



Town of Colchester Field, Park and Facility Reservation and Rental Policy

1. Reservations by residents shall be accepted beginning January 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.
4. Organized groups must provide a Certificate of Insurance.
5. Permits issued for reserved space only.
6. All permits shall be issued on a first come, first serve basis.
7. RecPlex pavilion reservations are for the shelter only. The Splash Pad/Playgrounds cannot be reserved.
8. Rental fees are for reservation of facility, regardless of actual use. No refunds will be issued for reservation or rental fees paid to secure any date at a field, park or pavilion.
9. 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).
10. The Pavilion is not available for rentals during Summer Day Camp unless special arrangements are coordinated with the Recreation Director. Camp is held at the pavilion late June through mid-August, Monday-Friday between 7:00am-6:00pm.
11. The use of staples on picnic tables and structures is prohibited.
12. You will be responsible for providing your own trash bags, picking up and removing your trash. This is a courtesy to others who may be using the facility after you. We appreciate your cooperation in this matter.
13. There are to be **NO ALCOHOLIC beverages and NO SMOKING** on any Town property.
14. There are to be no livestock, food vendors, pools, sprinklers or inflatables used on any Park/Town property, without prior approval from the Recreation Department.
15. All posted Park rules must be followed.
16. All fees must accompany the application for a reservation to be made.
17. All damage to the facilities, parks, fields or facilities will be the financial responsibility of the permittee.
18. No parking or driving of vehicles are allowed on any fields or parks without prior permission from the Town of Colchester.
19. The Town of Colchester reserves the right to cancel a permit at any time.
20. Any permit changes must be approved by the Recreation Department.
21. **PLEASE NOTE:** The permit allows the use of the space. All event plans must meet Town, State and Federal laws, rules, charters and ordinances.
22. **SPECIAL EVENTS:** Please see the "Special Event" section for required forms and information. Approval for special events must be obtained from all departments as it pertains to the plan. This includes, but is not limited to: offices of Chatham Health, Public Works, Police, Fire, Building, Recreation and Fire Marshal. All signatures are due to the Recreation Department no less than 2 weeks prior to the event. Failure to secure signatures or departmental approvals may result in event cancellation.

2019-2020 Colchester Recreation Complex Light Fees

Field	2019-2020 Rate
R1	\$15.00
R2	\$30.00
R3	\$22.00
R5	\$3.00
R8	\$19.00

These fees for usage of the sports field lights will be effective April 1, 2019 through April 1, 2020:

1. Those wishing to use the sports field lights must submit a facility reservation application with the Parks & Recreation Office.
2. Endorsed sport leagues will be billed on a monthly basis for usage.
3. All other reservations will be billed in advanced for scheduled usage.

2019-2020 Colchester RecPlex Reservation Fees

Non Refundable Reservation Fees for RecPlex Pavilion and Fields:

Resident

\$80 for 4 hours

\$160 for 8 hours

Non-Resident

\$160 for 4 hours

\$320 for 8 hours

2019-2020 Colchester Town Green Reservation Fees

Reservation Fees for Special Events on the Town Green:

Sunday-Saturday: \$50/day non-refundable fee for all Town Green reservations. Reservations must include the event, setup, breakdown and rain dates.

TOWN OF COLCHESTER PARKS AND RECREATION COMMISSION

INDEMNIFICATION AND RELEASE

This form is valid one year from the date signed.

**THIS IS A LEGALLY BINDING DOCUMENT. DO NOT SIGN IT UNTIL YOU HAVE READ THE CONTENTS HEREOF AND UNDERSTAND THE SAME.
IF YOU ARE IN DOUBT, CONSULT AN ATTORNEY PRIOR TO SIGNING THIS. DOCUMENT.**

In consideration of the permission granted to it by the Town of Colchester for the purpose of performing contracted work in facilities owned by the Town of Colchester, the undersigned, in recognition of the fact that Colchester has no lawful obligation to permit said performance by any person, group, or other entity not sponsored by the Town of Colchester, does hereby release the Town of Colchester, its agents, servants, and employees from any liability whatsoever in the event of injury to any person or any actual or perceived infringement of the personal security of any person while engaged in performance authorized by the Town or to any person assisting in such performance and the undersigned intends to release to be effective and binding on himself and on all members, guests, invitees, or observers of the group activity which he herein represents. This release is provided in addition to, and without limitation on, any and all defenses available to the Town of Colchester pursuant to the Connecticut General Statutes and common law.

The undersigned, on behalf of himself and the members of the group or entity he represents, does hereby agree to indemnify the Towns and its agents, servants, and employees against any and all claims, suits, actions, debts, damages, costs, charges and expense, including Court costs and attorneys fees, and against all liability, losses and damages of any nature whatever, that the Town shall or may at any time sustain or be put to by reason of the usage of the Town-owned property, as contemplated herein.

Signature of Responsible party (ies)

Date

Print Name

Title

Affiliation



Application for Use of Recreation Facilities

Return all completed forms and appropriate fee to:
Colchester Recreation
127, Norwich Ave., Colchester CT 06415
(860) 537-7297 ~ parksandrec@colchesterct.gov

Type of User: ___ Individual ___ Non-Profit ___ Business
Type of Event: ___ Facility Rental ___ Sports League ___ Special Event

Name of Organization: _____
Organization Address: _____
City, State, Zip: _____
Phone (Day): _____ Phone (Evening): _____
Email: _____

Contact Person: _____
Mailing Address: _____
City, State, Zip: _____
Phone (Day): _____ Phone (Evening): _____
Email: _____

Site Supervisor: _____
Mailing Address: _____
City, State, Zip: _____
Phone (Day): _____ Phone (Evening): _____
Email: _____

Note: Site supervisor MUST be on site during the entire reservation, with a copy of the approved permit, and is responsible for the facility and all attendants. If multiple supervisors will be used, a complete schedule of supervisors must accompany the usage schedule.

Please complete facility request details on reverse side.

For Office Use Only: Date Received _____ By: _____
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Request Use of (Check all areas requested):

Colchester Recreation Complex		
<input type="checkbox"/> R1*	<input type="checkbox"/> R5	<input type="checkbox"/> R5 infield <input type="checkbox"/> R5 *outfield area
<input type="checkbox"/> R2*	<input type="checkbox"/> R6	<input type="checkbox"/> Sports Field Lighting (where avail.)
<input type="checkbox"/> R3*	<input type="checkbox"/> R7	
<input type="checkbox"/> R4	<input type="checkbox"/> R8	
<input type="checkbox"/> Picnic Pavilion: (4hr blocks: 9-1pm, 1-5pm, 5-9pm) *Fee for usage		
<input type="checkbox"/> Other: _____ * Sports Field Lighting available for Fee		

Town Green (If you event is large, it is best to select all spaces below.)			
<input type="checkbox"/> Gazebo	<input type="checkbox"/> Softball Field	<input type="checkbox"/> Entire Green	<input type="checkbox"/> Banner (up to 2 weeks before event – fee \$25/wk)
<input type="checkbox"/> Electricity needed			

Ruby & Elizabeth Cohen Woodlands (specify areas to be used)

Purpose/Event: _____ Estimated Attendance: _____
Equipment/Set-Up Requirements: _____

Dates/Times Requested (include time to set-up and breakdown; attach detailed schedule if needed):

Additional Required Documents	Individual Rentals	Group Rentals	Sports League Field Use	Special Event Permit
Indemnification & Release	X	X	X	X
Insurance Certificate		X	X	X
List of Officers/Contacts			X	
List of Coaches/Contacts			X	
Schedules (if not indicated above)			X	
Charter/Bylaws			X	
Departmental Approval Form				X
Public Information Form				X
Special Event Questionnaire				X
Special Event Sign Off Sheet				X

I, on behalf of all groups and users that I represent, have read, understand and will abide by all appropriate rules and policies regarding use of the facilities, and realize that the permit will not be issued or valid without submittal of all required documents and fees.

Signature Date

Town of Colchester

Special Event Information

By providing complete and detailed information about your event along with your application, it can significantly increase the speed with which your application can be reviewed and approved.

Event Name: _____
Event Contact: _____ Phone: _____
Date: _____ Rain date, if any: _____
Location: _____ Hours: _____

Is this event open to the public or is it private? _____ Public _____ Private

Price of Admission / Tickets / Special Information: _____

Potential Vendors: (Please list on the back if more room is needed)

Name: _____ Type: _____

Items Available: _____ Food _____ Crafts _____ Art _____ Musical/Other Performances _____ Other:

Will you bring in portable toilets needed? _____ Yes _____ No

If yes, how many and what types will be provided; Name of vendor

Will temporary structures (such as tents) be erected? _____ Yes _____ No

If yes, please provide a detailed site plan, including size and location of each structure and distances between structures. Tents require a certificate for each one showing the flame spread and smoke development requirements. Large tents will require additional exiting, exit signs and "No Smoking" signs.

Will you need electricity? _____ Yes _____ No

If yes, the type of electrical cord being used must be indicated on the site plan. All electrical on the ground must be protected with approved matting in the areas of walking. All lights in tents must have approved covers over all exposed bulbs. All wiring must meet the national electrical code for temporary use.

Will food be served? _____ Yes _____ No

If yes, please provide details, including the complete menu, how/where it will be prepared/served, and by whom. A Temporary Food Permit may be required by the Health Department.

Will propane be used? _____ Yes _____ No

If yes, the tanks must be outside of the tent, properly secured and all tanks must be ASME or DOT approved with up to date stamps.

Will police coverage be necessary? _____ Yes _____ No

Are there parking concerns, street crossing, overall safety, etc.? For some events, this might be required.

Please provide any other details about the event that may be helpful in giving a complete picture of what the event will entail.

2019 Colchester Recreation Special Event Approval Form

EVENT NAME: _____ **EVENT DATE(S):** _____

LOCATION: _____

This application must be presented by appointment to the town agencies listed below for review and, when applicable, their approval/denial.

TO TOWN OFFICIALS: *The above named applicant has filed a request for a permit for a Special Event. Please review the attached material and sign off with your approval, denial or any requirements or special orders needed prior to final approval. Please attach additional paperwork if necessary.*

FIRST SELECTMAN/BOARD OF SELECTMEN-Permit needed: (yes or no) _____ (If yes, attach permit)

Approval Signature: _____ Date: _____

Additional Comments/ Recommendations/Requirements:

PUBLIC WORKS - Permit needed: (yes or no) _____ (If yes, attach permit)

Approval Signature: _____ Date: _____

Additional Comments/ Recommendations/Requirements:

POLICE DEPARTMENT - Permit needed: (yes or no) _____ (If yes, attach permit)

Approval Signature: _____ Date: _____

Additional Comments/ Recommendations/Requirements:

CHATHAM HEALTH DISTRICT – <https://www.chathamhealth.org/>

Permit needed: (yes or no) _____ (If yes, attach permit)

Approval Signature: _____ Date: _____

Additional Comments/ Recommendations/Requirements:

BUILDING OFFICIAL- http://www.colchesterct.gov/Pages/ColchesterCT_Dept/BD/index

Permit needed: (yes or no) _____ (If yes, attach permit)

Approval Signature: _____ Date: _____

Additional Comments/ Recommendations/Requirements:

FIRE MARSHAL - Permit needed: (yes or no) _____ (If yes, attach permit)

Approval Signature: _____ Date: _____

Additional Comments/ Recommendations/Requirements:

PARKS & RECREATION - Permit needed: (yes or no) _____ (If yes, attach permit)

Approval Signature: _____ Date: _____

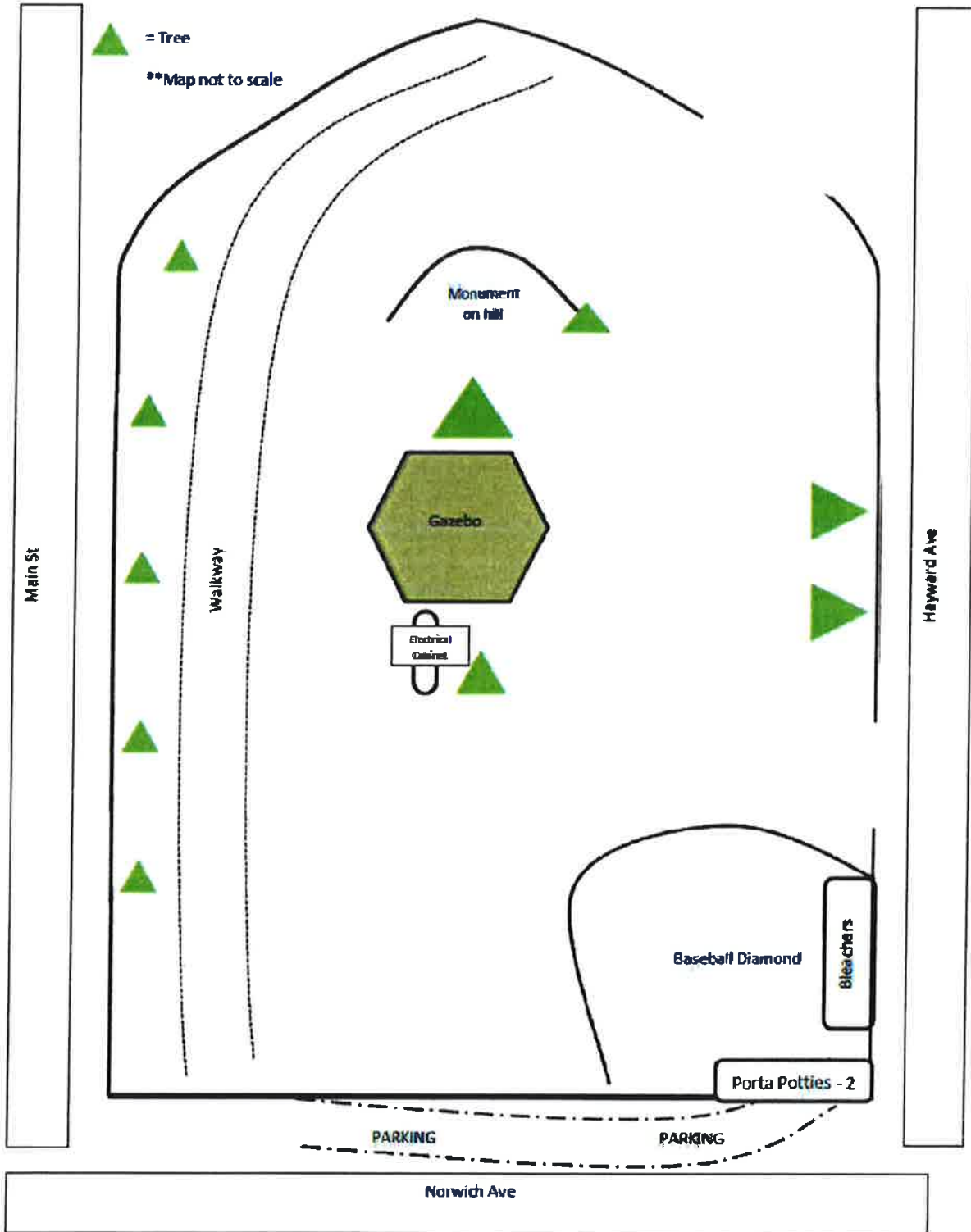
Additional Comments/ Recommendations/Requirements:

APPLICANT REPRESENTATIVE - Permit needed: (yes or no) _____ (If yes, attach permit)

Approval Signature: _____ Date: _____

Additional Comments/ Recommendations/Requirements:

Town of Colchester, Town Green Map



Colchester Recreation Complex

Open Sunrise to 11:00pm



Red	Blue	Purple	R	Wheelchair	Restroom



Management: Volunteers

- Alcohol prohibited
- Smoking prohibited

Management: Children

- Dogs must be leashed & muzzled
- Firearms prohibited

Management: New Parks

- Bikes welcome in parks
- No motorized vehicles on grass
- Pets (except in designated areas)

Request a group use of park facilities or facilities for private events. People may be charged from Colchester Parks & Recreation.

Facilities should be reserved during opening or closing hours of operation.

Hours of operation are 11:00am to 11:00pm.

Enjoy Your Park!



127 Lower Avenue, Colchester, CT 06417