



**TOWN OF
SOUTHBURY**
PARKS AND RECREATION
561 Main Street South
Southbury, Connecticut 06488
(203) 262-0633
Fax: (203) 267-7840



APPLICATION FOR USE OF THE PAVILION

Applicant: _____ E-Mail: _____

Address: _____ Phone: _____

Contact Person & Phone to Reach- Day of Event: _____

Name of Group/Business (if applicable): _____

Date Requested: _____ Time: Enter: 8:00 am *See Page 4 Time: Depart: _____

Purpose: _____ No. of People Expected: _____

Use of Grill: Yes: _____ (\$100.00 fee for grill) No: _____

Will Alcohol be Served:

No: _____

Yes: _____ (No person shall bring, possess or drink any intoxicating beverages in any park, except by special permit issued for such purpose by SP&R while in the confines of the pavilion. No person shall enter into or remain in a park while intoxicated.) Additional insurance may be required.

List any equipment you plan to bring or have delivered to the park, including vendors – (Inflatables are not allowed as part of the rental application)

_____ (additional insurance may be required)

You are: Resident: _____ Non Resident: _____

Resident-Not for Profit: _____ Out of Town Bus. _____

I understand that I will be held responsible for any damage to the facility and that I must leave the facility clean and orderly. I hold harmless the Town of Southbury, its officers, agents, employees from any claim or liability that may arise from my use of the facility.

I have read and understand the Pavilion Usage and Usage Policy on Pages 3 & 4.

Signature: _____ Date: _____

_____ Initials

For Office Use Only:

() Deposit Fee Paid: \$ _____ Date: _____ Time: _____ () Application Approved

() Final Pymt Paid: \$ _____ Date: _____ Time: _____ () Application Denied

() Pav. Rental Fee Paid in Full: \$ _____ Date: _____ Time: _____

() Rental Fee - Gas Grill Paid \$ _____ Date: _____ Time: _____

() Insurance Certificate Received - Date: _____ () Date Recorded in Book



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BALLANTINE PARK PAVILION
FEES 2022

- \$ 205.00 For Full Day: (8 a.m. to 7 p.m.) Limited to 1 annual weekend day, Saturday and Sunday
 For all public community service groups within the Town of Southbury and local non-profit organizations: (i.e. Youth Baseball, Pop Warner, Brownies, Girl Scouts, Boy Scouts, Lions Club, Churches, Synagogues, etc).
- \$275.00 For Full Day: (8 a.m. to 7 p.m.)
 For all private functions of residents, all in-town businesses of the Town of Southbury
For all non-residents, out of town organizations and businesses:
- \$550.00 For full day (Friday, Saturday, Sunday)
- \$400.00 For full weekday (Monday – Thursday)
- \$100.00 Gas Grill, non-refundable fee

●APPLICANT’S INSURANCE BINDER WILL DETERMINE RESIDENCY.

●A NON-REFUNDABLE 50% DEPOSIT IS REQUIRED AT THE TIME THE APPLICATION IS MADE.

- Applications: The 11th day of January – Southbury residents
 Starting February 15th – All other reservations
- Rental times: Any time slot within 8 am to 7 pm

PAVILION FEES 2022
 PARKS & RECREATION COMMISSION 12/2021
The Parks and Recreation Director reserves the right to amend permits. _____ Initials



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PAVILION USAGE



The pavilion is located at Ballantine Park, 611 Old Field Road. It is available for reservations from April through the end of September. This open-air facility includes picnic table seating for approximately 120 guests and parking for approximately 40 cars.

INCLUDED IN RENTAL: Kitchen Facilities: Sink, Refrigerator, Freezer, Oven, Gas Burners, Griddle
Ladies', Men's, and Handicap Rest Rooms

NOT INCLUDED IN RENTAL: Coolers, Paper Products, Bins for Ice, Table Coverings.

****BALLANTINE PARK IS A PUBLIC PARK AND restrooms maybe used by other patrons of Ballantine Park. .**

Procedure for Approval:

1. Applications will be accepted:
The 11th day January: Residents
Starting on the 15th day of February : Non-residents
2. Requirements for Applications:
 - a. **A 50% non-refundable deposit at the time of submission with Application.**
 - b. A certificate of Insurance-Bodily Injury/Property Damage with the following statement: **"Town of Southbury is additionally insured"**
Private Functions-Minimum \$1,000,000 coverage
Civic/Business-Minimum \$1,000,000 coverage
 - c. Please call your insurance agent or company with your FAQ's
3. Approval will be granted after review by the Director.
4. The balance of any fees and insurance certificate is due on or before 60 days prior to your reservation.
5. If you are a Southbury resident, but are reserving the pavilion for an individual/s, organization or business that is not located in Southbury, the out-of-town rental fee will be charged.
6. Applicants must be 21 years of age or older.
7. There are No rain dates.
8. After January 24th, Applicants have 24 hours or 30 minutes before the close of the next business day to deliver their 50% deposit and Application.

_____ Initials

Usage Policy:

1. **Please Sign and Date Page 1. Please initial Pages 1 – 4.**
2. Contact Person is to meet the Park Attendant at **8:00 a.m.** Please be on time; the Park Attendant will be waiting.
3. Upon the opening of the Pavilion by the Park Attendant, an Adult must remain on the premises and may not leave the facility unattended until the Park Attendant has arrived for clearance at the end of the rental. The Park Attendant will arrive at the site approximately ½ hour before the end of the reservation. (To be determined at the morning meeting).
4. The facility is available between the hours of 8:00 am and 7:00 pm.
5. Applicants are responsible to make sure the kitchen areas and tables are cleaned. The Refrigerator is to be emptied of all contents and wiped down.
6. No soliciting or vending is allowed.
7. The hiring of police and firemen may be required of the Applicant at the discretion of the Parks and Recreation Director. Other permits may be required if you plan to use other equipment (tents) and signage. No alcohol may be sold on the premises.
8. Applicants are responsible for using the trash barrels provided. If additional trash barrels are required, please request them at the time of reservation.
9. Heavy garbage (ziti, clams, salad, etc.) must be bagged; those bags are then to be disposed of by you into the dumpster provided.
10. No chalk, pens, paint or markings of any kind, including silly string, may be used on the floors, walls or tables.
11. Parking is permitted in designated parking areas only.
12. If tents or other apparatus that requires being secured to the ground, you must indicate this on your application. Placement must be pre-approved to ensure no damage is done to the park.
13. Ballantine Pavilion is located in Ballantine Park which is a Public Park with shared spaces.
14. Questions or concerns, please contact SP&R at parkrec1@southbury-ct.gov at least 14 days prior to your event.
15. To serve you better, all schedules of SP&R are subject to change, i.e. – natural disaster, etc.
16. Full refunds are granted if the Town of Southbury revokes or denies the application.

Revised 12/21

 Initials