



“Creating Community Through People, Parks and Programs”

127 Norwich Avenue, Colchester, CT 06415

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To: Large Event Users of the Town Green, RecPlex or Ruby Cohen Park
From: Parks & Recreation
Date: December 23, 2015
Re: Scheduling of Large Special Events

Please complete the attached Application for Use of Recreation Facilities form to request your dates and times for 2016 green or parks usage and return it to Parks and Recreation by **January 23, 2016**. On the reservation form, include all parts of the green needed (such as the baseball field area and gazebo), fields and all other details for your event. If you are requesting that a banner be hung prior to your event, please make this request on page 2 of the form. Banners are only allowed 2 weeks prior to your event.

When you return your request, please check off and include the following:

- | | |
|--|--|
| <input type="checkbox"/> Application for Use of Recreation Facilities | <input type="checkbox"/> Tent Regulations (if applicable) |
| <input type="checkbox"/> Special Event Information Form | <input type="checkbox"/> Certificate of Liability Insurance |
| <input type="checkbox"/> Indemnification and Release Form | <input type="checkbox"/> Temporary Food Permit (if applicable) |
| <input type="checkbox"/> Appropriate Fees - The fee per day charge shall include set up and break down dates, event dates and rain dates on weekends. Please see the fee policy below which was approved by the BOS and Recreation Commission in May of 2013. Payment in full secures your date. | |

Special Event Permit Fees:

Town Green:

Fri. - Sun.: \$50/day non-refundable fee for event day, setup, breakdown and **rain dates**.

Mon. - Thu.: \$50/day non-refundable fee for event day, setup and breakdown. Rain Dates will be scheduled without a fee. If a rain date is selected by another organization for use, the initial organization will be required to pay the \$50/day fee to secure the date. If a rain date is used at any time, a \$50 fee will be assessed.

Ruby Cohen Park:

\$50/day/event (including setup, breakdown and rain dates)

Recreation Complex:

\$50/day per field for event day, setup, breakdown and rain dates.

\$25/day per field for each of the following time blocks:

7a.m. – 12 p.m.

12p.m. – 5p.m.

5 p.m. – Closing

Let me know if you have any other questions.

Thank you!

Cheryl Preston

Cheryl (Hancin) Preston
Recreation Manager