

**PLUMB HILL PLAYING FIELDS, INC.**

P.O. BOX 1296 LITCHFIELD, CONNECTICUT 06759

WWW.PLUMBHILLPLAYINGFIELDS.ORG

PLUMBHILLPLAYINGFIELDS@GMAIL.COM

*\* A PRIVATE NOT FOR PROFIT CREATED AS A \**

**SUPPORTING ORGANIZATION TO THE LITCHFIELD PUBLIC SCHOOLS  
FACILITY USE GUIDELINES AND REQUEST FORM**

- \* For consideration of requests to use the fields and track, this form must be completed in its entirety and returned 60 days prior to your event date.*
- \* Fees: Minimum fee of \$500.00 will apply. The final fee rate is to be determined upon submission of completed form.*
- \* An invoice for payment will be presented to the applicant with an approved use form.*
- \* A 25 % non-refundable deposit will be required within 10 business days of receipt of invoice.*
- \* A minimum \$200.00 refundable fee for cleanup/damage is required with final payment.*
- \* All payment balances shall be received at least 10 business days before the event unless otherwise noted in invoice. All checks are to be made payable to "Plumb Hill Playing Fields, Inc".*

**TODAY'S DATE:** \_\_\_\_\_

**RENTER INFORMATION: (PLEASE PRINT CLEARLY)**

Organization: \_\_\_\_\_

Individual/Contact Person: \_\_\_\_\_ Email Address \_\_\_\_\_

Street: \_\_\_\_\_ Home/Cell Phone: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

**INDIVIDUAL RESPONSIBLE FOR ON-SITE SUPERVISION DURING EVENT:**

NAME: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**EVENT INFORMATION:**

Day(s) & Date(s) Requested: \_\_\_\_\_ Second Choice: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Total Expected Attendance: \_\_\_\_\_

Request for Rental of:

Entire Facility \_\_\_\_\_ Softball field \_\_\_\_\_ Soccer Field(s) \_\_\_\_\_ Field Hockey Field \_\_\_\_\_ Track \_\_\_\_\_ Other \_\_\_\_\_

Time of Rental (*Including Set up/Clean up*): From: \_\_\_\_\_ To: \_\_\_\_\_ Total Hours: \_\_\_\_\_

Are you charging fees for any aspect of your Activity? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, please explain (including fee): \_\_\_\_\_

\_\_\_\_\_

**GENERAL TERMS AND CONDITIONS: PLEASE READ BEFORE SIGNING BELOW**

1. Motorized vehicles are strictly prohibited from parking or driving on fields, ball park and track.
2. No wheels allowed on the fields or track with the exception of handicap aids and pre-approved devices.
3. Unsanctioned activities such as golf, horseshoes, fires, flying drones or any activity, for which the fields are not specifically designed, are strictly prohibited.
4. Smoking is strictly prohibited in all areas of the property and facilities.
5. Children accompanying adults must be supervised at all times.
6. For use of the track facility, no more than 3/16" spike length is allowed.
7. Dogs must be kept off playing fields and on leash at all times. In addition, please clean up after them.
8. Lessee is responsible for complete clean up and disposal of trash. All trash and recyclables are to be removed from property by lessee.
9. Certificates of General Liability Insurance will be required for functions held at Plumb Hill Playing Fields. A Minimum Liability Insurance of \$1,000,000.00 (Bodily Injury/Property Damage) is applicable.
10. The Lessee agrees to assume and be responsible for any expense(s) incurred for damage(s) to the Plumb Hill Playing Fields facilities and property resulting from Lessee's use.
11. Plumb Hill Playing Fields, Inc. does not accept responsibility for loss or theft of articles belonging to Lessee or any member of his party, or injury or accident to any said person on the grounds of Plumb Hill property and is absolved by Lessee and all event participants of all liability, which may result thereof.
12. Additional attendants, i.e. parking attendants, cleaning personnel, Police/Fire/Medical supervision, board member, field lining personnel, etc., or resources, i.e. additional port-a-lets may be required as a condition of approval, the cost of which shall be Lessee's responsibility.
13. The lessee is encouraged to carry a cell phone to be used in case of emergency. There is no land phone line available at the Plumb Hill Fields Property.
14. Any items/supplies brought onto the Plumb Hill Fields property must be removed immediately following the event or within 24 hours with prior approval from Plumb Hill Playing Fields, Inc. Items remaining after 24 hours may be disposed of as abandoned property.

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*In requesting the use of Plumb Hill Playing Fields, I hereby acknowledge that I have read and understand the above terms and conditions, that the information provided by myself is true and accurate, and that I accept full and complete responsibility for the conduct and safety of the group and any and all damages that may result as a consequence of the rental/use of the property and facilities. I understand Plumb Hill Playing Fields, Inc reserves the right to decline rental of the facility, rescind a rental contract, or require a cash deposit as prerequisite to rental.*

**PRINT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Representative of Plumb Hill Playing Fields, Inc. Approval:**

**PRINT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_