



“Creating Community Through People, Parks and Programs”

127 Norwich Avenue, Colchester, CT 06415

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**PICNIC PAVILION AT RECPLEX/ GAZEBO AT TOWN GREEN
RENTAL POLICY**

(Updated 4/1/16)

1. Reservations by residents shall be accepted beginning February 1, for use March 1-December 1 of each year. Proof of residency is required. Apply at Town Hall Parks & Recreation office at 127 Norwich Avenue or call 860-537-7297 for more information.
2. Non-residents may apply after March 1.
3. All applicants must sign the Indemnification & Release Form. Organized groups must provide a Certificate of Insurance – see “Insurance FAQ.”
4. Permits issued for reserved space only to groups of 15 or more.
5. All permits shall be issued on a first come, first serve basis.
6. All RecPlex pavilion reservations are for the shelter only. The Splash Pad and Playground areas cannot be reserved.
7. **Rental fees are for reservation of facility, regardless of actual use.** Rain is not a reason for refunding of fees.

Reservation Fees:	<u>Resident</u>	<u>Non-Resident</u>
	\$80 for 4 hours	\$160 for 4 hours
	\$160 for 8 hours	\$320 for 8 hours
	Sport field lighting fees are additional – see annual rates	

Important Notes:

1. There may be a limited number of picnic tables at the Pavilion if there is an event scheduled on the Town Green on the same day. **All Town Green events take precedence.** The normal number of tables at the Pavilion is usually twelve (12) (minimum 4, maximum 12).
2. During Summer Day Camp dates, late June through mid-August, the Pavilion is not available during the hours of 7:00am–6:00pm unless arranged with the Director.
3. Please **do not use staples on the picnic tables!** If you need to secure something onto the tables, please use a weight or tape to hold it down.
4. If you are renting a facility for a weekend event, we request that you bring your own trash bags and **pick up and take any trash with you** that you create during your event. This is a courtesy to others who may be using the facility after you. The facilities are cleaned on Friday, and the trash barrels fill up quickly and will not be emptied until Monday morning. We appreciate your cooperation in this matter
5. There are to be **NO ALCOHOLIC beverages** on any Park/Town property.
6. The Town of Colchester requests your cooperation in keeping the Parks & Recreation facilities a smoke-free environment.
7. There are to be no pools, sprinklers or inflatables used on any Park/Town property.
8. Please **follow all posted Park rules.**