



# Pavilion Use Request Form

**Must be PRINTED and COMPLETED entirely to be processed**

Colchester Parks & Recreation  
781 Blakely Road  
Colchester, VT 05446  
Phone: (802)264-5640  
www.colchestervt.gov

**DATE RECEIVED**

## The Request Process

REQUESTS FOR BAYSIDE AND AIRPORT PAVILIONS WILL BE ACCEPTED BEGINNING THURSDAY, MARCH 1, 2018

REQUESTS WILL BE RECEIVED AND PROCESSED ON A FIRST COME FIRST SERVE BASIS

- STEP 1:** "User" completes Pavilion Use Request Form entirely and eligibly. "User" Signature required on Page 3
- STEP 2:** At time of pavilion request, submit full payment with proof of Colchester residency (if Colchester residency applies, see fees on page 2). A Certificate of Insurance will be required if the reservation is to be catered. Submit by mail or in person at the Parks & Recreation Office.
- STEP 3:** If requested date is available, pavilion request will be processed and approved. A hard copy of the pavilion reservation approval will be mailed back to "User". It is advised "User" brings this proof of reservation to day of reservation.

## Pavilion Reservation Includes

- Pavilion rental
- 13 Picnic tables
- One (1) 15-amp duplex electrical outlet
- One (1) charcoal grill (charcoal not included)
- Trash and recyclable containers

\*Public restrooms available onsite



**BAYSIDE PAVILION**

## FAQ's

### **When are pavilions available for reservations?**

ANS Weekday and weekend reservations are possible May - October, however between June 25 and August 24 Bayside Pavilion is limited to weekends only.

### **What are the hours in which pavilions can be reserved?**

ANS Between the hours of 8:00 a.m. - Dusk. Pavilions do not have lighting. Reservations are required to be finished and exiting the park by dusk.

### **How many people can a pavilion hold?**

ANS Pavilions can seat approximately 104 people sitting at picnic tables. Portable chairs and tables are allowed to be brought in during a pavilion reservation.

### **How big is the charcoal grill?**

ANS The one grill has a cooking surface of 20"L x 15"W. Charcoal is not included, so sure to bring your own charcoal and grill brush.

### **Can you use a gas grill?**

ANS Yes, propane gas grills are allowed to be brought into the park for barbeque use. Open fires are prohibited.

### **Is there power in the pavilion?**

ANS Yes, at Bayside pavilion a GFCI power outlet is found on the playground side of the hexagon stairs. At the Airport pavilion a GFCI power outlet is found mounted on a pavilion post, parking lot side.

### **Can pavilions be decorated?**

ANS Yes, with stipulations; Decorations are allowed to be set up at the beginning of your reservation time and must be removed entirely at its completion. This is to include anything and everything fastened to the pavilion structure, tables and rails. If any decorations remain after the reservation, a cleaning fee will be fined to the User.

### **Is alcohol allowed?**

ANS Yes, as long as its not in glass containers. It is unlawful to serve, possess, consume or bring, beer, wine or other alcoholic beverages into a park in kegs, barrels, or other bulk tap quantities.

### **Can reservations be cancelled and will I get a refund?**

ANS All cancellations and requests for refunds must give at least 10 business days notice prior to the day of the reservation. A \$6.00 administrative fee will be applied to any cancellations.



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

781 Blakely Road  
Colchester, VT 05446  
Phone: (802) 264-5640  
Fax: (802) 264-5647  
www.colchestervt.gov

**DATE RECEIVED**

Person/"User" 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:** \_\_\_\_/\_\_\_\_/2018 Sunday M T W Th F Saturday

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

How many automobiles do you expect? \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Will your event be catered? **NO** **YES** If yes, Caters Certificate of Insurance must be provided

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.3) IS REQUIRED TO COMPLETE A RESERVATION! ←**

**2018 Pavilion Rental Fees**

Resident \$ 100.00 *\*\* Beach access free of charge (Bayside Park only)\*\**  
Non-Resident \$ 200.00

In order to receive the resident fee, the individual/group/organization/business must provide proof of residency in Colchester, Vermont, with payment made by same individual/group/organization/business at time of reservation request. Acceptable documents include: utility bill, tax bill, land line phone bill or any document tied directly to the residence.

Failure to provide proof of residency with same payment, will result in Non-Resident fee being applied.

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

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

Residency Document Provided **YES** **NO**

Received by: \_\_\_\_\_ Entered into RecTrac by: \_\_\_\_\_ Reviewed by Asst. Director

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

**APPROVAL / DENIAL:**

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

# Pavilion Rental Agreement

This agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 2018, 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 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.
3. 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').
4. 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.
5. Tents, easy ups, inflatables and trampolines are prohibited.
6. Glass bottles or containers are NOT permitted in parks owned and maintained by the Town of Colchester (including Bayside Park and Airport Park).
7. 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.
8. 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.**
9. Reservations attracting more than 150 people may necessitate the completion of a *Parks Special Event Use Request Form* and the conditions associated with such an event. Pavilion reservations should not exceed 150 people at Bayside Park or 100 people at Airport Park.
10. 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 #7 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.*