

**Special Event Permit
Application Requirements
Recreational Camps, Wellness Programs and Physical Fitness Programs**

1. Applicant's Credentials and Experience – The application must include a detailed summary of the applicant's experience. Emphasis should be placed on those areas and qualifications that demonstrate ability to effectively manage an operation of the kind described in the application. This should include the location, duration, and description of past camp/training operation experience, credentials, qualifications, and certifications of the applicant.
2. Safety – The Applicant must provide an emergency response plan demonstrating the applicant's preparedness to handle any potential emergencies that might occur in conjunction with implementing the proposed operation. The Applicant's staff must also possess the necessary certifications and be responsible for ensuring that it complies with all safety requirements as may be required by the Town.
3. Summary of Employees' Qualifications - Provide information regarding the personnel who will participate in carrying out the terms and conditions of the Special Event Permit. Credentials, experience, training, and age of all instructors/staff participating in the program must be provided. The minimum age for Lead Instructors and all Instructors in the water is 18 years of age. Any employee working with program participants will be required to pass background checks conducted at the expense of the applicant.
4. Description of Proposed Program – Applicants must submit a detailed operating plan for each desired Special Event Permit site. The Operating Plan should include a schedule of classes/camps, number of campers/participants per class/camp, days and hours of operation from time of drop-off or arrival to time of pickup or departure, fee per participant, participant-to-instructor ratio, and the total scope of activities to be provided.
5. Preferred Use License Site – List your preferred Special Event Permit location choice.
6. Community Service – Describe and provide documentation for any scholarships and/or reduced fees given to Middletown residents and/or low-income youth. Applicants will be evaluated based on the amount of fees reduced or scholarships given.
7. Financial – Permit Holder agrees to indemnify and hold harmless the Town of Middletown from any and all liability, damage or injury to the person or property of any person or persons arising out of or in conjunction with the provisions of permitted activity. Permit holder shall carry liability insurance for its operations in an amount of not less than \$1,000,000.00 per person and \$3,000,000 per occurrence and shall provide the Town of Middletown with a certificate of insurance naming the Town of Middletown as an additional insured.
8. Facility Use Permit - In addition to the Special Event Permit, applicants are responsible for applying for the necessary facility use permits to use Town owned property which is subject to Town approval.