



**CITY OF WATERVILLE FACILITY USE APPLICATION & CONTRACT**  
**PLEASE NOTE: ALL USE OF CITY FACILITIES IS AT YOUR OWN RISK**

Please complete this form and attach any related materials. Once complete return to Waterville Parks and Recreation, 6 Wentworth Ct, Waterville, ME 04901 or via email [parks@waterville-me.gov](mailto:parks@waterville-me.gov) at least 14 days prior to event.

Name of Organization/Group: \_\_\_\_\_

Please check one:       Private       Non-Profit       For-Profit       City/City Partner

Event Contact Person: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

***Event Information***

(Please attach any route information to this form)

Event Date & Time (*start and end times required*): \_\_\_\_\_

Facility Requested: \_\_\_\_\_

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

Description/Purpose of Event: \_\_\_\_\_

Approx. No. of Users (incl. Spectators): \_\_\_\_\_

Will you require any special equipment or preparation? \_\_\_\_\_

***Restrictions, Requirements, and Fees***

**Contract holders must contact the Public Works / Parks & Recreation office for special needs or equipment 207-680-4744 and / or the Police Department regarding security needs 207-680-4700.**

**Cancellation Policy: No refund will be given in the event of rain, snow, or any other weather-related event. If an event is cancelled 14 days prior to the scheduled date, a refund is due to customer at the discretion of the Director.**

- No permit is required for groups of 20 or less unless exclusive use of an area is requested. Event organizer must still complete the application.
- All charges must be paid in advance. Please make check payable to City of Waterville.
- Staff fee (on site event support): \$35/hour per person
- Alcohol and Tobacco products are not permitted.
- One (2hr) wedding ceremony per day, per location. Wedding receptions will not be permitted.

Fees: (*please check one*)

- |  |   |
|--|---|
| <input type="checkbox"/> RiverWalk Gazebo Resident: \$50/hr                                      | <input type="checkbox"/> RiverWalk Gazebo Non-Resident: \$100/hr                |
| <input type="checkbox"/> RiverWalk Ampitheatre: Please call for rate                             | <input type="checkbox"/> RiverWalk Common Lawn Area: Please call for rate       |
| <input type="checkbox"/> Castonguay Square Resident: \$50/hr                                     | <input type="checkbox"/> Castonguay Square Non-Resident: \$100/hr               |
| <input type="checkbox"/> Quarry Road Welcome Center Yurt Resident: \$50/hr                       | <input type="checkbox"/> Quarry Road Welcome Center Yurt Non-Resident: \$100/hr |
| <input type="checkbox"/> All other public areas (pool, ballfields, trails): Please call for rate |   |

**CONTRACT - Please read & sign below**

CERTIFICATE OF INSURANCE: Event insurance is necessary for any event/activity in which a person/group wishes to reserve City-controlled/owned property involving (20+) individuals. The City of Waterville requires general liability insurance coverage and the issuance of a Certificate of Insurance (COI).

The COI shall be issued naming **The City of Waterville** as “**additional insured**” specifying the event/activity, and other pertinent information. Once the event is approved by the City, the COI will need to be received no later than 14 days prior to the event unless otherwise noted.

Please have your Insurance Company send to the attention of Erica Miller emiller@waterville-me.gov  
Mail to: City of Waterville, 6 Wentworth Ct, Waterville, Maine 04901

I have read and understand the City’s Public Use Permit Policy.

In consideration of the City of Waterville granting permission for the activity described above, (Contract Holder) \_\_\_\_\_ have read and understand the City’s Public Use Permit Policy: <https://www.waterville-me.gov/DocumentCenter/View/873/Public-Use-Permit-Policy-PDF> and agree to the following:

1. To provide proof of insurance for the event. Coverage shall include comprehensive general liability insurance or public liability insurance either specific to the proposed event or covering all activities of the sponsoring organization and must provide coverage of at least \$1,000,000 per occurrence/\$2,000,000 aggregate, to reimburse the City for any damage to City property arising in any way out of the permitted activity, whether caused by participants, observers or others. Permit holder will indemnify and hold harmless the City of Waterville and its agents and employees from any and all claims made by any party as a result of the use of City property for the permitted activity.
2. To reimburse the City its reasonable attorney's fees in seeking reimbursement for damages to City property, defending against any claims brought against it or enforcing the indemnification and hold harmless agreement.
3. To reimburse the City for any clean-up costs associated with the event.

Please Note: **Signature must be from individual or corporation responsible for the event. It cannot be the name of an unincorporated association.**

Name of Insurance Carrier: \_\_\_\_\_

Signature & Title: \_\_\_\_\_ Date: \_\_\_\_\_

\*Approved applications will receive a signed permit from the Waterville Police Department.

\*The City of Waterville reserves the right to accept or deny any application.

---

**OFFICE USE ONLY**

Action Taken: \_\_\_\_\_

Conditions/Comments: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_