

Date Filed _____ Reservation Date _____ Day of Week _____

**Old Saybrook Parks and Recreation
308 Main Street, Old Saybrook, CT 06475
CIVIC/CHARTERED/NON-PROFIT
SAYBROOK POINT PAVILION RESERVATION FORM**

Name/Group: _____

Address: _____

Business Phone: _____ Home: _____

Requested Enter Time: _____ Function Time: _____ Exit Time: _____

Describe Function _____

List any Special Requests _____

Number Attending: _____ Age of Guests: _____

List any Outside vendors, type of service and phone # _____

THE ROOM SET UP AND TAKE DOWN IS YOUR RESPONSIBILITY

Upon leaving: vacuum, wipe tables, counter and sink area. If applicable, check and lock all doors, turn off lights and remove any trash from the site and deposit in the dumpster located at the back of Mini-Golf course. Please do not use outside green receptacles.

I, the person or group representative, understand and will adhere to all rules and regulations established by the Town of Old Saybrook/Parks and Recreation Commission for the use of this facility. In the event 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 exceed the deposit the signature person will be billed accordingly. NOTE: Any function that by it's nature or size dictates the use of Town services—the responsible person or organization will be billed and liable for that total cost.

Signature of person responsible: _____

Please print name: _____

✓ Appropriate Box: Weekend Weekday

Meeting Meeting/food Social Function Parking Event

Alcohol Yes No Certificate of Insurance Yes No

Total rental _____ Payment date _____ Paid in Full _____

Receipt# _____

Security Deposit Received _____ Receipt# _____

Pick Up Key Yes No

Approved _____ Date _____

ALCOHOL PERMIT FORM

Name of 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.

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

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.

Expense 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 Applicant / Date

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:

The patio may be reserved from October – April for an additional fee. 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 unless rental arrangements have been approved.

ALCOHOL USE:

If an alcohol permit has been requested and approved, remember it is for bottled 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 COOP FACILITY-CLEANING SUPPLIES AVAILABLE. I UNDERSTAND THAT IF THE RULES AND REGULATIONS OR GENERAL PAVILION RULES ARE DISREGARDED ALL OF PART OF MY DEPOSIT MAY BE RETAINED.

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

GROUPS WILL FORFEIT FUTURE USE OF THIS FACILITY IF LEFT UNATTENDED OR IF ANY KEY IS REPRODUCED, LOST OR NOT RETURNED WITHIN 24 HOURS

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

Name Printed

Event date

Signature of responsible party

Signature date

CIVIC/CHARTERED/NON-PROFIT
SAYBROOK POINT RESERVATION INFORMATION

**The following fee schedule applies to Old Saybrook based Civic Groups /
Recognized Chartered / Volunteer group usage:**

- ✓ 1st Meeting: \$30.00 (Monday-Friday at noon)
- ✓ Additional meeting: \$35.00 (Space permitting) Max—2 meetings per month
- ✓ No fee Events: \$50.00 (Community Benefit)
- ✓ Weekend Meeting: \$50.00 (maximum 3 hours)
- ✓ Parking lot Functions: \$50.00 per hour (3 hour minimum)
- ✓ Fundraiser/Social event: \$150.00 (Peak) \$75.00 (Non-Peak)

**A SOCIAL EVENT SHALL BE DEFINED AS ANY EVENT/GATHERING
WHERE FOOD OR ALCOHOLIC BEVERAGES ARE SERVED.**

**FUNDRAISER-EVENTS DESIGNED TO PRODUCE REVENUE—A FEE IS
CHARGED**

Social affairs/fundraisers at the pavilion commencing on Friday and Saturday nights must be concluded by 1 a.m. Sunday events must conclude by 12 midnight. Outside music must end by 8:30 p.m.

AVAILABLE PAVILION TIMES:

NON-PEAK: **WEEKDAYS** (Mon-Fri) 8-12 P.M 12:30PM-4:30PM

WEEKDAYS EVENINGS- (Monday-Thurs) 5:30 PM-12AM

PEAK: **WEEKEND DAYS** (Sat-Sun) 8AM-12PM 12:30PM-4:30PM
(Sat-Sun) 5:30 PM- 1 AM
Sun Evening 5:30PM- 12 midnight

Note: Groups that request time in two slots will be charged for both.

Approved Reservation

A 50% deposit is due upon return of reservation form. No reservation is final until written office approval is given. Bookings will not be taken on a “hold” basis. All remaining fees and certificate of insurance (when required) are due at the Recreation Department THIRTY DAYS (30) PRIOR TO THE EVENT. Security deposit due 1 week prior to function.

Opening/Closing of Facility

The building may be opened and secured by a Recreation staff member or with the Director’s approval, keys may be picked up at the Parks and Recreation office on the day of your scheduled meeting and returned the same day to the Parks and Recreation office. A DROP SLOT IS AVAILABLE FOR AFTER HOURS KEY RETURN. (EXCEPTION –Friday a.m. meeting must return key by 3:30 p.m. on Friday) if Recreation center is open- return key to front desk.

**KEYS MAY NOT BE PASSED TO OTHER PEOPLE OR GROUPS AND
MAY NEVER BE COPIED. A RE-KEY FEE OF \$100.00 WILL APPLY**

Refunds

Non Peak Time--Cancellations prior to five (5) business days of function will receive full refund—less than five (5) days will incur a \$25.00 fee.

Peak Time—Prior to twenty-one (21) days of the event full refund—less than twenty one (21) days notice will receive 50% refund.

Alcohol Permit Fee

There is a non-refundable \$25.00 alcohol permit fee when alcohol is served or available at an event at this facility. The serving and consumption of alcohol must occur within the Pavilion. Sale of alcohol is prohibited. An approved permit is required. Loss of deposit will occur if permit regulations are disregarded.

Clean-Up /Damage Security Fee

A security fee for damage and clean up may be required. The damage deposit is due in the Parks and Recreation office five (5) business days prior to the event. Make checks payable to OSPR, memo: pavilion Damage deposit. This deposit is refunded after the event and if there are no issues resulting from the rental or damage to the building. Full security Fee refunds are processed the first work day after the event. If damage occurs the deposit will be used to repair or replace property as needed—balance of deposit minus \$50.00 service charge will be refunded within thirty (30) days. If damage exceeds deposit renter is responsible for additional costs.

Clean-Up following the Event

This is a co-op building. Clean up is your responsibility or that of the caterer. Renting groups must vacuum, clean counters, sink and table tops.

- DO NOT STACK CHAIRS--PUT AROUND PEREMETER OF BUILDING. DO NOT TURN OFF MASTER SWITCH BY KITCHEN DOOR.
- Trash must be bagged and removed from the site. Trash barrels are located behind the Mini-Gold course.
- DO NOT USE THE ALLWASTE GREEN BARRELS IN FRONT OF PAVILION.
- Facility condition will be checked by Parks and Recreation Staff.

PAVILION RENTAL RESTRICTIONS

- THE SALE OF ALCOHOL IS PROHIBITED.
- THERE IS NO SMOKING IN MUNICIPAL BUILDINGS
- HELIUM BALLOONS MUST BE WEIGHTED
- CANDLES ARE NOT ALLOWED IN THIS BUILDING. ALL DECORATIONS MUST BE REMOVED FOLLOWING THE EVENT.
- THE THROWING OF ANY MATERIAL SUCH AD RICE, ROSE PETALS, CONFETTI BIRDSEED, ETC IS NOT PERMITTED. A \$100.00 CHARGED WILL BE ASSESSED SHOULD THIS OCCUR.
- NO CRAFTS/ACTIVITIES THAT INVOLVE GLUE, PAINT,ETC.
- NO TAPE OR TACKS ON WALLS, WINDOWS, DOORS OR ANY OTHER ACTIVITY THAT WILL DAMAGE THE INTERIOR
- THERE ARE NO CHILDRENS PARTIES

Setup/Breakdown

The Town does not supply custodial service. Your group must set-up and break down for the affair. When designing your set-up, please keep in mind table size (30"x 60" rectangular, 5' round). There is a 3 inch chair space needed and a 3 inch walk area between each table. Exit doors must not be blocked.

Equipment Rental and Caterers

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

Special Requests

Any special request must be provided in writing and approved prior to function

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.

ALL GROUPS USING THIS SPACE MUST RETURN CHAIRS AND TABLES TO THEIR PROPER STORAGE SPACE OR TO THE PREVIOUS LAYOUT AT THE CONCLUSION OF THE MEETING.

If applicable—service area/ tables and wipe down counters and vacuum floor. counters

ANY DAMAGE WILL BE THE RESPONSIBILITY OF THE RESERVING GROUP

RESERVATIONS ARE ACCEPTED UP TO SIX (6) MONTHS IN ADVANCE OF A MEETING OR EVENT.

MEETINGS/EVENTS ARE SCHEDULED AS SPACE PERMITS AND ACCORDING TO THE REGULATIONS OF UP TO TWO(2) MEETINGS OR EVENTS PER MONTH.

Reservation /facility requests are required and may be obtained at the Recreation Office (behind the Town Hall on Sheffield Street) Monday through Friday 9:00 a.m. to 4:00 p.m. The mailing address is 308 Main Street, Old Saybrook, Ct 06475. Please call the Parks and Recreation Office at 860-395-3152 for any further information or questions.

PLEASE HELP KEEP THIS SPECIAL FACILITY AVAILABLE FOR CONTINUED RENTAL USAGE BY ADHERING TO ALL RULES AND REGULATIONS

**THANK YOU
OSPR**