

Watertown Recreation Department

51 Depot Street, Suite 108, Watertown, CT 06795-2629

(860)945-5246

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www.watertownct.org

2012 Pavilion & Gazebo Permit

Applicants Name: _____

Organization (if applicable): _____ Number of People Attending: _____

Mailing Address: _____ Town: _____ State: _____ Zip: _____

Contact Numbers: _____, _____, _____

E-Mail Address: _____

Event Date: _____ Day of Week: _____ Time: From _____ To _____

Event Purpose: _____

Fee charged: \$ _____ *Please refer to reverse fee schedule –
We accept Credit/Debit - MasterCard, VISA, Personal Checks, Money Orders, and of course CASH*

CHECK ONE

_____ VETERANS' MEMORIAL PARK PAVILION
_____ ECHO LAKE GAZEBO

_____ CRESTBROOK PARK PAVILION
_____ WATERTOWN GREEN GAZEBO

ACKNOWLEDGEMENT AND WAIVER:

We want you to have fun and enjoy our beautiful park, but – there will be **no live entertainment**, no inflatable bounce houses or similar inflatable items, no undue noise or ticket sales of any kind allowed unless authorized by the governing body, pursuant to Section 8.2 of an Ordinance entitled "Ordinance Regulating Parks in the Town of Watertown". Applicant and the group represented understand that this waiver is only for purposes of this ordinance and all other State and Local laws and regulations must be still complied with. In consideration of this granting of this permit, the applicant agrees to be responsible for the supervision of the conduct of the members of his/her group the protection of public property and the return of any Town property provided. **NO beer, wine or liquor permitted.** Persons may bring their own picnic lunches. Be advised that the parks are closed and the gates are locked at dusk. All locations are owned by the Town of Watertown. I hereby agree that I will follow all the Rules and Regulations governing the use of all Town of Watertown, Connecticut. The information I supplied is true, correct and complete. I understand that failure to comply with the Park Rules or falsification of this permit information may result in revocation of the Permit by the Watertown Parks and Recreation Commission. I have read, received and understand the policies, rules and procedures governing Veterans Park & Crestbrook Park. I also hereby, in the event of accident and/or incident, waive all claims and/or damages against the Town of Watertown, Connecticut, The Watertown Parks and Recreation Department and Commission and/or their employees, instructors and/or their agents. I assume all responsibility and will be liable for any damages I cause on Town of Watertown property. The undersigned hereby releases the Town of Watertown from all actions, cause of action suits, controversies, promises, damages, judgments, extent, execution, claims and damages whatsoever in law or equity which against the Town of Watertown, by myself, my heirs or hereafter can, shall or may have for, upon, or by reason of any matter, cause or thing whatsoever from the beginning of the world and forever hereafter in connection with my participation in sports and recreational activities upon premises and/or lands owned by the Town of Watertown. In participating in said recreational activities/contact sports upon premises and/or lands owned by the Town of Watertown, I understand that there are certain risks that I may be injured or incur physical harm or injury and I assume said risks of my own free will knowing that I shall bear full responsibility for medical costs, care treatments or any other costs or damages to me as a result of said injuries. Police and/or Fire protection will be at the expense of the applicant, person, or group using the facility. This application for request to use a Town of Watertown facility is invalid until written permission and confirmation has been granted. I understand to keep my written permission and confirmation permit with me and/or a member of my organization or group at all times the day of my event. I have read, reviewed, and understand the above **Acknowledgement and Waiver** and reverse side of this document, I have been given ample time to ask any questions or concerns that I may have.

X _____ X _____
Applicants Signature Date

FOR OFFICE USE ONLY:

Check # _____ Credit/Debit- MC VISA _____ Amount Received: \$ _____
Date Received: _____ Time Received: _____ Staff Initials: _____
Information Recorded on Master Calendar: _____ Confirmation to Participant: _____ Other: _____

GRANTED _____ DENIED _____ Signed: _____ Date: _____
Director of Recreation or Agent of Department

2012 RULES, PROCEDURES AND FEE STRUCTURES

NOTE THAT PERMITS TAKE PRECEDENCE;

Have your approved confirmation with you at all times the day of your event!

- **CANCELLATIONS:** Cancellations must be made two (2) weeks prior to the event and are ALL cancellations are subject to a \$10.00 non-refundable processing fee.
- **CHANGES:** The date of the event MAY BE CHANGED anytime prior to two (2) weeks before the scheduled event providing that the new date requested is available.
- **CONFIRMATIONS:** An approved written confirmation will be sent to the renter prior to the event date- keep the written approval with you the entire day of the function. Denied applicants will be notified and application/payment returned.
- **DAMAGES:** Permit holder is responsible and will be held liable for any damages sustained during their event.
- **FOOD:** Applicants can barbecue and bring picnic lunches. At the Crestbrook Park Pavilion, those wishing to cater their event may personally contact Cavallo's Crestbrook Inn at 860-274-1628.
- **ENTERTAINMENT:** There will be NO live entertainment unless granted permission by the Watertown Parks and Recreation Commission. This includes DJ's, bands, clowns, comedians, entertainers, etc...
- **INFLATABLES:** Due to the Town's Insurance regulations inflatable jungle gyms, bounce houses, moonwalks and other like items are prohibited.
- **LIQUOR:** NO liquor permitted! This includes beer, wine, and liquor.
- **LOST, LEFT & STOLEN ITEMS:** The Town of Watertown is not responsible for items lost, left or stolen from the premises.
- **PARK HOURS:** Parks close & gates locked at dusk. The Watertown Parks and Recreation Commission establish the Hours of Operation for the Parks.
- **PARK MAINTENANCE, POLICE & FIRE DEPARTMENT SERVICES:** Park Maintenance, Police and/or Fire Department protection expenses will be the sole responsibility of the person-group using the facility. The Recreation and/or Parks Directors may require such coverage as a term of permission being granted for use of the Town Facility. Events requiring Police, Park and/or Fire protection, the user of the facility assumes ALL expenses involved.
- **RETURNED CHECKS:** are subject to a \$15.00 bank fee.
- **SUBMISSION DATES:** Residents with Proof Of Residency - January 1st Non-Residents - April 1st
Notice if the 1st of the month is a weekend or holiday, applications will be accepted on the first business day following.
- **SUPERVISION OF GUESTS:** The applicant is 100% responsible for the supervision and conduct of all members of his/her group and will be held responsible for any damages sustained during their event.
- **TEMPORARY SHELTERS:** No tents, temporary shelters or items requiring staking into the ground can be erected due to underground utilities and irrigation systems.
- **TOURNAMENTS:** If a group sponsoring a tournament needs the use of the Pavilion, the Pavilion fee must be paid. If the Pavilion is to be used to sell food, merchandise or otherwise as part of a fundraiser, the appropriate 'for profit' fee must be charged unless waived by the Commission. Health permits may be required for those groups selling food
- **UNRENTED:** Park facilities are open to the public from dawn to dusk*. If a facility is not rented, the public is able to use the facility free on a first come, first served basis. If a patron has a signed approved permit- that permit holders has the facility for the specified hours on the application & permit confirmation and is under no obligation to allow "squatters" use of the rented facility.
- **WATERTOWN GAZEBO:** The Watertown Gazebo is available free of charge for weddings, photos and similar functions- permits are required. In the event of a rally or function requiring Police, Park and/or Fire protection, the user of the facility assumes ALL expenses involved.

FEE STRUCTURE

RESIDENTS OF WATERTOWN-OAKVILLE & TAXPAYERS: PROOF OF RESIDENCY REQUIRED!
Pavilion rental available on a 1st come, 1st served basis, beginning January 1st or the 1st working date there after.

	ECHO LAKE PARK Up to 20 guests	CRESTBROOK PARK Up to 75 guests	VETERANS' MEMORIAL PARK Up to 250 guests
<u>Resident Non-Profit</u>	\$ 25.00 _____	\$ 70.00 _____	\$100.00 _____
<u>Resident Private/Individual</u>	\$ 50.00 _____	\$ 95.00 _____	\$150.00 _____
<u>Resident Business</u>	\$ 75.00 _____	\$ 170.00 _____	\$200.00 _____

NON-RESIDENTS: Pavilion available on a 1st come, 1st served basis, beginning April 1st.

	ECHO LAKE PARK Up to 20 guests	CRESTBROOK PARK Up to 75 guests	VETERANS' MEMORIAL PARK Up to 250 guests
<u>Non-Resident Non-Profit</u>	\$ 50.00 _____	\$ 140.00 _____	\$200.00 _____
<u>Non-Resident Private Individual</u>	\$100.00 _____	\$ 190.00 _____	\$300.00 _____
<u>Non-Resident Business</u>	\$150.00 _____	\$ 340.00 _____	\$400.00 _____

POLICE, PARK AND/OR FIRE PROTECTION WILL BE THE EXPENSE OF THE PERSON/GROUP USING THE FACILITY.

I, the undersigned, have read the permit application and will adhere to the rules specified.

X

Applicants Signature & Date