list: _____

Selling Articles - Renter requests permission to sell articles such as hats, t-shirts, sweat shirts, trinkets, banners, etc? YES _____ NO _____ DESCRIBE ARTICLES TO BE SOLD _____

Permission to sell food and articles requires Berlin Park and Recreation Commission and Berlin Town Council approval. This process can take up to 6 weeks.

Renter is required to contact Central Connecticut Health Department 860-785-8380 at least a month in advance of rental and complete paperwork for approval of food to be sold.

Vendor permit is required and to be obtained from Police Department and copy of permit provided to Berlin Parks and Recreation Department two weeks prior of event.

Vendor fees may apply unless waived by Town Council. See Fee waiver policies. (Request for Fee Waiver Form available online.)

Renter requests permission to bring equipment into facility? YES _____ NO _____

Please List: _____

Any items by renter brought, left or stored on property that are damaged, lost or stolen, are at the renters risk and responsibility. The Town of Berlin is not responsible.

Renter requests permission to **charge fees** for participants/entrants? Yes _____ No _____

If yes, what fees are you requesting to charge? _____

How are fees being applied? _____ Approved: YES _____ NO _____