



# Pavilion Use Request Form 2021

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 Monday, May 3, 2021

Requests will be received and processed on a first come first serve basis.

Online requests are available Monday May 3 starting at 10:00am <https://secure.rec1.com/vt/colchester-vt/catalog>

**STEP 1:** Requesting "User" completes Pavilion Use Request Form entirely. "User" Signature required on page 3 or electronically if submitting online.

**STEP 2:** Full payment with proof of Colchester residency (if Colchester residency applies, see fees on page 2) required.

**STEP 3:** Pavilion request will be processed and approval permit will be sent to requesting "User"

### Pavilion Reservation Includes:

- Pavilion rental
- Free parking
- 13 Picnic tables (96"L x 28"W or 72"L x 28"W)
- One (1) 15-amp duplex electrical outlet
- One (1) charcoal grill (charcoal not included)
- Trash and recyclable containers

\*Public restrooms available onsite



## FAQ's

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

**Ans.:** Weekday (excluding Fridays) and weekend reservations are possible May 29 - October 31, however between June 21 - August 20 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 be 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 cancellation.

Person/ "User" Requesting Pavilion: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Type of Event (**Required**): Reunion Meeting Birthday Picnic Wedding Other: \_\_\_\_\_

Pavilion Requesting: *Bayside Park Pavilion*  *Airport Park Pavilion*

Date & Day Requesting : \_\_\_\_\_ / \_\_\_\_\_ /2021 circle one → M T W THUR SAT SUN

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

Expected Attendance: \_\_\_\_\_ Will there be music? (ex. DJ, band, speaker)? **YES NO**

Will your pavilion rental have food available? **YES NO** *\*\* See #8 on next page*

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

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

*"User" and Caterer (if applicable) are required to be in compliance with the Chittenden Solid Waste District's Ordinance as a condition of using the property. Requirements of this Ordinance include: Food "waste" compostables must be collected separately from trash in a container provided by the "User", removed from the pavilion/park at the completion of the rental and disposed of properly. Visit [cswd.net](http://cswd.net) or call the Chittenden Solid Waste District (802) 872-8111 for more information.*

**A COMPLETED & SIGNED RENTAL AGREEMENT (p.3) IS REQUIRED TO COMPLETE A RESERVATION**

### 2021 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. Online reservations must have a Colchester resident account in order to receive resident rate. 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 # \_\_\_\_\_ Credit Card \_\_\_\_\_ Cash \_\_\_\_\_

Residency Document Provided **YES NO**

Received by: \_\_\_\_\_ Entered into Civic Rec by: \_\_\_\_\_ Reviewed by Asst. Director  Receipt mailed: \_\_\_\_\_

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

**APPROVAL or DENIAL:**

Glen Cullitta, CPRP: Parks & Recreation Director	<input type="checkbox"/>	Approved	<input type="checkbox"/>	Denied	_____	Date
Lieutenant, Peter Hull, Colchester Police Department	<input type="checkbox"/>	Approved	<input type="checkbox"/>	Denied	_____	Date

## Pavilion Rental Agreement

This agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 2021, 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 14 days prior to the proposed use of the pavilion.
2. COVID-19 State of Vermont Forward Plan: Events And Gatherings, including physical distancing and mask mandate must be followed and enforced by User between May 29 - July 3 (subject to change). Use of Town facilities is contingent on User following all guidelines at all times.
3. 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.
4. 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').
5. 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.
6. Tents, easy ups, inflatables and trampolines are prohibited.
7. Glass bottles or containers are NOT permitted in parks owned and maintained by the Town of Colchester (including Bayside Park and Airport Park).
8. Use of Town of Colchester Pavilions require compliance with the Chittenden Solid Waste District Solid Waste Management Ordinance as a condition of use of the property. This will be the mandatory collection of compostables - food scrap materials separately from trash and kept as free from contamination as possible. "User" must provide container for compostable collection and remove after pavilion rental. No compostables are to be left inside the park, pavilion or trash receptacles.
9. 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.
10. 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.**
11. Pavilion reservations should not exceed 200 people at Bayside Park or 150 people at Airport Park. Permitted Pavilion reservations are the following; birthday parties, barbeques, meetings, picnics, reunions, showers and weddings. Any type of Special Event when the public is invited, no matter the anticipated attendance requires a Park Special Event Use Request Form.
12. 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.

### **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 #8 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*