

Newtown Parks and Recreation  
Amy E.W. Mangold, Director  
8 Simpson Street  
Newtown, CT 06470  
Phone: (203) 270-4340  
Email: parks-rec@newtown-ct.gov  
www.newtown-ct.gov/parks-recreation



<b>Office Use:</b> ____ Rental Fee Paid ____ Deposit Paid ____ Insurance Paid ____ Insurance Recorded ____ Parks EM
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## FACILITY RENTAL REQUEST APPLICATION

Person or Entity Requesting Rental: \_\_\_\_\_ Applicant/Lessee: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Requested Rental Date: \_\_\_\_\_

Requested Time of Rental (*please include your set-up & break-down time*): From: \_\_\_\_\_ AM/PM To: \_\_\_\_\_ AM/PM

Estimated Attendance: \_\_\_\_\_

### Terms and Conditions of Use

**1) Reservations are made ONLY once completed paperwork and full rental fee & deposit are submitted.**

A refundable \$50.00 deposit and full rental fee is due at time of signing contract for all facilities.

2) Paperwork must be completed and submitted no less than two weeks in advance of planned activity.

3) Insurance is required and is non-refundable and not transferrable to another date. (i.e.: Rain Date) Insurance payments should be made payable to "Newtown Parks and Recreation" and must be received by Newtown Parks & Recreation two weeks before the scheduled event (separate form)

4) The fees detailed here cover Facility rental only. Field usage entails a separate fee (for information and to reserve fields, please call Parks Department at 203-270-4378, 8:30am-2:30pm).

**5) Lessee/Patron is responsible for cleaning up the facility.**

If garbage is filled more than halfway, please tie up bags and dispose of them in the dumpster.

#### Dumpster Locations

Dickinson Pavilion: Dumpster is located behind the restrooms. No garbage should be placed in the smaller dumpster as it is for recycling only.

Treadwell Pavilion: Dumpster is located behind the softball field (left field).

Pavilions must be cleaned up.

**6) Treadwell Pool Use for Treadwell Pavilion Rentals:** Lessees have the option to use the pool. Passes must be purchased before event.

Fees paid for the pool passes are non-refundable.

Pool Pass Fee: \$10 per person for Residents | \$20 per person for Non-Residents/Non-Newtown Business

If using the pool, children under age 13 must be accompanied by a guardian (ratio of 1 guardian per 5 children).

7) Patrons must exit the park prior to 10:00pm, as the gates will be locked at that time.

8) The deposit fee of \$50.00 will be returned if the Facility and surrounding grounds are left in good condition. All groups using this facility are responsible for any damages incurred as a result of such use.

9) If food will be sold, you will need to contact the Health Department at 203-270-4291 for a permit or you can go online to www.newtown-ct.gov and complete a Temporary Event Application.

**10) YOU WILL BE REQUIRED TO HIRE A POLICE OFFICER FOR YOUR PARTY IF YOU HAVE 100 PEOPLE OR MORE IN ATTENDANCE.** A police officer may also be required if you are having a special event, this will be at the discretion of the Director of Parks and Recreation. The officer's fee will be at your expense. To schedule an officer for your event, you must contact JOBS 4 BLUE at 877-425-8330.

**11) FACILITY CANCELATION POLICY: Two week's notice prior to your rental date must be given for rental cancellations. Reservations canceled after the two week period will result in the loss of your \$50.00 deposit.**

**12) THERE IS NO VEHICLE ACCESS TO PAVILIONS FOR RENTALS. Vehicles are permitted in paved parking lots only.**

**DICKINSON PAVILION** (50 Elm Drive, Newtown)

**TREADWELL PAVILION** (47 Philo Curtis Road, Sandy Hook)

	Fees	
Resident/Business/Non-Profit	\$300.00 for daily rental + \$50.00 refundable deposit	
Non-Resident/Non-Newtown Business	\$500.00 for daily rental + \$50.00 refundable deposit	
Insurance	\$.55 per person	
Will Food Be Sold?	Yes / No	

	Fees	
Resident/Business/Non-Profit	\$300.00 for daily rental + \$50.00 refundable deposit	
Non-Resident/Non-Newtown Business	\$500.00 for daily rental + \$50.00 refundable deposit	
Insurance	\$.55 per person	
Will Food Be Sold?	Yes / No	

**TOTAL \$** \_\_\_\_\_

**TOTAL \$** \_\_\_\_\_

**FAIRFIELD HILLS PAVILION** (2 Trades Lane)

**\*\*No electricity available**

	Fees	
Resident	\$75.00 for daily rental + \$50.00 refundable deposit	
Non-Resident	\$150.00 for daily rental + \$50.00 refundable deposit	
Newtown Business/Non-Profit Organization	\$250.00 for daily rental + \$50.00 refundable deposit	
Non-Newtown Business	\$250.00 for daily rental + \$50.00 refundable deposit	
Insurance	\$.55 per person	
Will Food Be Sold?	Yes / No	

**TOTAL \$** \_\_\_\_\_

**DICKINSON BAND SHELL** (50 Elm Drive)

	Fees	
Resident	\$200.00 for daily rental + \$50.00 refundable deposit	
Non-Resident	\$350.00 for daily rental + \$50.00 refundable deposit	
Newtown Business/Non-Profit Organizations	\$250.00 for daily rental + \$50.00 refundable deposit	
Non-Newtown Business	\$425.00 for daily rental + \$50.00 refundable deposit	
Insurance	\$.55 per person	
Will Food Be Sold?	Yes / No	

**TOTAL \$** \_\_\_\_\_

**EICHLER'S COVE PICNIC AREA** (11 Old Bridge Road, Sandy Hook) & **LAKE LILLINONAH PICNIC AREA** (Hanover Road, Newtown)

**Note: the beach/lake areas are open to the public during rental period | Parking is limited on weekends.**

**\*The number of staff (lifeguards, etc.) required would be determined by the Parks & Recreation Director**

	Fees for Eichler's Cove	Fees for Lake Lillinonah
Resident Picnic Area Only	\$125.00 for daily rental + \$50.00 refundable deposit	\$50.00 for daily rental + \$50.00 refundable deposit
Resident Picnic Area & Beach	\$200.00 for daily rental + \$50.00 refundable deposit	N/A
Non-Resident Picnic Area Only	\$250.00 for daily rental + \$50.00 refundable deposit	\$100.00 for daily rental + \$50.00 refundable deposit
Non-Resident Picnic Area & Beach	\$400.00 for daily rental + \$50.00 refundable deposit	N/A
Additional fee for lifeguards	\$18/hr. per lifeguard *Two lifeguards are required for up to 29 people	
	*30 or more people will require one additional lifeguard per 10 guests	N/A
Insurance	\$.55 per person	\$.55 per person
Will Food Be Sold?	Yes / No	Yes / No

**TOTAL \$** \_\_\_\_\_

**TOTAL \$** \_\_\_\_\_

I have read the above rules and I agree to all terms and conditions. Enclosed is payment of \$\_\_\_\_\_ and a separate \$50.00 deposit check. **PLEASE MAKE CHECK PAYABLE TO NEWTOWN PARKS AND RECREATION:**

\_\_\_\_\_  
Signature of Applicant/Lessee

\_\_\_\_\_  
Date

**IMPORTANT**



**INDEMNITY AND HOLD HARMLESS AGREEMENT**

The Town of Newtown is pleased to be able to offer the pavilions at Dickinson Park, Treadwell Park and Fairfield Hills as well as picnic areas at Eichler’s Cove and Lake Lillinonah for rental to our residents.

The Parks and Recreation Department of The Town of Newtown works very hard to maintain these facilities to ensure that they are a clean and safe place available for the enjoyment of all.

It is an unfortunate reality that injuries do sometimes occur at these parks/sites while the premises are rented to others.

The Parks and Recreation Department does not provide supervision over the activities or events that take place during a short-term rental of these facilities. To that end, it is not the intention of the Town of Newtown to assume liability for bodily injury that might occur during a short-term rental. Instead, it is the intent of the Town of Newtown to transfer liability by contract to the individual or entity that is renting the facility. Additionally, the Town of Newtown has specific insurance requirements, which must be adhered to (see next page).

Accordingly, please read the following Indemnity/Hold Harmless Clause:

**DEFINITIONS:**

- 1. Lessee: The person or entity requesting to rent the facility.
- 2. Landlord: The Town of Newtown, Borough of Newtown and all elected or appointment boards and commissions and authorities, officials, directors, officers, employees and volunteers, all when acting or deemed to be acting within the scope and performance of their duties.
- 3. Premises: The facility that is the subject of the rental.
- 4. Term: The time during which the facility is rented to the lessee.

**INDEMNITY/HOLD HARMLESS AGREEMENT**

Lessee will indemnify and hold the Landlord harmless from all claims arising from or in connection with (i) the rental, leasing, occupancy or use of the Premises, or any condition created in or about the Premises during the Term; (ii) any act, omission or negligence of Lessee or the partners, directors, officers, agents, employees or invitees of Lessee; (iii) any accident, injury or damage whatsoever occurring in or at the Premises. Lessee hereby expressly indemnifies Landlord for the consequences of any negligent act or omission of Landlord, its agents, servants and employees, unless such act or omission constitutes gross negligence or intentional misconduct.

My signature below will serve as proof that I have read all of the above information and fully understand the intent of the Indemnity/Hold Harmless Agreement.

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Signature of Applicant/Lessee	Name of Entity Requesting Rental	Date
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**TOWN OF NEWTOWN**

**INSURANCE REQUIREMENTS FOR PAVILION/PICNIC AREA RENTAL**



**I. Insurance requirement for companies, businesses, church groups, social clubs, civic organizations:**

Fortunately, most businesses, churches, etc... already have in place insurance policy that can easily be modified to provide coverage for your event. The policy is called a Commercial General Liability (CGL) policy.

1. If your entity currently has in place a Commercial General Liability (CGL) policy:
  - Contact your insurance agent and have them issue a Certificate of Insurance (COI).
2. If your entity does not currently have in place a Commercial General Liability (CGL) policy:
  - You will be required to purchase a one day Participant Accident Insurance Policy. The premium for this policy is \$ .55 per person.

**II. Insurance requirements for individuals for family picnics, weddings, etc....**

1. You are being required to purchase a one day Participant Accident Insurance Policy. The premium for this policy is \$ .55 per person. We do not accept personal homeowner’s insurance policies.
2. Please include the age range of attendees.

**INSURANCE PAYMENTS MADE PAYABLE TO “NEWTOWN PARKS AND RECREATION”  
MUST BE IN THE NEWTOWN PARKS AND RECREATION OFFICE TWO (2) WEEKS PRIOR TO THE SCHEDULED  
EVENT. INSURANCE FEES ARE NON-REFUNDABLE AND ARE NOT TRANSFERRABLE TO ANOTHER DATE**

**Description of Coverage:**

Provides coverage for medical expenses, resulting from injuries sustained by persons that are using park facilities owned by the Town of Newtown for authorized activities.

**Limit of coverage**

Accident Medical Expense Limit	\$10,000
Accident Dental Expense Limit	\$10,000 (included in above)
Deductible per claim	\$ 50
Accidental Death & Dismemberment	\$10,000

**Note:** An application for coverage must be completed and submitted prior to coverage taking effect.





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