

Date Filed \_\_\_\_\_ Reservation Date \_\_\_\_\_ Day of Week \_\_\_\_\_

**PRIVATE FUNCTION**

**SAYBROOK POINT PAVILION RESERVATION FORM**

Rentable only by Old Saybrook residents/property owners for social functions

**The Pavilion is not rentable by ANY businesses.**

**Commercial, Business Informational, or Fundraising events are prohibited.**

Name/Group \_\_\_\_\_

Address \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Enter Building Time\*: \_\_\_\_\_ Lock Out Time: \_\_\_\_\_

**\*(Please note it is not possible to enter the building earlier or leave building later)\***

Function Time: \_\_\_\_\_ To: \_\_\_\_\_

Describe Function: \_\_\_\_\_

Special Arrangements: \_\_\_\_\_

Number Attending: \_\_\_\_\_ Age of Guests: \_\_\_\_\_

List any outside vendors, their service and phone #s \_\_\_\_\_

**The room set up and take down is your responsibility.**

Upon leaving: vacuum, wipe tables, counters and sink area if applicable, turnoff lights and remove any trash and wait to be locked out by Park and Recreation staff. A dumpster is located at the back of Mini Golf Course. Chairs to be placed against perimeter of walls. DO NOT STACK!!!!

I, the above person or group representative, understand and will adhere to the rules and regulations established by the Town of Old Saybrook/ Parks and Recreation Commission for the use of the above facility. In the event that the facility is abused or left in a fashion that requires additional maintenance, all or part of the security deposit will be retained. If the cost of additional maintenance or repairs exceeds the deposit the signature person will be billed accordingly. Note: Any function that by its nature or size dictates the use of Town Services—the responsible person/organization will be billed and liable for the total cost.

Signature of person responsible: \_\_\_\_\_

\*\*\*\*\*Office Use Only\*\*\*\*\*

Circle Appropriate Function:

Meeting      Social Function      Parking Event      Alcohol: YES    NO

Total Rental \_\_\_\_\_ Payment date \_\_\_\_\_ Receipt # \_\_\_\_\_

Security Deposit Received Date \_\_\_\_\_ Check # \_\_\_\_\_ Date Shredded \_\_\_\_\_

Pick Up key:    Yes    No      Certificate of Insurance required    Yes    No

Approved \_\_\_\_\_

**Director, Old Saybrook Parks and Recreation**

**ALCOHOL PERMIT FORM**

NAME/GROUP \_\_\_\_\_ Person Responsible \_\_\_\_\_

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

Phone: Day/Business \_\_\_\_\_ Night/Home \_\_\_\_\_

Time: \_\_\_\_\_ Activities Planned \_\_\_\_\_

Estimated # Attending \_\_\_\_\_ Ages of Participants \_\_\_\_\_

I, the above person or group representative, understand and will adhere to the rules and regulations established by the Parks and Recreation Commission for the use of the above facility. In the event that the facility is abused or left in a fashion which will require undue maintenance, all or part of the deposit will be retained to cover the additional costs.

**NOTE: Alcoholic beverages are to be consumed in the Pavilion building-beverages may not be taken into park areas.**

**\*REMINDER: BOTTLED/CAN BEER & WINE ONLY\***

Under certain circumstances, the Parks and Recreation Department may issue (as part of its regular permit), permission to serve and consume alcoholic beverages in the area reserved for the applicant's activities. If this permission is granted, it is expressly done so with the understanding no person under the age of 21 years will be served or consume any alcoholic beverage at the town owned facility.

In addition, it is also understood that the serving and consumption of alcoholic beverages will occur within the Pavilion. By signing this form the applicant will take direct supervisory responsibility over the availability and consumption of such alcoholic beverages, this helps to insure that none is available to, or consumed by persons under 21 years of age or that no one consumes an unsafe amount.

Expenses of Police Supervision to be provided by applicant. Copy of this application may be forwarded to the Department of Police Services.

**\*\*SALE OF ALCOHOLIC BEVERAGES PROHIBITED\*\*BEER/WINE ONLY**

Signature of person responsible \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

Application approval requires:

Deposit--\$25.00 non refundable

Police Supervision: Yes No

Application Request: Approved \_\_\_\_\_ Request Date \_\_\_\_\_

Denied: \_\_\_\_\_ Confirmation Date \_\_\_\_\_

Request Approved by: \_\_\_\_\_

Director, Old Saybrook Parks and Recreation

## **ATTENTION: BASIC REGULATIONS**

### **HEATING/AIR CONDITIONING**

The Pavilion is an air conditioned, heated facility, therefore, the outside doors and windows must remained closed. The controls for these are in a locked box—please consult staff person upon entering. If fresh air is preferred, the supervising staff must be notified.

### **PATIO USE:**

Groups renting the Pavilion may not set tables or hold activities on the patio that interfere or lead the public to believe that the area is reserved.

### **ALCOHOL USE:**

If an alcohol permit has been requested and approved, remember it is for bottled/can beer and wine only. The serving and consumption of these beverages must occur totally within the Pavilion building.

**\*\*DEPOSIT WILL BE FORFEITED IF PERMIT IS DISREGARDED. \*\***

### **GRILLING:**

Grilling of any kind is strictly prohibited on the patio and in the building

### **TENTS:**

The use of tents requires special permission. Tents are not permitted during Peak season. All approved tents must use weights-- not spikes—for tie down. Tent must be removed immediately after function. Location of a tent must be approved prior to the function. Renter is responsible and liable for any damages.

### **DECORATIONS:**

Table and counter decorations are permitted. Please NO confetti, tape or tacks on walls, woodwork, ceiling doors, windows or counters. Lighted candles are not permitted. Weighted balloons are allowed.

### **SPECIAL ARRANGEMENTS: (Caterer/dancefloor/television)**

Any special needs must be approved and proper contact information (if applicable) provided on reservation form in advance of the event.

**NOTE: RENTER IS RESPONSIBLE FOR THIS FACILITY UNTIL THE LOCK OUT TIME LISTED ON THE RENTAL FORM. RENTER MAY NOT LEAVE FACILITY UNATTENDED. THIS IS A CO-OP FACILITY, CLEANING SUPPLIES ARE AVAILABLE.**

**I UNDERSTAND THAT IF THE RULES AND REGULATIONS OR GENERAL PAVILION RULES ARE DISREGARDED ALL OR PART OF MY DEPOSIT MAY BE RETAINED.**

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Event date

\_\_\_\_\_  
Signature of responsible party

\_\_\_\_\_  
Signature date

**\*\*\*RENTERS MUST ALSO OBTAIN, READ AND INITIAL GENERAL BUILDING INFORMATION SHEETS ATTACHED TO RESERVATION FORM.\*\*\***

**PLEASE HELP KEEP THIS SPECIAL FACILITY AVAILABLE FOR CONTINUED RENTAL USAGE BY ADHERING TO ALL RULES AND REGULATIONS—THANK YOU OSPR**

# The Vicki G Duffy Pavilion

## This facility

- ✓ Main Room L shaped with 6 windows overlooking the Connecticut River.
- ✓ Approximately 1,200 square feet
- ✓ CAPACITY: MAXIMUM 65 SEATED, 90 STANDING  
Events open to the public must adhere to occupancy regulations at all times
- ✓ Kitchen contains sink, 18 cu foot refrigerator, microwave, work counter.
- ✓ We provide 65 Padded chairs, (5) 6 ft rectangular tables, (4) 5ft round tables (12) 3 ft square tables

## Notice to Renters:

- This is a co-op building, *Rentable only by OLD SAYBROOK residents or property owners for social functions or recognized Old Saybrook Groups for meetings.* **The Pavilion is not rentable by ANY businesses.**
- You must set up and clean-up for your function leaving the space ready for the next group. Tables and Chairs are provided.
- Cleaning supplies and first aid kit are provided under the sink.
- A vacuum cleaner is available in the closet by the bathroom.
- All trash must be removed from the building. A dumpster is provided behind the Mini-Golf course. DO NOT use green barrels by this building.
- Only table decorations are permitted—no tape or tacks on walls, windows, woodwork or ceilings. Confetti of any kind is prohibited
- The person/persons renting the building may never leave the building unattended—a \$100.00 fine applies plus the cost of any damages that occur while space is left open.
- Beer and wine only is allowed to be served and consumed within the Pavilion building. Permit Required.
- The outside patio is open to the public and is not part of the building rental. No grilling of any kind.
- **DO NOT** open windows or leave doors open. (unless staff is requested to turn off air conditioning)
- The Pavilion is not available for children's birthday parties or functions.
- Deposit can be picked up within 14 days after event or will be shredded 14 days after the event if there are no problems with the rental or damage to the building.

**Thank you**  
**OSPR**  
PAVILION –PRIVATE RESERVATION INFORMATION  
RULES AND REGULATIONS

**Private functions-are limited to social functions within the Pavilion.**  
**Commercial, Business Informational, or Fundraising events are prohibited.**

**Pavilion fee schedule:**

1. Private Functions (3 hr. minimum / 4<sup>th</sup> hr. is free - 8 hr. maximum)

**Peak--\$65.00 per hour**

Fri – 5:00PM - 9:00PM

Sat – 8:00AM-12:00PM      12:30PM-4:30PM      5:30PM – 9:30PM

Sun – 8:00AM-12:00PM      12:30PM-4:30PM      5:30PM – 9:30PM

*\*Fridays & Saturdays Pavilion is Available until 1:00AM, Sundays until Midnight\**

*\*Additional fees applies\**

**Non-Peak** -\$35.00 per hour-Weekdays until Friday at 4:30 p.m.

**Holiday Fee**-\$85.00 per hour (3 hr. minimum / 4<sup>th</sup> hr. is free - 8 hr. maximum)

Approval dependent upon availability of staff. See time slots above.

New Year's Eve and New Year's Day, Easter, Memorial Day  
July Fourth, Labor Day, Columbus Day, Thanksgiving  
Christmas Eve and Christmas Day

**NOTE:** groups that request time in two time slots will be charged for each slot. If unreserved space is available the week prior to the event...**\*hourly fee for extra time would apply.**

2. Parking area rental for events such as car shows, art show-\$65.00 per hour (3 hour minimum) per use. Security and insurance required.

Not available during peak season.—8 hour maximum-Police coverage may be required. Events to conclude no later than 8 p.m.. Vendors must be approved. No alcohol sales permitted.

**General—Parking lot and Patio**

- **Parking area** \$65.00 hour (3 hour minimum) is available October - April. Eight (8) hour maximum between 8 a.m. and 8 p.m. **No** alcohol permit. Sponsors to provide port-a restrooms.
- **Patio Use** -Patio may not be set up or appear to be reserved without rental/reservation approval.
- **Alcohol Permit** -\$25.00 Details and responsible person signature required on permit form. All alcohol (beer & wine) must be served and consumed inside Pavilion.
- **Security Deposit**-\$400.00 required of private functions for indoor or outdoor facility use.

### Approved Reservations

Reservations are taken up to 6 months in advance. Full Payment is due upon return of reservation form. No reservation is final until written approval is given. Bookings will not be taken on a “hold basis”. Certificate of insurance are due at the Recreation Department thirty days (30) prior to event.

### Cancellation Policy

Cancellation prior to thirty days (30) deposit will be refunded, less a \$25.00 service fee. If you cancel use of this building after the entire rental fee has been paid the following policy will be in effect:

Use canceled up to 21 days prior to event, 50% of the fees will be returned.

Use canceled less than 21 days prior to event—all fees will be forfeited.

### Alcohol Permit Fee

Non-refundable....Alcohol is limited to wine and bottled/can beer.

There is a \$25.00 alcohol permit fee charged when alcohol is served or available at an event at this facility. All consumption and distribution of alcohol must occur within the Pavilion. Sale of alcohol is prohibited.

Events must comply with all applicable laws and regulations of the State of Connecticut and the Town of Old Saybrook including, but not limited to Safety, Fire and Zoning Laws and Regulations.

### Clean Up/Damage/Security Fee

There is a \$400.00 security fee for damage, clean up, and adherence to rules. This deposit is due in the Parks and Recreation office upon return of all forms. Make checks payable to OSPR, memo: Pavilion security deposit. Deposit can be picked up within 14 days after event or will be shredded 14 days after the event if there are no problems with the rental or damage to the building. If damage occurs the deposit will be used to repair or replace property as needed—balance of the deposit minus a \$50.00 service charge will be refunded within thirty (30) days. If damage exceeds deposit amount renter will be responsible for additional costs. If regulations are disregarded part or all of the deposit will be forfeited and future use of the Pavilion restricted.

### Clean –Up following the Event

Clean-up is your responsibility or that of the caterer. Trash should be bagged and removed from the site. Cleaning supplies, brooms, vacuum and mop will be found in the kitchen. A dumpster is available at the back of mini-Golf.

**PLEASE DO NOT STACK THE CHAIRS!!!! PLACE AROUND ROOM PERIMETER.**

### **DO NOT ALTER THE THERMOSTAT**

Windows and doors should remain closed –the building is regulated with air conditioning and heating systems.

*If music or sound systems are used—volume levels must conform to Town of Old Saybrook ordinance #56 and cease by 8:30 p.m.*

### Opening/Closing of facility

The building will be opened and secured by a Recreation staff member. This facility must never be left unattended/unlocked. A \$100 fee will be assessed to “responsible person” plus any damages.

### PAVILION RENTAL RESTRICTIONS

- THE SALE OF ALCOHOL IS PROHIBITED
- THERE IS NO SMOKING IN MUNICIPAL BUILDINGS
- THERE ARE NO FIRES OR GRILLING PERMITTED AT THIS FACILITY
- WEIGHTED HELIUM BALLOONS ONLY!
- CANDLES ARE NOT ALLOWED IN THIS BUILDING. ALL DECORATIONS MUST BE REMOVED FOLLOWING THE EVENT.
- THE THROWING OF ANY TYPE OF MATERIAL, SUCH AS RICE, CONFETTI, ROSE PETALS, BIRDSEED, ETC IS NOT PERMITTED. A \$100.00 CHARGE WILL BE ASSESSED SHOULD THIS OCCUR.
- NO TAPE OR TACKS ON WALLS, DOORS OR WINDOWS.
- NO CRAFTS/ACTIVITIES THAT INVOLVE GLUE, PAINT, ETC OR ANY OTHER ACTIVITY MAY DAMAGE INTERIOR OR FURNISHINGS.
- NO CHILDREN’S BIRTHDAY PARTIES ALLOWED

### SETUP/BREAKDOWN

The Town does not supply custodial service. Your group must set up and breakdown after affair. When designing your set-up please keep in mind the table size (30” x 60” rectangular, 5’ round )-- 3 foot chair space needed and 3 foot walk area needed between each table. Exit doors must not be blocked.

### EQUIPMENTAL RENTAL AND CATERERS

Since the Pavilion is frequently rented on Saturday and Sunday, it is vital that rental equipment for the Saturday party is removed at the conclusion of the event so that Sunday’s event will run smoothly. The Recreation Department does not have storage space for your rented items. This may require you to pay an additional fee to the rental company for this weekend pick-up, but it will be necessary, so please plan to do this.

### **SPECIAL REQUESTS**

Tents and canopies are allowed after special permission has been obtained for the Recreation Department/Commission. Also required is a town building permit which is acquired at the Building/Fire Marshall offices. No Stakes can be driven into asphalt or concrete. Prompt removal is necessary. Any other special arrangements must be communicated in advance to the Parks and Recreation Office for approval.

If a supervisor is on duty he/she will open the building and assist you in getting needed supplies. He/she is not responsible for your clean up duties. Supervisor will be absent at certain times. Close up time will reflect reservation request.

RESERVATION/FACILITY REQUESTS ARE REQUIRED AND MAY BE OBTAINED AT THE RECREATION OFFICE (BEHIND TOWN HALL)  
MONDAY-FRIDAY 9 A.M.-4:00P.M.  
MAILING ADDRESS IS 308 MAIN STREET, OLD SAYBROOK, CT 06475—ATT PAVILION  
PLEASE CALL PARKS AND RECREATION AT 860-395-3152 FOR ANY FURTHER INFORMATION OR QUESTIONS REGARDING THE PAVILION. THANK YOU—  
OSPR

**NOTICE:** Any function that by it's nature or size require town services (i.e.police,fire,public works) –the renter or responsible person and/or organization will be directly responsible for all and any costs.

**NOTE:** “Light” Custodial services may be available with advance payment. The fee is \$50.00 per hour—available when building schedule permits.

**NOTE: \$100.00 FEE APPLIES TO UNATTENDED OR UNLOCKED FACILITY REGULATIONS**



## SAYBROOK POINT PAVILION GENERAL INFORMATION

### This facility includes:

Main Room L shaped with 6 windows overlooking the Connecticut River.

Approximately 1,400 square feet

**CAPACITY: MAXIMUM 66 SEATED, 90 STANDING**

Events open to the public must adhere to occupancy regulations at all times and may require additional toilet facilities—renter to provide.

### Kitchen

Contains sink, 18 cu foot refrigerator, microwave, work counter.

### Equipment

Inside use only: four (4) 60” round tables, six (6) 30”x60” rectangular tables, twelve (12) 37” square solid plastic tables and sixty six (66) cushioned chairs.

### Park Parking

**OFF SEASON ( After 3rd weekend in September thru the 2<sup>nd</sup> weekend in May)**

**PEAK (after 2<sup>nd</sup> weekend in May thru the 3rd weekend in September).** Peak season parking is available but shared with other park patrons. Pavilion event sponsors need to consider alternative parking sites or function dates for large activities. Pavilion use will not be granted for activities where restroom and parking issues are unresolved. **NOTE:** Parking at Fort Saybrook Monument Park may be available. Parking at Saybrook Point Inn or Dock and Dine is prohibited.

Reserved Parking Event-When possible the first section of parking spaces (nearest Saybrook Point Inn) may be taped off.

### Rental Information

1. The Pavilion is available for Old Saybrook residents and property owners, Old Saybrook municipal use, recognized chartered/non-profit group use and private functions.
2. **THERE IS AN EIGHT (8) HOUR MAXIMUM RENTAL TIME INCLUDING SET UP AND CLEAN UP TIME. THE TIME BEGINS AT THE TIME THE BUILDING IS OPENED FOR ANY RESONS (i.e. DELIVERIES, CATERER, FLORIST )AND DOES NOT CONCLUDE UNTIL AFTER ALL GUESTS AND HELP HAVE LEFT THE BUILDING. When applicable : No fee will be charged for the 1 hour of a reservation to facilitate the cleaning of the room, tables, kitchen, counters, etc (SEE HOURS).**
3. **Approval Criteria:**
  - A. Completed reservation form
  - B. Space/date availability cleared
  - C. Nature of function
  - D. Room Capacity
  - E. Appropriate fees/deposits paid
  - F. Set up/take down/key details
  - G. Parking plans

4. Reservations are accepted a maximum of six (6) months in advance of requested date.
  
5. **Full Payment** is due upon return of reservation form. There is also a \$400.00 security fee for damage, clean up, and adherence to rules. This deposit is due in the Parks and Recreation office upon return of all forms. Make checks payable to OSPR, memo: Pavilion security deposit. **Deposit can be picked up within 14 days after event or will be shredded 14 days after the event if there are no problems with the rental or damage to the building.** If alcohol permit is requested/approved the fee is \$25 (non-refundable).
  
6. **Payments:** Rental fee can be paid with cash, check, or credit. A separate check must be given for Security Deposit and must be in the name of the reserving party.
  
7. **Cancellation/Refund Information-**
  - A. Cancellation prior to 30 days of event – deposit will be refunded less a \$25 service fee.
  - B. Cancellation after the last 30 day payment is made;  
Up to 21 days prior to event 50% of fees will be returned  
With less than 21 days prior to event - all fees will be forfeited

**EXCEPTIONS TO ANY SAYBROOK POINT POLICY MUST BE APPROVED BY THE DIRECTOR OF PARKS & RECREATION/COMMISSION**

**ADDITIONAL INFORMATION CAN BE OBTAINED BY CALLING THE P&R OFFICE AT 860-395-3152.**