



TOWN OF SOUTHBURY

PARKS AND RECREATION

561 Main Street South
Southbury, Connecticut 06488
(203) 262-0633



BALLANTINE PARK PAVILION RENTAL **APPLICATION, POLICY, AND FEES 2025**

The pavilion is located at Ballantine Park, 611 Old Field Road. This open-air facility includes picnic table seating for approximately 120 guests and parking for approximately 30 cars. Additional parking is available by the park's playground.

**Please carefully read and initial all pages before submitting your application.
Mistakes may cause a delay in processing and a loss of requested date.**

2025 FEES. All rental fees apply to any time duration within 8 am - 7 pm.

\$180	Any day of the week for all public community service groups and non-profit organizations within the Town of Southbury and Region 15 (discounted fee limited to 1 day in a season).
\$250	Any day of the week for all private functions of residents or businesses within the Town of Southbury.
\$525	Friday – Sunday for all non-residents or out-of-town organizations and businesses.
\$375	Monday – Thursday for all non-residents or out-of-town organizations and businesses.
\$100	Gas Grill usage fee for all residencies and group types.
\$25	PROCESSING FEE REQUIRED WHEN THE APPLICATION IS SUBMITTED.

ALL PAVILION FEES ARE NON-REFUNDABLE.

Make all checks payable to: Southbury Parks and Recreation.

Any incomplete application or new reservation within 60 days of event may be subject to an additional \$100 fee.

APPLICANT'S ADDRESS ASSOCIATED WITH THEIR INSURANCE BINDER WILL DETERMINE RESIDENCY AND USAGE FEES.

2025 Rental Dates

Weekend Rentals Availability	May 10 - September 28
Weekday Rentals Availability	May 12 - June 13, August 11 - September 30
Days Unavailable for Rental	May 24 - 26, July 4 - 6, August 30 - September 1

Pavilion Rental Applications Accepted Starting on these Days:

8:30am, February 10	For Southbury Residents, Organizations, and Businesses
8:30am, March 10	For all residency and group types



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

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

ADDITIONALLY OFFERED: Applicant may request to purchase day passes for the Town Pool at the resident price. Each pass is good for one entry per person: back and forth from the pool to the Pavilion is not allowed. Anyone under the age of 18 must be accompanied by an adult at all times when at the pool facility. *Subject to Pool hours and availability: office staff will notify you of availability during application process.*

PLEASE NOTE - BALLANTINE PARK IS A PUBLIC PARK:

Restrooms and parking facilities may be used by other patrons of the park.

Terms and Conditions for Application Review:

1. Requirements for All Applications:
 - a. **A \$25 non-refundable processing fee at the time of Application submission** must be submitted to the Parks and Recreation office within 24 business hours of the Applicant's request for their specified date. Please note that ALL pavilion rental fees are non-refundable, unless severe, life-threatening weather occurs as determined by the Parks and Recreation Director and Emergency Management Office.
 - b. A Certificate of Liability Insurance with **minimum coverage of \$1,000,000** naming **Town of Southbury as "Additionally Insured"**. (Please call your personal insurance agent or company with your questions related to insurance. Address associated with insurance certificate determines base rental fee.)
2. Approval is determined after review by the Parks and Recreation Director and Emergency Management office. Additional actions may be required.
3. The insurance certificate is due on or before 60 days prior to your reservation.
4. Final payment is due on the Monday of the week of your event.
5. If Applicant is a Southbury resident, but reserving the pavilion for an individual, 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. Non-profit organizations must provide a copy of their tax exemption paperwork.

Usage Policy:

1. Requested time for contact person to meet the Park Attendant must be confirmed with the office. Changes to agreed-upon time less than 30 days before your event may be subject to the change order fee of **\$100**. Please be on time; tardiness may result in forfeit of rental privileges.
2. Upon the opening of the Pavilion by the Park Attendant, an adult representative of the Applicant must remain on the premises and may not leave the facility unattended until the Attendant has arrived for clearance at the end of the rental. The Attendant will arrive back at the time agreed upon in the morning meeting. The Applicant is liable for any damages done before the Attendant returns.
3. Applicants are responsible to make sure the kitchen is cleaned after the event. The refrigerator and freezer are to be emptied of all contents and wiped down.
4. No soliciting or vending is allowed.
5. The hiring of police and/or firemen or obtaining additional permits may be required of the Applicant at the discretion of public safety officials.
6. No alcohol may be *sold* on the premises.
7. Food trucks must be contracted as catering vendors and the Applicant is required to secure a copy of their permit from the health department and the inspection report from the fire marshal to submit for the Parks and Recreation office's records. Food trucks may NOT do day-of sales to any park patron.
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, tied, and moved by the Applicant from the trash barrels to the dumpster provided.
10. No chalk, pens, paint, or markings of any kind, including silly string, may be used on the floors, walls, tables, or any other surfaces in the park.
11. Parking is permitted in designated parking areas only - driving or parking on grass areas is not allowed.
12. No apparatus (inflatable, tent, etc.) that requires being secured to the ground is allowed.
13. No rain dates.
14. Questions, concerns, or changes: please contact Southbury Parks & Recreation at spanaccio@southbury-ct.gov at least **14 days** prior to your event.
15. Any incomplete application, change to an existing application, or new reservation within 60 days of requested date may be subject to an additional \$100 fee.



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APPLICATION FOR USE OF THE PAVILION

Additional insurance may be required based on the information in this application.

Applicant: _____ E-Mail: _____

Address: _____ Phone: _____ Birth Date: _____

Contact Person Day-of Event: _____ Day-of Phone _____

Name of Group/Business (if applicable): _____

Rental Date Requested: _____ Time Request: Enter: _____ Time Request: Depart: _____

Purpose: _____ Number of People Expected: _____

Pool Passes requested (additional fee): Number of Adult Passes _____ Number of Child Passes: _____

Grill Request: No: ___ Yes: ___ (\$100 additional fee)

Intention to use Generators or Extension cords: No: ___ Yes: ___

Will Alcohol be served: No: ___ Yes: ___ (No person shall bring, possess, or drink any intoxicating beverages in any park, except when permitted by SP&R while in the confines of the pavilion. No intoxicating beverages are to be removed from or consumed outside of the pavilion area. No person shall enter into or remain in a park while intoxicated. No alcohol sales are permitted.)

List any equipment or vendors (food truck, caterer, magician etc.) you plan to have at the park. Inflatables or any staked apparatus are not allowed: _____

Applicant is: Private Resident: _____ Resident-Not for Profit: _____ Resident-Business: _____
Non Resident: _____ Out of Town Business: _____ Sby Town Office: _____

I understand that I will be held responsible for any damage to the facility during my rental duration and that I must leave the facility clean and orderly. I hold harmless the Town of Southbury, its officers, agents, and employees from any claim or liability that may arise from my use of the facility. I have read and understand the Pavilion Policy and Fees outlined on Pages 1-3 and will have a representative of my party on site at the approved arrival time the day of the event to meet the Park Attendant. Requested times and dates are subject to approval and Southbury Parks and Recreation reserves the right to adjust permits at any time.

Signature: _____ Date: _____

***** For Office Use Only*****

- () \$25 Processing Fee Paid: Date Rcvd: _____ Invoice #: _____ () Date Recorded () 501c3 Rcvd
- () Insurance Certificate Received Date: _____ Pool Pass Fee: _____ () Grill Requested () Emerg Mgt
- () Balance \$ _____ Date Due: _____ Date Rcvd: _____ () Food Truck Paperwork
- () Denied () Approved & Complete

The Parks and Recreation Director reserves the right to amend or deny permits.