



# City of New Britain

New Britain, Connecticut 06051

*“New Britain:  
A City for  
All People”*

## NEW BRITAIN PARKS, RECREATION, AND COMMUNITY SERVICES DEPARTMENT WEDDING PERMIT REQUEST FORM (updated 02/16/16)

Please note that grilling and alcoholic beverages are not allowed in the park. Therefore, only the wedding ceremony could take place in the park. The wedding reception could not take place in the park. Please encourage your guests to park in designated areas and to put their chairs on the concrete and not on the grass so they won't make holes. The Parks and Recreation Department recommends that a **minimum donation of \$100** be made for each wedding performed. The donation will be used toward the maintenance of the wedding area and is needed in order to secure the reservation date and times and receive a permission letter. **A Certificate of Liability Insurance in the amount of \$1,000,000. is required and due with your donation. The Certificate must name the “City of New Britain/Consolidated School District, 27 West Main St., New Britain, CT 06051” as additionally insured.** This may be obtained by contacting an insurance agent and requesting “event insurance” or by adding a rider onto your existing homeowner’s policy. Police presence is always recommended to ensure that your event proceeds as smoothly as possible, but may be required as determined by the Parks and Recreation Director or his designee. Parks Maintainers may be required at your event as determined by the Parks and Recreation Director or his designee. Please note that the Park will still remain open to the public. Questions may be directed to Sandy at 860-826-3362 or 860-826-3360 or skeefe@newbritainct.gov

### Contact Information of Person Requesting Event:

Name \_\_\_\_\_ Email address \_\_\_\_\_

Address (Street, City, State, Zip Code) \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_ Cell phone \_\_\_\_\_

### Contact Information of 2<sup>nd</sup> Person:

Name \_\_\_\_\_ Email address \_\_\_\_\_

Address (Street, City, State, Zip Code) \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_ Cell phone \_\_\_\_\_

### Event Details:

Park Area Being Requested \_\_\_\_\_ Expected Attendance at Event \_\_\_\_\_

Date, Arrival/Ceremony/Departure Times \_\_\_\_\_

Items to be brought to the park: \_\_\_\_\_

I agree to take full responsibility for the people who will be using the rented facility owned by the City of New Britain. I have read and understood the attached rules and regulations and my guests and I will follow them. I, the undersigned, being desirous of participating in the above facility rental, do state and agree to waive on my behalf, or the behalf of the other participants, and claim I and/or the participants may have against the City or any agent/employee of the City. I will be financially responsible for any damage done by myself and/or my guests.

\_\_\_\_\_  
Signature of Person Requesting Event

\_\_\_\_\_  
Date of Request

Return completed form to: Erik Barbieri, CPRP, Parks, Recreation, and Community Services Director, 27 West Main Street, City Hall Room 302, New Britain, CT 06051.

**Additional Information for Park Weddings  
(If deemed necessary by Director or his Designee)**

Many factors are taken into consideration by the Director or his Designee when deciding if the following will be required in order that a permit and permission letter be granted. These factors include, but are not limited to, the expected attendance at the wedding, what items will be brought to the park for the wedding, the date/times, etc.

**Commission Approval**

If determined by the Director or his Designee, this request may need to go before the Parks and Recreation Commission for approval. The Commission usually meets on the second Thursday of each month except August. Request should be submitted no later than 2 weeks prior to a meeting. If approved, you will be notified and will need to submit **payment (in the form of cash, check, or visa/mastercard) and a Certificate of Liability Insurance in the amount of \$1,000,000, naming the “City of New Britain/Consolidated School District, 27 West Main St., New Britain, CT 06051” as additionally insured** in order to secure the reservation in computer and receive a permission letter.

**Letter of Agreement**

The Parks and Recreation Commission, the Director, or his Designee may require that a Letter of Agreement be required and signed by the person requesting the permit and the person or persons being married.

**Parks Personnel**

The presence of one or more Parks maintainers may be required at your event as determined by the Parks and Recreation Commission, the Director or his Designee. If needed, the cost per four-hour period (minimum by union contract) per groundskeeper would range between \$180 - \$312, depending on the groundskeeper's pay rate. Cancellations of Parks Maintainers must be made by noon on the weekday before the event by speaking to either Sandy at 860-826-3362 or the Acting Parks Superintendent at 860-826-3375. Parks Maintainers who work at an event must be paid for four hours of work by union contract even if they end up working less than four hours.

**Police Presence**

Police presence may be required at your event as determined by the Parks and Recreation Commission, the Director or his Designee. The number of police required at your event will be determined by the Parks and Recreation Department in consultation with the Police Department. **If police are required, you are responsible for hiring and paying for them at a rate of approximately \$333.89 for a four-hour period or \$667.78 for an eight-hour period. If a cruiser is required for its lights or to block a road, then \$100 must be added for each four-hour block of time.** To hire them, you should call Officer Eric Stanland in the NBPD Licensing Office by calling 860-826-3078. **Confirmation that an officer has been hired and paid for needs to be received by Sandy at [skeefe@newbritainct.gov](mailto:skeefe@newbritainct.gov) no later than 48 hours prior to your event in order for your event to occur. (Police rates are subject to change.)**