



TOWN OF SOUTHBURY

PARKS AND RECREATION

561 Main Street South
Southbury, Connecticut 06488
(203) 262-0633
Fax: (203) 267-7840



BALLANTINE PARK PAVILION **APPLICATION AND FEES 2024**

Make all checks payable to: Southbury Parks and Recreation

Please carefully read and initial all pages before filling out your application.
Mistakes may cause a delay in processing and a loss of requested date.

- \$ 205.00 Any Duration Within 8 am - 7 pm: Limited to 1 day in a season
For all public community service groups and non-profit organizations within the Town of Southbury and Region 15, e.g. Youth Baseball, Pop Warner, Brownies, Girl Scouts, Boy Scouts, Lions Club, Churches, Synagogues, etc.
- \$275.00 Any Duration Within 8 am - 7 pm
For all private functions of residents or businesses of the Town of Southbury
- For all non-residents or out of town organizations and businesses:
- \$550.00 Any Duration Within 8 am - 7 pm: Friday, Saturday, or Sunday
- \$400.00 Any Duration Within 8 am - 7 pm: Monday – Thursday
- \$100.00 Gas Grill, non-refundable fee

Any incomplete application or new reservation within 60 days of event may be subject to an additional \$100 fee.

●APPLICANT'S ADDRESS ASSOCIATED WITH THEIR INSURANCE BINDER WILL DETERMINE RESIDENCY AND USAGE FEES.

●A NON-REFUNDABLE 50% DEPOSIT IS REQUIRED AT THE TIME THE APPLICATION IS MADE. ALL PAVILION FEES ARE NON-REFUNDABLE.

Applications Accepted After: 8:30am February 5th – Southbury Residents, Organizations, and Businesses
8:30am March 6th – All residency and group types

Rental Dates: Rentals are available from May 11th through September 30th
The following dates are unavailable for rental due to camp or holidays:
5/25-27, 6/19-21, 6/24-28, 7/1-12, 7/15-19, 7/22-26, 7/29-8/2, 8/31-9/2

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The pavilion is located at Ballantine Park, 611 Old Field Road. It is available for reservations from May 11, 2024 through September 30, 2024. This open-air facility includes picnic table seating for approximately 120 guests and parking for approximately 40 cars.

INCLUDED IN RENTAL: Kitchen Facilities: Sink, Refrigerator, Freezer, Oven, Gas Burners
Ladies', Men's, and Handicap Rest Rooms

NOT INCLUDED IN RENTAL: Coolers, Paper Products, Bins for Ice, Table Coverings.

PLEASE NOTE - BALLANTINE PARK IS A PUBLIC PARK AND restrooms may be used by other patrons of Ballantine Park.

Procedure for Approval:

1. Applications will be accepted:
After 8:30am February 5, 2024: Southbury Residents, Organizations, and Businesses
After 8:30am March 6, 2024: All residency and group types
2. Requirements for Applications:
 - a. **A 50% non-refundable deposit at the time of submission with Application.** Please note that ALL pavilion rental fees are non-refundable.
 - b. A Certificate of Liability Insurance with **minimum coverage of \$1,000,000** naming **Town of Southbury as "Additionally Insured"**. (Please call your insurance agent or company with your questions related to insurance.)
3. Approval will be granted after review by the Parks and Recreation Director.
4. The balance of any fees and insurance certificate is due on or before 60 days prior to your reservation. Any incomplete application or new reservation within the 60 days **may be subject to a \$100 fee.**
5. If you are a Southbury resident, but are reserving the pavilion for an individual, organization or business that is not located in Southbury, the out-of-town rental fee will be charged.
6. Applicants must be 21 years of age or older.
7. There are No rain dates. Refunds will only be provided if Southbury Parks and Recreation determines that a severe life-threatening weather event occurs during rental time.
8. To hold a reservation date, applicants are required to submit a non-refundable deposit equaling 50% of the pavilion rental fee with the completed Rental Application to the Southbury Parks and Rec Office within 24 business hours of the applicant's request for the specified date.
9. Applicants must fill out the Outdoor Assembly form and submit to the Office of Emergency Management:
https://www.southbury-ct.org/filestorage/20556/20567/33747/Outdoor_Assembly_and_Events_Application.pdf

Initials _____

Usage Policy:

1. Please Sign and Date bottom of application (page 4). Please initial Pages 1 – 4 to verify agreement to rental conditions and usage policy.
2. Requested time for contact Person to meet the Park Attendant must be confirmed with the office. Please be on time; the Park Attendant will be waiting. Tardiness may result in forfeit of rental privileges.
3. Upon the opening of the Pavilion by the Park Attendant, an Adult must remain on the premises and may not leave the facility unattended until the Park Attendant has arrived for clearance at the end of the rental. The Park Attendant will arrive at the agreed upon time. You are liable for all damages done before the attendant returns.
4. The facility is available between the hours of 8:00 am and 7:00 pm.
5. Applicants are responsible to make sure the kitchen areas and tables are cleaned. The Refrigerator and Freezer are to be emptied of all contents and wiped down.
6. No soliciting or vending is allowed.
7. The hiring of police and firemen may be required of the Applicant at the discretion of the Parks and Recreation Director. Other permits may be required if you plan to use other equipment and signage. No alcohol may be sold on the premises. Food trucks must be contracted as catering vendors and require a permit from the health department.
8. Applicants are responsible for using the trash barrels provided. If additional trash barrels are required, please request them at the time of reservation.
9. Heavy garbage (ziti, clams, salad, etc.) must be bagged, tied, and disposed of by you into the dumpster provided.
10. No chalk, pens, paint, or markings of any kind, including silly string, may be used on the floors, walls, or tables.
11. Parking is permitted in designated parking areas only.
12. No tent or other apparatus (ex: inflatable) that require being secured to the ground are allowed.
13. Ballantine Pavilion is located in Ballantine Park which is a Public Park with shared spaces.
14. Questions or concerns, please contact Southbury Parks & Recreation at spanaccio@southbury-ct.gov at **least 14 days** prior to your event.
15. To serve you better, all schedules of Southbury Parks & Recreation are subject to change (e.g. natural disaster, etc.)
16. Full refunds are granted if the Town of Southbury revokes or denies the application.
17. Any incomplete application or new reservation within 60 days of reservation may be subject to an additional \$100 fee.

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APPLICATION FOR USE OF THE PAVILION

Applicant: _____ E-Mail: _____

Address: _____ Phone: _____

Contact Person & Phone to Reach Day of Event: _____

Name of Group/Business (if applicable): _____

Date Requested: _____ Time Request: Enter: _____ Time Request: Depart: _____

Purpose: _____ No. of People Expected: _____

Use of Grill: Yes: _____ (\$100.00 fee for grill) No: _____

Will Alcohol be served:

No: _____

Yes: _____ (No person shall bring, possess, or drink any intoxicating beverages in any park, except when permitted by SP&R while in the confines of the pavilion. No intoxicating beverages are to be removed or consumed outside of the pavilion area. No person shall enter into or remain in a park while intoxicated.) Additional insurance may be required.

List any equipment you plan to bring or have delivered to the park, including vendors: (Inflatables are not allowed)
_____ (additional insurance may be required)

You are: Resident: _____ Resident-Not for Profit: _____ Resident-Business: _____
Non Resident: _____ Out of Town Business: _____ Southbury Town Office: _____

I understand that I will be held responsible for any damage to the facility and that I must leave the facility clean and orderly. I hold harmless the Town of Southbury, its officers, agents, employees from any claim or liability that may arise from my use of the facility.

I have read and understand the Pavilion Usage and Usage Policy on Pages 1-3 and will have a representative of my party on site at the approved arrival time the day of the event to meet the park attendant, requested times are subject to approval and Southbury Parks and Recreation reserves the right to adjust permit duration.

Signature: _____ Date: _____

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For Office Use Only:
() Deposit Fee Paid: \$ _____ Date: _____ Method: _____ () Date Recorded in Book
() Full Fee Paid: \$ _____ Date: _____ Method: _____ () Denied () Approved
() Insurance Certificate Received - Date: _____ () Grill Requested () Outdoor Assembly

The Parks and Recreation Director reserves the right to amend permits.

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