



# CITY OF NEW BRITAIN

DEPARTMENT OF PARKS, RECREATION,  
AND COMMUNITY SERVICES

EST. 1871

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## Pavilion Permit Application – Willow Brook Park

Please print clearly and complete the form in full.

- Application to reserve picnic sites begin on/after January 15<sup>th</sup>.
- Completed application must be delivered in person to: Recreation Office, 27 West Main St., Rm 302, New Britain, CT 06051

APPLICANT INFORMATION:			
Day of Event: <input type="checkbox"/> SATURDAY <input type="checkbox"/> SUNDAY <input type="checkbox"/> OTHER:			Date of Event:
Applicant's Name (First & Last):			
Organization's Name (or N/A):			
Address:		City:	State:      Zip:
Primary Phone:		Email Address:	
Event Description:			Number of People Attending:
			DOB: ____/____/____ (must be 18 years of age to rent pavilion)

RENTAL FEES:					
LOCATION	DIMENSIONS	FEE	TIMEBLOCK	TIMEBLOCK	TOTAL
Willow Brook Playground Pavilion	64'x36'	\$100/4 hrs	<input type="checkbox"/> 11:00am – 3:00pm	<input type="checkbox"/> 4:00pm – 8:00pm	= \$ _____

**Please read and sign below:**

ASSUMPTION OF LIABILITY: IT IS AGREED THAT REGULATIONS ADOPTED BY THE NEW BRITAIN PARKS AND RECREATION COMMISSION FOR THE USE OF THE PARKS AND RECREATION FACILITIES WILL BE STRICTLY ENFORCED. RULES AND REGULATIONS CAN BE FOUND ON PAGE 2 OF APPLICATION. I agree to take full responsibility for the people who will be using the rented facility owned by the City of New Britain. I have read and understood the attached rules and regulations and my guests and I will follow them. I, the undersigned, am voluntarily renting this Pavilion and I hereby agree that I and my participants shall, at all times, defend and indemnify, protect and save harmless the City of New Britain and its officers, agents, and employees from and against any and all liabilities, actions, claims, damages, losses, judgements, cost and expenses (including, but not limited to attorneys' fees) arising out of injuries to any person, party or entity, that may arise as a result of any occurrence, negligence, or otherwise during my use of the Pavilion and Willow Brook Park.

Signature

Date

## Pavilion Rules and Regulations – Willow Brook Park

200 Mill Street, New Britain, CT 06051

### PERMIT REGULATIONS:

1. Willow Brook Playground Pavilion rentals are available Sunday through Saturday, Memorial Day through Labor Day. The pavilion is available to rent in 4-hour blocks; 11:00am – 3:00pm and 4:00pm – 8:00pm. No weekday reservations can be made during the 7 weeks Camp TotalRec is open June through August
2. Pavilion permits will be available starting January 15<sup>th</sup> in the recreation office. Pavilion Permit Application must be completed in office by the applicant, applicant must be 18 years of age or older and provide a valid picture ID to obtain the permit. Permit fees for pavilion rental are due and payable in full at the time of reservation.
3. Pavilion Permit Applications will be taken on a first come, first served basis. All Pavilion Permit Applications must be submitted in office. Mailed, online and telephone reservations will not be accepted.
4. Inclement Weather: pavilion permits are rented on a rain or shine basis. **NO REFUNDS** will be issued for inclement weather.
5. Permit holder must keep the original picnic permit on-site at all times. No duplicate permits will be issued. New Britain Police can request to see your permit along with a valid ID at any time.

### FACILITY RULES:

6. Alcohol is prohibited in the park and in the pavilion.
7. Smoking is prohibited in the park and pavilion.
8. Grilling is prohibited. **Only prepared food allowed.**
9. Parking is available in the parking lot next to the tennis courts on John Karbonic Way. Please use cross walk located at the corner of Mill St. and John Karbonic Way to cross over to the pavilion area. **PARKING IN PROHIBITED ON MILL ST.**
10. Excessive noise and amplified music is not permitted.
11. Decorations may not be attached in any way that damages or alters park property and must be completely removed and cleaned by the end of rental period. There is no staking decorations or equipment into the ground. Tables must not be moved and littering is prohibited.
12. Lavatory facilities: portable toilets are available throughout the park.
13. Pavilion rentals are based on a 4-hour time block. Pavilion must be properly cleaned at the end of the rental. Failure to properly clean may jeopardize future rental permits.
14. Pavilion capacity: Picnic pavilion has 8 tables with a 60 person capacity.

### MISC. INFORMATION:

15. Willow Brook Park offers a family-destination pool. Daily fees are charged when the pool is open for the season. Pool is open for 8 weeks in the summer from June to August, from 1:00pm – 4:45pm and 6:15pm – 7:45pm. Bathing suits are required for admittance onto the pool deck.
16. Inflatables/attractions (i.e. moonwalks, bounce houses, etc.) need to be rented **exclusively through the New Britain Parks, Recreation, and Community Services Department**. Location of inflatable amusements to be determined by parks and recreation staff based on electricity availability.

I (undersigned) have read and understood the rules pertaining to the Willow Brook Park Pavilion:

Permit Holder Signature: \_\_\_\_\_

Date: \_\_\_\_\_