



# Town of Berlin Parks and Recreation

## Field Reservation Request

230 Kensington Rd., Berlin Connecticut, 06037

P: 860-828-7009 F: 860-828-1627

[www.berlinct.gov](http://www.berlinct.gov)

[alaroche@berlinct.gov](mailto:alaroche@berlinct.gov)

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1. Fill out Field request form, print legibly, — Page 2, one form per field. To be used for all fields.
  2. If Concessions/Vending Services are requested, a separate Event/Concession Rental Request form must be completed and applicable vendor and Health District application and fees must be paid to the appropriate Departments.
  3. Spring & Summer Sports Season: April 1<sup>st</sup> – June 30<sup>th</sup> and July 1<sup>st</sup> – August 22<sup>nd</sup>
    - **Deadline for requests is March 1<sup>st</sup> for both seasons**Fall Sports Season: August 15<sup>th</sup> – first Monday in November
    - **Deadline for requests is July 1<sup>st</sup>**
    - **Fields will be closed on first Monday of November and will be unable to be rented past this date without approval from our office.**
- All requests will be processed on a first come first serve basis consistent with priority group classifications as described in the *Field/Facility Use Policy*. Requests can be emailed in to Allison Laroche, [alaroche@berlinct.gov](mailto:alaroche@berlinct.gov)**
4. Confirmation of requests via a field permit will be returned to the attention of the contact person provided on this form. No request will be finalized until request form is complete, roster provided with copies of licenses, payment is received and applicant is in receipt of a permit.
  5. Permit holders are responsible for reviewing the ***Field/Facility Use Policy***, and the ***Confirmation Reservation Receipt***, carefully. Some requested dates may not be available.
  6. All changes, postponements and cancellations must be arranged and confirmed in writing or through email only to Allison Laroche at [alaroche@berlinct.gov](mailto:alaroche@berlinct.gov). If you are utilizing Parks and Grounds staff for your event, you must notify Steve Wood, Superintendent of Parks and Grounds at 860-828-7025, (work hours are 7:00AM – 3:00PM) four (4) hours prior to your event in order to avoid those costs. Steve Wood can also be reached through the Berlin Police Department at 860-828-7080.
  7. **You must specify on your application if you are using the field for a game or practice.** This is important for our Parks and Grounds staff to know in regards to preparing the fields. In times of inclement weather, we cannot guarantee that the Parks and Grounds staff will be able to prepare the field before your reservation. All fields are mowed on a weekly basis and may not correspond with the day of your rental. If you require a field to be lined/groomed on a weekend, you will need to pay the cost of a Grounds worker at \$60/hour for a minimum of 3 hours.
  8. Important Specialty Field Information:
    - Zipadelli Field is now a Local Non-Profit Baseball Field only (see Field/Facility Use Policy for definition of Local).
    - Sage Park Softball 1 Field is now a Local Non-Profit Softball Field only (see Field/Facility Use Policy for definition of Local).
    - Rental of Scalise Field also requires a Parks and Grounds employee for length of rental and user is responsible for payment of that employee. (Non-local/For Profit groups/Larger events)

Field Reservation Request  
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**ORGANIZATION APPLICATION INFORMATION**

Name of Organization: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**First Contact Person (Main contact) Information: (referred to as renter)**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone # (hm) \_\_\_\_\_ (wk) \_\_\_\_\_ (cell) \_\_\_\_\_ (emergency) \_\_\_\_\_

Email address: \_\_\_\_\_

**Second Contact Person (as back up for emergencies) Information:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone # (hm) \_\_\_\_\_ (wk) \_\_\_\_\_ (cell) \_\_\_\_\_ (emergency) \_\_\_\_\_

Email address: \_\_\_\_\_

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

Park: \_\_\_\_\_ Facility: \_\_\_\_\_ Field: \_\_\_\_\_

**Date(s) of activity: (specify if practice or game, starting and ending time include set up and clean up):**  
**Example: 4/1/22(Practice) 5- 7 p.m. 4/15/22 (Game) 1-2 p.m.**

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**Event Title (tournament etc.) Please fill out an Event Form** \_\_\_\_\_

**If submitting for multiple dates or months, please attach a separate sheet and include the following: Specific dates you are requesting the use of the facility, start and end times, if use is for games or practice, and which nights you are requesting to use lights (if any). Incomplete information will delay confirmation of your request.**

Field rental fees, light use fees, and/or deposit fee information, are available upon request. All groups will be charged a deposit fee (\$105 Local Groups, \$120 Non-Local Groups) when booking. **All deposits must be paid by cash or check. Once booked, prior to use of the field, payment will be due. A permit will not be granted until payment is received for use of the field, as well as all other necessary paperwork.** Key agreement form (Schools and Youth Leagues) must be signed when receiving keys. Keys given out must be returned within one month of the end of your reservation or your deposit will be forfeited. A \$50.00 deposit and a signed key agreement are needed. Deposit will be returned upon completion of reservation if all previous conditions and fees are paid.

***I have read and understand the Field/Facility Use Policy, and agree to abide by the rules and regulations contained in that document and all subsequent directives provided to me by the Parks & Recreation office.***

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_