



Town of Portland, Connecticut ❖ Portland Parks and Recreation
 265 Main Street, Portland CT 06480 | 860-342-6757 | 860-342-6763 FAX | 860-262-7234 (24-hr Hotline)

Picnic Pavilion Rental Agreement

Riverfront Park remains open to the general public.

PRINT CLEARLY or TYPE **Attach Certificate of Insurance**

Applicant/Organization Name: _____
 Person Responsible for Rental: _____ Email: _____
 Address: _____
 Phone #: _____ Cell #: _____
 Date(s) requested: _____ # of people expected: _____
 Use of Pavilion: Banquet Reception Picnic Other _____
 Provide details: _____

NOTE: When scheduling time for pavilion, include set-up and clean-up time. Time changes will not be made after 4:30 PM, 3-days prior to event. Pavilion is availability is from 8:00 AM to dusk.

Open Pavilion: _____ AM/PM Close Pavilion: _____ AM/PM
 Is there a fee to attend the event? Yes No If yes, please describe: _____
 Is this event a fundraiser? Yes No If yes, please describe: _____
 Will food be served? Yes* No If yes, will it be sold? Yes No
Please check with the Chatham Health District for Food License requirements
 Will Beer or Wine be served? Yes No If yes, please see Rental Condition #14 on page 2

Fee Schedule – NOTE: If payment is not timely received, the reservation date will not be held.

<input type="checkbox"/> Pavilion	Portland Resident / Organization	\$100.00	Non-Resident / Organization	\$200.00
<input type="checkbox"/> Stage	Portland Resident / Organization	\$100.00	Non-Resident / Organization	\$200.00
<input type="checkbox"/> Both	Portland Resident / Organization	\$150.00	Non-Resident / Organization	\$300.00

***Additional Fee Schedule**

*Electric Fee	\$25.00	*Extra Port-o-lets (Over 250 people)	\$75.00 per unit
*Dumpster Fee	\$50.00	*Police, Maintenance, Health or Fire services	\$40.00 per hour weekday / weeknights & Saturday \$60.00 per hour Sundays & holidays

A refundable security deposit of **\$100.00** is required for all rentals and is due at time of reservation. Remaining fees are due 14 days prior to rental. The security deposit payment will be processed at the time of the transaction. Refundable security deposit will be mailed within 10 to 15 working days after satisfactory facility inspection at conclusion of event. Check will be made payable to applicant/organization as set forth below.

Please make security deposit refund check payable to:
 Name: _____
 Mailing Address: _____

Payment Information – OFFICE USE ONLY

Security Deposit			
Date Received	Check #	Cash \$	Balance due
Rental Fees		Paid in Full? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date Received	Check #	Cash \$	Balance due

If applicant is faxing this form, payment is due within 5 business days. Payment due date: _____

RENTAL CONDITIONS

Please initial next to each condition after reading:

1. Applicant, including the responsible person and any affiliated organization, must agree to execute with a pavilion monitor a property condition form both before the scheduled rental activity begins and after the activity ends.
2. The person identified as responsible for the rental **must** be in attendance at all times during the proposed activity/event.
3. Youth Groups will not be allowed access unless and until adult supervisors are present. There shall be adequate supervision of youth participants at all times. ***Adequate supervision is 1 adult (age 21 or older) per every 10 youth at a minimum.***
4. **Pavilion opens no earlier than 8:00 AM. All activities end at sunset.**
5. **All rental fees, including security deposit, must be received at the Parks and Recreation Office no later than 14 days prior to the event. A cancellation made less than 72 hours in advance of the scheduled rental date and time will result in forfeiture of the security deposit as a processing fee.**
6. Full refunds will be provided for cancellations made at least 72 hours prior to the rental date and time.
7. All requests for changes to reservations must be made by 4:30 PM at least three days prior to your event. The granting of such requests will depend upon availability.
8. The Applicant is responsible for renting additional Port-o-lets when exceeding 250 attendants. The Town requires at least ___ Port-o-let per ___ attendees.
9. a) The Portland Police Department will determine if an officer is needed for security and/or traffic. Cost incurred will be paid by applicant.
b) The Portland Public Works Department or designee will determine if grounds of building maintenance is needed. Cost incurred will be paid by applicant.
10. There must be no alterations, changes, or additions to the building itself. Use of fasteners on any part of the building is prohibited.
11. Should damage be incurred during use of the building, a WRITTEN REPORT MUST BE FILED with the Parks and Recreation Office by the responsible person identified on this application, WITHIN 24 HOURS of the event.
12. The Pavilion is a carry-in, carry-out facility. All trash from the event must be taken by the applicant, unless a dumpster is rented.
13. Failure to comply with these conditions and failure to exercise reasonable care in the use of the facility will result in the disapproval of further applications by your group and the forfeiture of the security deposit.
14. NO ALCOHOLIC BEVERAGE are allowed unless a permit has been issued.
 - a. Beer and Wine is allowed with permit use only by person(s) of legal age
 - b. No Alcohol may be sold at any time
 - c. An additional \$50 security deposit is required for events where beer and wine will be served
15. This is only for rental of the Pavilion and/or Stage. The Park remains open to the general public.

16. No open fires, excluding the use of gas grills, are permitted on Pavilion grounds.
17. Every organization and/or person renting the Pavilion, together with the stage Port-o-lets and other town property (the "Town Facilities") must have appropriate insurance for the event they are hosting.
18. Every organization and/or person renting the Town Facilities hereby agrees for themselves and their heirs, successors, assigns and invitees to defend, indemnify and hold harmless the Town of Portland and its agents, servants or employees from any and all claims, suits or demands by anyone arising from the applicant's and its invitees' and guests' use of the Town of Portland facilities and equipment including, but not limited to, claims of negligence on the part of the Town of Portland and its representatives, employees, agents, servants or independent contractors.
19. All applicants shall comply with the Chatham Health District rules and regulations and receive all necessary permits therefrom.

It is hereby understood that the use of the Town Facilities by applicant is subject to any and all of the conditions listed herein.

Signature of Applicant	Title of Applicant (if applicable)
Organization	Date

Office use only - do not write below					
<input type="checkbox"/> Approved <input type="checkbox"/> Denied		P&R Director signature		Date:	
Additional services needed:		<input type="checkbox"/> Health District <input type="checkbox"/> Fire Department <input type="checkbox"/> Police <input type="checkbox"/> Grounds <input type="checkbox"/> Maintenance			
Total Fee:		Date Received:		Receipt #	
Certificate of Insurance Required:		<input type="checkbox"/> Yes <input type="checkbox"/> No		Date Received:	
Park Staff needed:		Fee:		Additional Staff needed:	
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		Fee:	
Port-o-let needed:		Fee:		Dumpster / Electrical:	
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		Fee:	