

(Please see reverse side for Instructions and Rules)

Date: _____

TOWN OF BARRE



PICNIC SHELTER RESERVATION REQUEST

TO BE COMPLETED BY REQUESTER

Name of Event, Family, or Group: _____

Reservation Date: _____ Time: _____ to: _____

Name and Mailing Address of Responsible Person:

Telephone Number: () - _____ Email: _____

Number of people expected: _____

Will food be provided?

NO YES

Are you requesting permission for alcohol consumption?

NO YES *If yes, see instruction #11 on reverse.*

Fees: Minimum charge of \$50. For groups over 50 people, an additional fee of \$1 per person.

Nonprofits and fundraisers only: Request fee be waived? NO YES

TO BE COMPLETED BY TOWN STAFF

Amount owed: \$ _____ AR code: 011-347-700

Alcohol use permitted by Town Manager's Office? NO YES

Fee Paid \$ Cash _____ Check #: _____ Date Paid: _____

Reservation Confirmed date: _____

Instructions on completing Reservation Form and Rules when reserving the Town of Barre Picnic Shelter

1. Complete all information regarding your reservation.
2. Your reservation may be returned to the Town Manager's office by:
mail to P.O. Box 116 Websterville Road, Websterville, VT 05678;
Fax to 802-479-9332, or email to offices@barretown.org.
3. There is a minimum charge of \$50 to use the shelter. An additional fee of \$1 per person will be charged for a group over fifty people.
4. Overnight uses are not permitted without prior approval.
5. Payment must be made prior to your event.
6. Nonprofit organizations and events held for the purposes of raising funds for a cause may request their picnic shelter use fee to be waived.
7. Once your reservation has been received and payment made you will receive a Confirmation Certificate. **Be sure to have your certificate with you the day of.**
8. On the day of your event, if there are any problems, or conflicts with another group of people, call the Barre Town Police Department at 479-0509.
9. Be aware of the time you expect to be using the shelter. This includes set up, take down and cleanup of the shelter area. Other groups may be using the shelter before or after your event.
10. If you need to cancel a reservation, notify the town offices (479-9331 or offices@barretown.org) as soon as possible.
11. Animals are allowed on the premises. Please have them on a leash and pick up after them.
12. Alcohol use:
 - The Family/Group requesting use of the shelter, and the Responsible Person, shall ensure that all group members follow these conditions, and shall hold the Town harmless from liability for any violations.
 - Consuming alcohol during the event described in this form is allowed only if permitted in advance by the Town Manager's Office.
 - The consumption of alcohol will not be permitted when the Barre Town Middle and Elementary School is in session, or when a youth athletic event is being held on the soccer field and/or track.
 - Alcohol must be kept within 50 yards of the picnic shelter.
 - Anyone who is inebriated, or anyone who does not cease consumption of alcohol after being instructed by a police officer or town official may be cited for violating Barre Town Ordinance Sec. 3.5 – 28 (b)(27).
 - Barre Town ordinances, and state and federal laws, must be followed regarding alcohol use, including but not limited to:
 - Anyone who engages in disorderly conduct in the Rec Area may be cited for violating Barre Town Ordinance Sec. 3.5 – 28 (b)(20), (21) or (26), including for sleeping overnight or protractedly lounging on the seats or benches or other areas; engaging in loud, boisterous, threatening, abusive, insulting or indecent language; engaging in any behavior tending to be a breach of the public peace; using loud speakers, sound amplification devices or sound making equipment without authorization; disturbing or interfering unreasonably with any person or party occupying any area or participating in any activity under sanctioned authority; exposing themselves indecently or procuring another to so expose himself/herself; acting indecently; or using indecent language as define in Title 13, chapters 59 and 63 of the Vermont Statutes Annotated.
 - No persons under the age of 21 shall consume alcohol.
 - No one under the influence of alcohol shall operate a motorized vehicle.