



REQUEST FOR PAVILION RENTAL FORM

All requests must be reviewed before approval can be granted. Reservations are accepted 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: _____

Email: _____

Facility Requested: Watrous Pierson Frisbee Landings (Riverport Park)

Type of Event: Birthday Party Reunion Company Picnic, etc.

Date of Event: _____ Number of People Expected: _____

Time of Arrival: _____ Time of Departure: _____

Will alcohol be at the event? Yes No (If yes, see attached rules; approval through Cromwell Police Department required.)

Will you be using a tent? Yes No If yes, size: _____ A sketch of the proposed tent location must be attached. Prior approval from Public Works is required. The applicant is responsible for any damage to park infrastructure.

Public Works Approval: _____

For Organizations and Groups of 100+ People

A Certificate of Liability Insurance in the amount of \$1,000,000, naming the Town of Cromwell as an Additional Insured, is required.



Applicant Acknowledgment

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 that inflatables are not allowed in Town parks.

Signature of Contact Person: _____ **Date:** _____

If you decide not to use the date, please notify the Recreation Department at **860-632-3467** as soon as possible. This form must be received **at least two (2) weeks** prior to the event.

Return to: recreation@cromwellct.com or mail to: Cromwell Recreation Department, 41 West Street, Cromwell, CT 06416.

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. If signing on behalf of an organization, I am authorized to do so. In exchange for access to Cromwell pavilions I agree to the following:

1. **Obligation to Inspect** the User will inspect the pavilion prior to the activity. If any condition appears unsafe, the User will immediately notify the Town and delay, postpone, or cancel the activity until the condition is remedied.
2. **Assumption of Risk** the User assumes all risks, known and unknown, associated with participation or attendance at the activity.
3. **Waiver, Release, and Indemnification** the User waives and releases the Town of Cromwell and its agents, volunteers, and employees from any claims connected with participation or attendance. The User agrees to indemnify the Town against any claims arising from the event. Required Certificates of Liability Insurance will be provided as applicable.
4. **Savings Clause** If any part of this agreement is deemed invalid, the remaining provisions remain in full force.

I HAVE READ THIS AGREEMENT AND SIGN VOLUNTARILY.

Print Name: _____

Signature: _____

Date: _____

Organization (if applicable): _____



PAVILION RESERVATION POLICY

1. Reservation Process

Individuals can access our RecDesk website to see available dates. A completed Request for Pavilion Rental Form must be submitted to our office by mail, email or during regular office hours. Once the application is received, reviewed and approved, office staff will create an invoice for payment and the security deposit. Once an Invoice has been paid and the security deposit received, a Permit will be issued for the approved rental.

Camera surveillance is in use at all pavilion sites to verify proper use of the facility, adherence to rental timeframes, and compliance with all rules and regulations. The security deposit is refundable after the event once the area has been inspected for cleanliness, damage, and timely departure. Refunds may take up to two (2) weeks to process.

The security deposit **may be reduced or forfeited** if the group remains beyond the approved rental period, leaves excessive trash, causes damage, or fails to follow established guidelines. Damage exceeding \$100 will result in additional billing.

Anyone using a tent must obtain prior approval from Public Works and is responsible for any damage to park infrastructure.

2. Fees and Insurance Requirements (All fees as well as Security Deposit can now be paid directly on RecDesk. Security Deposit will be refunded directly back to credit card.)

- **Cromwell residents/organizations:** \$25.00 per hour
- **Non-residents/organizations:** \$50.00 per hour
- Organizations and groups of **100+ people** must submit a Certificate of Liability Insurance for **\$1,000,000**, naming the Town of Cromwell as Additional Insured.
- Rental fees may be **non-refundable**, except for the security deposit.

3. Permit Issuance and Reservation Timeline

Once all required documentation, fees, deposits, and insurance (if applicable) are received and approved, a permit will be issued electronically. The permit holder must have the permit available on-site and present it to Town staff upon request.

Cromwell residents may reserve facilities beginning in January. Non-resident reservations begin April 1. All reservations are first-come, first-served.



PROCEDURES FOR PAVILION USE

1. **Trash Removal** Dumpsters are available at Watrous and Pierson Parks; Frisbee Landings has trash receptacles. All trash must be placed in the proper containers. Clean tables and sweep the area. Failure to do so may result in forfeiture of deposit.
2. **Alcohol Regulations** Alcohol is prohibited unless an exemption is obtained from the Cromwell Police Department **after** receiving the pavilion permit. Alcohol may only be consumed in the approved area.
3. **Bathrooms** are located at each park and cleaned daily. Report issues to the Cromwell Police Department at **860-635-2256**.
4. **Prohibited Items and Activities**
 - Firearms or fireworks
 - Hitting golf balls
 - Motorized vehicles on grass (except disability access)
 - Loud or inappropriate music
 - Intoxication
 - Violations of Town ordinances or State laws
 - Inflatables
5. **Dogs** must be leashed and owners must clean up after their animals per Town Ordinance.
6. **Field Use** Fields may be used if not in use by Town programs.
7. **Vehicles** No vehicles are allowed on grass at any time.
8. **Vandalism** No person shall vandalize Town property.
9. **Electricity** is available at all pavilion locations.
10. **Liability** the Town is not responsible for lost or stolen property, personal injury, or property damage.
11. **Park Hours** Parks open at sunrise and close at sunset.
12. **Pavilion Occupied at Arrival** Show your permit to the occupying party. If they refuse to vacate, contact the Cromwell Police Department.



CHECKLIST (REQUIRED BEFORE PERMIT ISSUANCE)

- Signed Request for Pavilion Use
- Signed Indemnification Agreement
- \$100 Security Deposit and Applicable User Fee
- Certificate of Insurance (Groups 100+)
- Public Works Approval for Tent (if applicable)

Approved by Town Council on February 11, 2026