

**CITY OF HARTFORD**  
**APPLICATION: WEDDING CEREMONY or PICTURE TAKING**  
**IN ELIZABETH PARK**

APPLICATIONS ARE ACCEPTED 60 DAYS PRIOR TO THE WEDDING DATE

**Date of Application:** \_\_\_\_\_

**Name of Applicant:** \_\_\_\_\_

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

\_\_\_\_\_

**Daytime Phone:** \_\_\_\_\_ **Mobile Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Wedding Date:** \_\_\_\_\_  **Wedding**  **Picture Taking Only**

**Time of Event\*** From: \_\_\_\_\_ To: \_\_\_\_\_

\*Include set-up time – please note there is a 1 hour time limit.

Location Where Ceremony will take Place:

- |   |  |
|---|--|
| <input type="checkbox"/> Rose Garden Gazebo | <input type="checkbox"/> Perennial Garden Gazebo |
| <input type="checkbox"/> Annual Garden      | <input type="checkbox"/> Rock Garden             |
| <input type="checkbox"/> Other: _____       |  |

**Number of People Attending\*\*:** \_\_\_\_\_

\*\*Limit is 75 persons

**The Director of Public Works reserves the right to approve, deny or revoke any application and/or permit at any time.**

For questions about this application, please contact:

**Park Services at the Department of Public Works**

40 Jennings Road, Hartford, CT 06120

Phone: (860) 543-8767

Fax: (860) 722-6189

Because our Parks are open spaces for public use, permission for weddings does not provide for exclusive use of any site/facility.

# POLICY & GUIDELINES

1. Music: Music is permitted. However, no electrical hook-ups or generators are allowed.
2. Insurance\*\*\*: Liability insurance with a \$300,000 limit is required. A copy of your (or your parents) homeowner's policy will suffice. **Please note that the name on the homeowner's policy must match the name on this application.** Otherwise, a certificate of insured is required. The certificate of insurance must have limits of \$1,000,000 and name the City of Hartford as an additional insured. This must be submitted with this application.
3. Hold Harmless Agreement\*\*\*: Must be submitted with this application.
4. Time Limit: One-hour time limit.
5. Wedding Party Size: Limited to 75 people.
6. Refreshments: Food, alcohol, refreshments or catering is not allowed. The Pond House Restaurant at Elizabeth Park may be available for wedding receptions. Please call (860) 231-8823 for more information.
7. Decorations: No decorations are permitted.
8. Parking: Parking is allowed in designated areas only.
9. Non-refundable Application Fee\*\*\*:

## Wedding

\$50 Hartford/West Hartford Resident  
(Proof of residency required)  
\$100 All others

## Picture Taking

\$25 Hartford/West Hartford Resident  
(Proof of residency required)  
\$50 All others

\*\*\*Must accompany application

Please make check or money order payable to: **City of Hartford**

**I have received a copy of the guidelines regarding wedding ceremonies in Elizabeth Park and will abide by them. I also assume full responsibility for any damages to the site/area, which may occur, during my event/function.**

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

## **For Department Use Only:**

Date Received: \_\_\_\_\_ Accepted by: \_\_\_\_\_

Application Fee: \_\_\_\_\_ Insurance \_\_\_\_\_ Hold Harmless Agreement: \_\_\_\_\_

Action Taken:  Approved  Denied: \_\_\_\_\_ Comments: \_\_\_\_\_

# HOLD HARMLESS AGREEMENT

This Hold Harmless Agreement must be completed and signed by the applicant seeking to utilize Elizabeth Park, (the "Premises") for a wedding ceremony.

PLEASE PRINT:

Applicant, \_\_\_\_\_, hereby agrees that it shall, at all times, defend, and indemnify, protect and save harmless the City of Hartford and its officers, agents, and employees from and against any and all liabilities, actions, claims, damages, losses, judgments, cost and expenses (including but not limited to attorneys' fees) arising out of injuries to any person, party or entity, that may arise as a result of any occurrence, negligence or otherwise during the Applicant's use of the Premises.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

This Agreement must be received at least ten (10) days prior to the date the use of the Premises.