

**BERLIN PARKS AND RECREATION DEPARTMENT  
EVENT/CONCESSION REQUEST INFORMATION  
(PLEASE PRINT LEGIBLY)**

**NAME OF BUSINESS/ORGANIZATION** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**2<sup>ND</sup> CONTACT PERSON:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**EVENT NAME:** \_\_\_\_\_

**EVENT DATE:** \_\_\_\_\_

**EVENT TIME:** \_\_\_\_\_

**NUMBER OF PEOPLE:** \_\_\_\_\_ **ADULTS:** \_\_\_\_\_ **CHILDREN:** \_\_\_\_\_

**EVENT DESCRIPTION:** What do you plan to do at the event?

\_\_\_\_\_

**PARK/FACILITY/FIELD REQUESTED:** \_\_\_\_\_

**CONCESSION(S)/OTHER BUILDING(S) 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, sweatshirts, 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.

A Solicitors License application is filed with the Police Department after you have received notification of your approval to sell. (See Procedures for Obtaining a Solicitors License Certification)

A copy of the permit certificate will need to be provided to the Berlin Parks and Recreation Department two weeks prior to the event.

Vendor/Solicitors License fees may apply unless waived by Town Council. See Fee Waiver Policies. (Request for Fee Waiver Form available online.)

Applicant is required to contact Central Connecticut Health Department 860-785-8380 ext.#206 at least a month in advance. A review and approval of Central Connecticut Health Department application must be granted before food can be distributed.

**RENTER REQUESTS PERMISSION TO BRING EQUIPMENT INTO FACILITY.**

YES \_\_\_\_\_ NO \_\_\_\_\_

Please List:

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**Any items by renter brought, left, or stored on property that are damaged, lost or stolen, are at the renter's 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? \_\_\_\_\_

Fee amount being charged: \_\_\_\_\_

How are fees being applied? \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Updated 1/19/2022    Approved:    YES\_\_\_\_    NO\_\_\_\_