



WATERTOWN, CONNECTICUT
PARKS, RECREATION, SENIOR, & SOCIAL SERVICE 61
ECHO LAKE ROAD WATERTOWN, CONNECTICUT
 06795-2629
 MAIN OFFICE (860) 945- 5246 FAX (860) 945- 4734



2025 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.tahd.org

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

FACILITY REQUESTED: 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 thereafter.

	<u>Echo Lake Gazebo or Lake Winnemaug</u>	<u>Crestbrook Park</u>	<u>Veterans' Memorial Park</u>
	<u>Up to 20 guests</u>	<u>Up to 75 guests</u>	<u>Up to 250 guests</u>
<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 Permit available on a 1st come, 1st served basis, beginning April 1st

	<u>Echo Lake Gazebo or Lake Winnemaug</u>	<u>Crestbrook Park</u>	<u>Veterans' Memorial Park</u>
	<u>Up to 20 guests</u>	<u>Up to 75 guests</u>	<u>Up to 250 guests</u>
<u>Non-Resident Non-Profit</u>	\$ 50.00 _____	\$ 70.00 _____	\$200.00 _____
<u>Non-Resident Private Individual</u>	\$100.00 _____	\$ 95.00 _____	\$300.00 _____
<u>Non-Resident Business</u>	\$150.00 _____	\$ 170.00 _____	\$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

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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 any time 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 have their event cater must 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:** Inflatable jungle gyms, bounce houses, moonwalks and other like items are not **permitted**.
- **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. Always keep your confirmation with you 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:

PLEASE ALLOW 5-7 BUSINESS DAYS FOR CONSIDERATION OF ALL FACILITY REQUEST

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