



SEARS PARK PAVILION/PICNIC SHELTER POLICIES & REGULATIONS 2009

Phone: 860 267-6020

Fax: 860-267-6453

ruthp@easthamptonct.org

smullen@easthamptonct.org

lmanager@easthamptonct.org

1. Applicant must be:
 - a. a resident of East Hampton
 - b. a non-resident taxpayer of East Hampton
 - c. owner of a business located in East Hampton
2. Permission for group use of the Pavilion will not be considered without a completed application submitted with payment for rental fee and security deposit. Upon receipt, the Parks and Recreation Department will review and if applicable, present request to the Advisory Board at its next scheduled regular meeting. All requests should be received by the Department no later than 14 calendar days prior to anticipated use date.

Groups using the **Pavilion will be limited to 30 persons and 10 cars** unless special permission is granted by the Parks and Recreation Advisory Board. Groups using the **Picnic Shelter will be limited to 25 persons and 8 cars** unless special permission is granted by the Parks and Recreation Advisory Board.

3. Groups wishing to use the Pavilion will be assessed a fee per half day or full day;
 - a. \$75.00 Half Day (9:00 a.m. to 1:00 p.m.) (1:00 p.m. to 6:00 p.m.)
 - b. \$125.00 Full day (9:00 a.m. to 6:00 p.m.)
 - c. **plus \$125.00 security deposit paid by separate check submitted with application. (The security deposit is required for all groups regardless of fees structure.)**
 - d. Town board/agency/commission or civic groups – no fee paid
 - e. Non-profit organizations for first time use of facility – no fee paid and 50% of fee listed above for each additional rental.
 - f. For profit, private organizations, private parties, businesses – above fees apply
4. User groups wishing to use the Picnic Shelter will not be charged a fee but must reserve the facility by filling out the appropriate application.
5. Use of alcoholic beverages is prohibited anywhere in Sears Park. This includes guests in Pavilion or Picnic Shelter events. Anyone with alcoholic beverages will be asked to leave the park immediately. The security deposit will not be returned and the party will not be allowed to reserve the park's facilities in the future.
6. The facility must be left the way it was found. Garbage removal and cleaning is the responsibility of the user group. Failure to clean up and dispose of and remove garbage shall result in loss of the security deposit.
7. Payment of rental fees and a \$125.00 security deposit (by separate check) are due with application. This applies to all rental groups.
8. Only table top decorations are allowed in the Pavilion and Picnic Shelter. **No decorations are to be attached to the walls or any surfaces in these buildings.**

9. Insurance: The Town of East Hampton does not provide participants or spectators' medical, surgical or hospital expenses arising out of proposed activity. Applicant may be required to submit a Certificate of Insurance as a condition for the granting of approval. Said certificate in the amount of \$1,000,000.00 will name the Town of East Hampton, its officers, agents, and employees, as additional insured. If requested, this Certificate of Insurance is due at least one week prior to the event. If insurance has a deductible, the user shall be required to provide an additional security deposit in the amount of the deductible or a determined portion thereof. Upon completion of use, security deposit shall be returned in full if there are no damages. If there are damages, the security deposit shall be used to offset the actual cost of repairs. All security deposits when required shall be in cash, or by bank or certified check made payable to the Town of East Hampton. Said conditions, if required, shall be met within a minimum of one week prior to scheduled event. If insurance certificate is not required it is understood that applicant assumes financial responsibility for any damages to facility caused by persons using the facility.
10. At no time shall an individual or group be given exclusive use of Sears Park and the facilities.
11. A parking permit will be required on all motor vehicles entering Sears Park from June 15th through Labor Day. One day passes are required to be purchased at \$5.00 per vehicle for all vehicles without a sticker.
12. Both the Pavilion and the Picnic Shelter are unavailable for rental during the Memorial Day, Fourth of July and Labor Day weekends.
13. Parking for use of the Picnic Shelter will be limited to 8 cars. All vehicles must park in the designated area at the northernmost entrance road. Groups permitted additional parking will be asked to park in the upper lot. A \$5.00 per vehicle day pass fee applies.
14. Groups using Sears Park for a non-Town sponsored event may place 2 signs announcing the event on the day of the event only. Signs are to be freestanding of sandwich board type and no larger than 3' x 4'. Signs must be placed at the entrance and exit gates between the road and the stone wall in front of the Park without blocking traffic sight lines. The signs must be taken down immediately following the scheduled event. Signs are to announce the event and the events sponsor. Any violation of the above will result in the removal of the signs by the Parks and Recreation Department.
15. Bulletin boards and the informational kiosk located within Sears Park are for Parks and Recreation Department notices and information only. No other information is to be posted in the Park.
16. It will be the decision of the Parks and Recreation Department and/or Advisory Board to require, at the cost of the applicant, additional staff or police protection for various functions.

