



# TOWN OF SOUTHBURY

## PARKS AND RECREATION

561 Main Street South  
Southbury, Connecticut 06488  
(203) 262-0633  
Fax: (203) 267-7840



## **BALLANTINE PARK PAVILION** **APPLICATION AND FEES 2023**

**Make all checks payable to: Southbury Parks and Recreation**

- \$ 205.00 For Full Day: (8 a.m. to 7 p.m.) Limited to 1 annual weekend day, Saturday or Sunday  
For all public community service groups within the Town of Southbury and local non-profit organizations, e.g. 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 or out-of-town organizations and businesses:
- \$550.00 For full day (Friday, Saturday, or Sunday)
- \$400.00 For full weekday (Monday – Thursday)
- \$100.00 Gas Grill, non-refundable fee

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

**●APPLICANT'S INSURANCE BINDER WILL DETERMINE RESIDENCY.**

**●A NON-REFUNDABLE 50% DEPOSIT IS REQUIRED AT THE TIME THE APPLICATION IS MADE. ALL PAVILION FEES ARE NON-REFUNDABLE.**

Applications Accepted After: 8:30am February 6<sup>th</sup> – Southbury Residents and Businesses  
8:30am March 8<sup>th</sup> – All other reservations

Rental Durations: Any time slot Starting at 8am ending at 7pm at the latest: MUST be on site at 8am to meet attendant

PAVILION FEES 2023  
PARKS & RECREATION COMMISSION 2/2023

Initials



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### 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 when permitted by SP&R while in the confines of the pavilion. No intoxicating beverages are to be removed or consumed outside of the pavilion area. 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: \_\_\_\_\_ Resident-Not for Profit: \_\_\_\_\_ Resident-Business: \_\_\_\_\_

Non Resident: \_\_\_\_\_ Out-of-town Business: \_\_\_\_\_

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 and will have a representative of my party on site at 8am the day of the event to meet the property manager.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only:

( ) Deposit Fee Paid: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

( ) Date Recorded in Book

( ) Final Pymt Paid: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Application Denied ( ) Approved ( )

( ) Insurance Certificate Received - Date: \_\_\_\_\_

( ) Grill Requested

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

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### PAVILION USAGE

The pavilion is located at Ballantine Park, 611 Old Field Road. It is available for reservations from May 13, 2023 through September 30, 2023. 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 may be used by other patrons of Ballantine Park.**

### Procedure for Approval:

- Applications will be accepted starting:  
After 8:30am February 6, 2023: Residents  
After 8:30am March 8, 2023: Non-residents
- Requirements for Applications:
  - A 50% non-refundable deposit at the time of submission with Application.** Please note that ALL pavilion rental fees are non-refundable.
  - 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
  - Please call your insurance agent or company with your FAQ's
- Approval will be granted after review by the Director.
- The balance of any fees and insurance certificate is due on or before 60 days prior to your reservation. Any incomplete application or new reservation within the 60 days may be subject to a \$100 fee.
- If you are a Southbury resident, but are reserving the pavilion for an individual, organization or business that is not located in Southbury, the out-of-town rental fee will be charged.
- Applicants must be 21 years of age or older.
- There are No rain dates.
- To hold a reservation date, applicants are required to submit a non-refundable deposit equaling 50% of the pavilion rental fee with the completed Rental Application to the Southbury Parks and Rec Office within 24 business hours of the applicant's request for the specified date.

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## Usage Policy:

1. Please Sign and Date Page 2. Please initial Pages 1 – 4 to verify agreement to rental conditions and usage policy.
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 Southbury Parks and Recreation Director. Other permits may be required if you plan to use other equipment 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. No tents or other apparatus that require being secured to the ground are allowed.
13. Ballantine Pavilion is located in Ballantine Park which is a Public Park with shared spaces.
14. Questions or concerns, please contact Southbury Parks & Recreation at [spanaccio@southbury-ct.gov](mailto:spanaccio@southbury-ct.gov) at least 14 days prior to your event.
15. To serve you better, all schedules of Southbury Parks & Recreation are subject to change, i.e. natural disaster, etc.
16. Full refunds are granted if the Town of Southbury revokes or denies the application.
17. Any incomplete application or new reservation within 60 days of reservation may be subject to an additional \$100 fee.