

CITY OF MILFORD

DEPARTMENT OF RECREATION

RULES & REGULATIONS FOR THE USE OF WALNUT BEACH/PAVILION

1. Applications are available for each calendar year at the Recreation Office after January. Early permits may be obtained by a letter of request to the Park, Beach & Recreation Commission.
2. Application must be filed at the Recreation Office no less than sixty days before the requested date for the use of Fowler Field.
3. Application will be approved or denied by the Director of Recreation within ten (10) business days of the filing date.
 - A. If vendors are to be charged to exhibit, the following applies:
 - a. **Users fee:** Milford Police Department will make this information available to requesting agency.
 - b. The Police Department must approve managing Itinerant Vendor before Recreation Department application is validated.
4. **Fee Schedule:** Charge for the use of Walnut Beach/Pavilion is \$100.00 per day, paid by money order or certified check. Payment should be made to the City of Milford.
5. Scheduling priority will be given to Milford residents and Milford based educational, civic or youth organizations. The Recreation Department has priority use of Walnut Beach/Pavilion, should a conflict arise.
6. When an application is approved, it will be the applicant's responsibility to inform the Recreation Office of any decision not to use Walnut Beach/Pavilion on the requested and approved date at least 30 days in advance of the requested and approved date in order to give the Recreation Office and opportunity to issue a permit for use of Walnut Beach/Pavilion to another applicant. Failure to so notify the Recreation Office, except for inclement weather may result in denials of any further requests.
7. No rain dates will be given in advance but if an event is canceled due to inclement weather, the Recreation Department will offer the applicant an alternate date where available.
8. An approved application may be revoked by the Director if it is determined that the information provided in the application was knowingly inaccurate or false.
9. An approved application may be revoked by the Director whenever it is discovered that the permitted activity or surrounding circumstances would violate these rules and regulations in a manner unforeseeable at the time of the application.
10. Insurance. Sponsoring organization must present the Recreation Department with Certificate of Insurance for scheduled event naming the City of Milford as an additional

insured, which must be in the Recreation Department office (10) ten days prior to event.

11. Use of intoxicating beverages, allowed by permit only.
12. Cooking Policy: Permission from the Park, Beach & Recreation Commission must be obtained prior to the event at Walnut Beach. All grills (gas only) must be secured in an upright position (20 lb. Tanks must be UL or AGE approve). Grills can not be located under the pavilion or on the concrete surface. Failure to do so will result in loss of permit. Special events where large gas grills are to be used must have Fire Department approval. All food, dispensed beverage or herbal consumption must be approved by the Milford Health Department and necessary permits filed.
13. **Call Back of Maintenance.** Certain appliances, which include, but not limited to; large coffeemakers, popcorn machines, ice machines, ice cream coolers and blenders, improper electrical grounding may result in blown fuses. Any maintenance to Walnut Beach/Pavilion during the event, which requires the assistance of the Public Works Department, will be billed to the sponsor of the event at the overtime rate with a minimum of three hours.
14. Cleanup Bond. Applicant must also post a bond not to exceed \$500.00, which will be determined by the Director of Recreation, with said Director, either in cash (returnable) or underwritten by a surety company licensed to do business in the State which shall indemnify the municipality for any cost incurred in cleaning up any waste material produced or left by the event.
15. The Recreation Department reserves the right to make decisions in the best interest of the facility(s), the Recreation Department, and the City of Milford.