

Town of Watertown Human, Social & Leisure Services

The Municipal Offices at Heminway Park, 61 Echo Lake Road, Watertown, CT 06795
(860)945-5246 FAX (860)945-4734 www.watertownct.org

2024 Pavilion & Gazebo Permit Application

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 _____

Type of Function: _____ Private Party _____ Tournament _____ Special Event, list _____

Is Event Open to the Public: _____ Are Fees Being Charged: If Yes, how much? \$ _____ All food MUST be registered with the Torrington Area Health District. 860-945-5270 www.tahtd.org

Tournaments & Special Events: Food Truck (Limit 1) allowed only with prior consent from the Watertown Parks & Recreation Commission and/or the Director

FACILITY REQUESTING: Check only one

- Veterans' Memorial Park Pavilion
- Crestbrook Park Pavilion
- Echo Lake Gazebo
- Watertown Green Gazebo
- Lake Winnemaug Boat Launch

RESIDENTS: Watertown-Oakville residents & 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 Gazebo or Lake Winnemaug <i>Up to 20 guests</i>	Crestbrook Park <i>Up to 75 guests</i>	Veterans' Memorial Park <i>Up to 250 guests</i>
Resident Non-Profit	\$ 25.00 _____	\$ 70.00 _____	\$100.00 _____
Resident Private/Individual	\$ 50.00 _____	\$ 95.00 _____	\$150.00 _____
Resident Business	\$ 75.00 _____	\$ 170.00 _____	\$200.00 _____

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

	Echo Lake Gazebo or Lake Winnemaug <i>Up to 20 guests</i>	Crestbrook Park <i>Up to 75 guests</i>	Veterans' Memorial Park <i>Up to 250 guests</i>
Non-Resident Non-Profit	\$ 50.00 _____	\$ 140.00 _____	\$200.00 _____
Non-Resident Private Individual	\$100.00 _____	\$ 190.00 _____	\$300.00 _____
Non-Resident Business	\$150.00 _____	\$ 340.00 _____	\$400.00 _____

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

We accept Credit/Debit - MasterCard, VISA, American Express, Discover Card, Personal Checks, Money Orders, Cash

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.

2024 Rules & Regulations – Permits Take Precedent

- **ALL FACILITIES:** Any event, rally, gathering requiring Police, Park, or Fire protection; the user assumes ALL expenses involved.
- **AMUSEMENTS & ENTERTAINMENT:** There will be **NO** live entertainment unless granted permission by the Watertown Parks and Recreation Commission and/or Director. This includes DJ's, bands, clowns, comedians, entertainers, rental fire trucks, buses, public address systems, etc.
- **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.
- **CLEAN-UP:** Please leave the facility cleaner than when you found it. Thank You.
- **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.
- **DECORATIONS:** Remove any decorations, staples and table coverings before you leave.
- **FOOD:** Private parties and applicants can barbecue and bring their own picnic lunches. At the Crestbrook Park Pavilion, those wishing to cater their event may personally contact *The Sunset Grille at Crestbrook Park* directly at 860-417-6688.
- **FOOD TRUCKS & VENDORS:** Vendors and food trucks are **NOT** permitted without prior consent by the Watertown Parks & Recreation Commission and or Director. Limit 1 with Pre-Approval
- **INFLATABLES & BOUNCE HOUSES:** Due to the Town's Insurance regulations inflatable jungle gyms, bounce houses, moonwalks and other like items are not allowed.
- **LIQUOR:** NO liquor permitted! This includes beer, wine, and liquor. At the Crestbrook Park Pavilion, a full service restaurant available for you and your guests. Please contact *The Sunset Grille at Crestbrook Park* directly – 860-417-6688.
- **LOST, LEFT & STOLEN ITEMS:** The Town is not responsible for items lost, left or stolen from the premises.
- **PARK HOURS:** Parks are open from dawn to dusk. Entrance gates are locked at dusk.
- **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 Parks & Recreation Director may require such coverage as a term of permission being granted for use of the Town Facility. For events requiring Police, Park and/or Fire protection, the user of the facility assumes ALL expenses involved.
- **PERMITS:** A permit confirmation will be sent out in advance of your scheduled event. The permit confirmation will be for the specified date and hours, and at which park. Keep your confirmation with you at all times the day of your event.
- **RENTAL OF FACILITY:** Your confirmed permit allows you use of the pavilion/gazebo **ONLY**.
- **RETURNED CHECKS:** Returned checks are subject to a \$25.00 bank fee.
- **SPECIAL EVENT:** A Special Event is typically a function sponsored by the Town and open to the public
- **SUBMISSION DATES:** Permits may be submitted by 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.
- **TORRINGTON AREA HEALTH DISTRICT:** 860-945-5270. If This Event OPEN to the Public **All** Food providers MUST be registered with the Torrington Area Health District. 860-945-5270 www.tahtd.org
- **TOURNAMENTS:** Tournaments using the Pavilion must pay for the use of the pavilion. Field Permits are also required.
- **UNRENTED:** Unrented facilities are available on a first come, first served basis to the public.
- **VENDORS:** Vendors, Food Trucks (Limit 1), Merchants, Sales & Solicitors are not permitted without prior approval by the Watertown Parks and Recreation Commission and/or Director. Available to Tournaments and Special Events only.
- **WATERTOWN GAZEBO:** The Watertown Gazebo is available free of charge for weddings, photos and similar functions- permits are still required.
- **RALLY:** In the event of a rally or function requiring Police, Park and/or Fire protection, the user of the facility assumes ALL expenses involved.

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

Are There ANY Issues, Concerns, or Requests the Town Needs To Be Aware Of Before Granting This Application? Please list below:

X _____
 Applicants Signature –Signature Acknowledges Front & Back of Application

X _____
 Date

FOR OFFICE USE ONLY:

Date Received: _____ Time Received: Check # _____ Credit/Debit- _____ Amount Received: \$ _____

Staff Initials: _____ Information Recorded on Master Calendar: _____ Confirmation to Participant: _____ Other: _____

THIS PERMIT HAS BEEN: GRANTED _____ DENIED _____

Conditions for this application being granted: _____

Authorized by: _____ **Date:** _____
Director of Parks & Recreation or Agent of Department