



**Cromwell Recreation Department**  
**Procedures for Pavilion Use**

1. To make a reservation for our parks pavilions, a REQUEST FOR PAVILION USE form, along with our Indemnification Agreement Form (found on our website) must be completed and returned with the applicable fees and a \$100 security deposit to the Recreation Department office. The deposit is refundable after the function is over and the area used has been inspected for cleanliness and damage, and could take up to two (2) weeks to receive. If damage exceeds the \$100 deposit, a separate billing will be made to cover the additional costs for needed repairs and/or cleaning. Anyone using a tent must get prior approval from Public Works and will be liable for any damage to the infrastructure.
2. Insurance requirements and user fees: **Fees must be paid at the time of reservation. We require two separate checks: one for the rental and one for the deposit made payable to the “Town of Cromwell.”**
  - a. There is a \$50 fee for each FOUR hour time block, for Cromwell residents/organizations
  - b. There is a \$100 fee for each FOUR hour time block, for out of town residents/organizations
  - c. **All organizations and large groups of 100 people or more are required to obtain a Certificate of Liability Insurance for \$1,000,000, listing the Town of Cromwell as an Additional Insured**, so as to hold the Town harmless for their event. The Insurance Certificate is due at the time of reservation (no exceptions).
  - d. Fees are non-refundable, except for deposit.
3. Once we receive the completed paperwork, deposit, user fee and Certificate of Insurance (if applicable), and it has been approved, the Permit will be emailed to you. Permit holder must have the permit on site during the reservation period and make available to town staff if requested. Cromwell residents may reserve a date for park use as of February 1 of that calendar year. Reservations for park use by non-residents will be accepted after April 1 of that calendar year. Reservations are taken on a first-come first-served basis, based on the above information. Please reference our field/facility use policy.



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4. The Town of Cromwell has dumpsters at both Watrous and Pierson Parks. There are trash receptacles at Frisbee Landings. You are required to bring all trash to the proper dumpsters/receptacles. Please keep the park area clean and remove any trash that does not fit in the provided trash and/or recycling dumpsters. ***In consideration of our Parks Dept. and any party that may follow yours, we ask that you clean the picnic tables and sweep the area clean of any food debris. Not doing so will result in forfeiting part or all of your deposit. (Please note the Town does NOT have staff available on weekends.)***
5. Per Town Ordinance, the consumption of alcoholic beverages, including beer, is not allowed on Town property. To obtain an exemption from this Town ordinance, the user must, AFTER receiving the permit for pavilion use from the Recreation Department, take the permit to the Cromwell Police Department and complete their Application for Exception to Alcoholic Beverages Form. Upon authorization of this form by the Police Department, alcohol/beer may only be consumed in the approved location of your event. No one in the group may walk around with alcohol in any other areas. On the day of the event, you must have both the Park Use Permit and the Application of Exception with you.
6. Bathrooms for Pierson Park are located inside the PBA building, at Watrous Park they are located in the building next to the stop sign, and at Frisbee Landings they are located across from the pavilion. The bathrooms at all parks are cleaned every morning. Please keep the bathrooms clean for your guests and other guests who may be using it after your event. Any problems with the park bathrooms please call the Cromwell Police Department at 860-635-2256, who will notify the Parks Department.
7. The following items are prohibited in all parks:
  - a. Carrying or discharging firearms or fireworks
  - b. Hitting golf balls
  - c. Driving a motorized vehicle (cars, motorcycles, ATV's, mini-bikes, golf carts) on grass areas. The only exception is transportation for residents with disabilities.



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- d. Playing loud or inappropriate music
  - e. Being intoxicated
  - f. Not abiding by Town Ordinances or State laws
  - g. Inflatables
8. On November 17, 1994, Town Ordinance Chapter 82 was revised, making it illegal to have dogs unleashed on public grounds, including all parks, greens, and ball fields, and Owners must clean up after their animals. For complete Ordinance details, contact the Town Clerk's office.
  9. You may use the fields as long as they are not in use by any of the Town's programs.
  10. No vehicles are allowed on the grass at any time.
  11. No person shall vandalize any town property.
  12. Electricity is available at the pavilions at Pierson Park, Watrous and Frisbee Landings. At Watrous Park, there are four extra outlets in a box, on the wall of the bathroom building.
  13. The Town of Cromwell and their agents are not responsible for lost or stolen property, personal injury or property damage.
  14. Parks open at sunrise and close at sunset. No one shall be in the parks before or after these hours.
  15. If the pavilion is occupied on the day of your event, please notify the party and show them your permit. If the un-permitted party is unwilling to move, please notify the Cromwell Police Department at (860) 635-2256.



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The following checklist must be completed prior to permit being issued:

- \_\_\_ Signed Request for Pavilion Use
- \_\_\_ Signed Indemnification Agreement
- \_\_\_ Deposit of \$100 and applicable User Fee (4-hrs \$50 for residents/ \$100 non-residents). Please provide two separate checks made payable to the "Town of Cromwell"
- \_\_\_ Certificate of Insurance (Groups 100+)
- \_\_\_ Approval from Public Works for any tent set up



## REQUEST FOR PAVILION USE

ALL REQUESTS MUST BE REVIEWED BEFORE APPROVAL CAN BE GRANTED. THIS FORM MUST BE SUBMITTED TO OUR OFFICE WITH \$100 SECURITY DEPOSIT TO HOLD THE RESERVATION, AS WELL AS USER FEE (\$50 for Cromwell Residents, \$100 for Non-residents) FOR THE FOUR-HOUR TIME BLOCK REQUESTED. Requests are on a first-come, first-served basis.

Name of Family, Group or Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Address (include city and zip code) \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

Facility Requested: (Circle one) Watrous, Pierson, Frisbee Landings (Riverport Park)

Type of Event (i.e. Birthday Party, Reunion, Family Picnic, Company Picnic, etc.) \_\_\_\_\_

Date of Event \_\_\_\_\_ Number of People Expected \_\_\_\_\_

Time of Arrival (4-hr max including set up/breakdown) \_\_\_\_\_

Time of Departure \_\_\_\_\_

Will Alcohol be at the event? Yes \_\_\_\_\_ No \_\_\_\_\_

(If yes, please see attached rules and regulations; approval through PD required)

Will you be using a tent? Yes \_\_\_\_\_ No \_\_\_\_\_

(If yes, you must get prior approval from Public Works. You will be responsible for any damage to the park infrastructure)

**For All Organizations and Groups of 100+ people:**

Applicants must provide a Certificate of Liability Insurance in the amount of \$1,000,000 naming the Town of Cromwell as an Additional Insured.

I have read and will abide by the rules and regulations set forth by the Cromwell Recreation Commission and the Town of Cromwell. I understand inflatables are not allowed in our parks.

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Signature of Contact Person

Date

If you decide not to use the date, please call the Recreation Department at 860-632-3467 as soon as possible. **The office must receive this form at least two weeks prior to the event date.**

Return to: Cromwell Recreation Department, 41 West Street, Cromwell, CT 06416



*Last revised 9/22/17*

TOWN OF CROMWELL  
WAIVER, RELEASE AND INDEMNIFICATION AGREEMENT  
FOR USE OF PAVILIONS

I am 21 years of age or older and understand the terms of this Waiver, Release and Indemnification Agreement and/or I am authorized by the Organization listed on the Request for Pavilion Use Form, to execute this agreement on the Organization's behalf. In exchange for myself and/or the Organization being allowed access to Cromwell Pavilions, I and/or the Organization agree to be bound by each of the following:

1. Obligation to Inspect: The User agrees to inspect the pavilion prior to the start of the activity. If the User believes that anything is unsafe, the User will immediately advise the Town of Cromwell and the User will delay, postpone or cancel the activity until such condition(s) has been remedied.
2. Assumption of Risk: The User assumes all risks, known and unknown, in any way connected with participation or attendance at the activity. The User accepts legal responsibility for any liability, injury, loss, or damage in any way connected with participation in or attendance at the activity.
3. Waiver, Release and Indemnification: The User does hereby waive, release, and hold harmless the Town of Cromwell, a municipal corporation of the State of Connecticut, and/or its servants, volunteers, agents and/or employees from any and all claims for any liability, injury, loss, or damage in any way connected with participation in, and/or attendance at the activity. In addition, the User agrees to indemnify and hold harmless the Town of Cromwell and/or its servants, volunteers, agents, and/or employees from any claims made against the Town by any person or entity as a result of participation and/or attendance at the activity. The User will procure and provide to the Town, the Certificates of Liability Insurance required by the Procedures for Park Use.
4. Savings Clause: If any part of this Waiver, Release and Indemnification Agreement is invalid, illegal or incapable of being enforced, by reason of any rule or law or public policy, all other parts of this Waiver, Release and Indemnification Agreement remain in full force and effect, and no part of this Waiver, Release and Indemnification Agreement shall be dependent upon any other part.

I HAVE READ THIS AGREEMENT. I AM SIGNING THIS AGREEMENT VOLUNTARILY FOR MYSELF OR ON BEHALF OF THE ORGANIZATION LISTED ON THE REQUEST FOR PARK USE FORM

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Print Name

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Signature

Date

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Name of organization (if applicable)