



**Colchester  
Parks & Recreation  
Pavilion Use Request Form**

P.O. Box 55  
Colchester, VT 05446  
Phone: (802) 264-5640  
Fax: (802) 264-5647  
www.colchestervt.gov

**DATE RECEIVED**

Person Requesting Pavilion: \_\_\_\_\_

Business/Organization (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Type of Event (please circle): Reunion Meeting Birthday Picnic Wedding Other: \_\_\_\_\_

**PAVILION REQUESTING:**  *Bayside Park Pavilion*  *Airport Park Pavilion*

**DATE/DAY REQUESTING:** \_\_\_\_/\_\_\_\_/\_\_\_\_ S M T W Th F Sa **Expected Attendance:** \_\_\_\_\_

**Start Time (incl. set up):** \_\_\_\_\_ AM or PM **End Time (incl. clean up):** \_\_\_\_\_ AM or PM

How many automobiles do you expect? \_\_\_\_\_ Will you need access to electricity? **YES NO**

Will your event be catered? **YES NO** Will your caterer need access directly to pavilion? **YES NO**

*Name of catering service:* \_\_\_\_\_ *Phone Number:* \_\_\_\_\_

Will there be music at this event (ex. DJ, band, radio, or iPod speaker)? **YES NO**

**→ A COMPLETED & SIGNED RENTAL AGREEMENT (p.2) IS REQUIRED TO COMPLETE A RESERVATION! ←**

**2017 Pavilion Rental Fees**

Colchester Town/School Functions	No charge	Non-Resident Family Event	\$ 150.00
Resident Family Event	\$ 75.00	Non-Resident Non-Profit Organization	\$ 150.00
Colchester Non-Profit Organization	\$ 75.00	Non-Resident Commercial Business	\$ 225.00
Commercial Business	\$ 125.00	<i>** Beach access free of charge (Bayside Park only)**</i>	

**REFUND & CANCELLATION POLICY: Any cancellations and requests for refunds must give at least 10 business days notice prior to the day of the event. A \$6.00 administrative fee will be applied to any cancellations**

**Do not fill out below (OFFICE USE ONLY)**

Rental Fee: \$ \_\_\_\_\_ Check # \_\_\_\_\_ VISA or MC \_\_\_\_\_ Cash \_\_\_\_\_

Received by: \_\_\_\_\_ Entered into RecTrac by: \_\_\_\_\_

Additional Notes/Requests: \_\_\_\_\_

Key Needed? **YES NO** Type: **Brass Lock BAC Other:** \_\_\_\_\_

**APPROVAL / DENIAL:**

_____ Glen Cullitta, CPRP: Parks & Recreation Director	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	_____ Date
_____ Lt. Jeff Barton, Colchester Police Department	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	_____ Date

# Pavilion Rental Agreement

This agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by and between the Town of Colchester through its Parks & Recreation Department (hereinafter referred to as "Town of Colchester") and \_\_\_\_\_ (hereinafter referred to as "User"). *WHEREAS* Colchester wishes to promote the use of its parks and recreational areas and provide for the enjoyment of the general public, and *WHEREAS* User wishes to use said facilities.

*NOW, THEREFORE* parks and recreational facilities of the Town of Colchester shall be used by User in accordance with the following policies and procedures:

1. Reservations must be made with the Parks & Recreation Department with an outline of event plans no later than 2 weeks prior to the proposed use of the pavilion.
2. Applicant hereby assumes responsibility and liability for any and all injury or damage to the person or property of the User or others connected therewith, be they business or personal invites, and further shall indemnify and hold the Town of Colchester harmless in the event of any such injury or damage from any and all claims, awards or attorneys' fees.
2. Motorized vehicles are not allowed within the Parks. Vehicles, including caterers will not have the ability or access to drive up to the pavilion. The User must plan accordingly in transporting materials from the designated parking area up to the pavilion. At Bayside - Access provided by an ADA compliant paved bike path from parking area to pavilion (Distance of 180'); At Airport - Access provided by a gravel path from parking area to pavilion (Distance of 80').
3. In the event the User wishes to provide amplified music, the music shall be at a volume that cannot be heard beyond the park boundaries and shall not be used before 10:00 a.m. or after 8:00 p.m. Music will be appropriate for a public setting (i.e. no profanity or suggestive lyrics, etc.) and shall not disrupt other visitors to the park.
4. The restroom building will be automatically unlocked at 7:00 a.m. and locked at 9:00 p.m.
5. Glass bottles or containers are NOT permitted in parks owned and maintained by the Town of Colchester (including Bayside Park and Airport Park).
6. The User shall be responsible for their own clean up immediately following their event; the User must leave the area in the same condition in which it was found. In the event that the Town must clean up or repair damages to the area following the event, the User shall be charged that expense. The Director of Parks & Recreation will determine "same condition," and the Director's decision is final.
7. Cancellations and refunds may be requested up to 10 business days prior to the event and will incur a \$6.00 administrative fee. **Refunds will not be issued due to poor weather conditions.**
8. Special events attracting more than 200 people may necessitate having a police officer on duty, at the expense of the User, to assist with traffic control and parking, at the discretion of the Director of Parks & Recreation. All other event reservations should not exceed 150 people at Bayside Park or 100 people at Airport Park.
9. This permit may be revoked at any time by the Director of Parks & Recreation, Town Manager or members of the Colchester Police Department for violation of the above or any other Park, Town or State Ordinance.

The following stipulations shall also apply due to the specific use by the User:

- a: \_\_\_\_\_
- b: \_\_\_\_\_

## **Cleaning and Repairs Fees:**

A minimum fee of \$50.00 will be assessed for additional cleaning or damage repair that is required due to failure of the reserving party to thoroughly police and clean areas after use (see #6 above). Extensive damage will incur a greater fee. This fee will be itemized and billed to the reserving party once the duration of the facility reservation is completed.

I (We) assume full responsibility for any damages to Town of Colchester property and/or equipment that occur as a result of the requested use. Furthermore, I (We) understand that the Town of Colchester, its staff, and members of the Parks and Recreation Department, will not be held liable for any injury or damage which may occur to me, my guests, and/or members of the above named organization and or property during our requested use of the property.

**USER SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*My signature on this form indicates that I have read the Pavilion Rental Agreement and agree to abide by the terms outlined above.*