



# CITY OF NEW BRITAIN

DEPARTMENT OF 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 can be processed in the 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 8 Tables	64'x36'	(Resident Fee) <input type="checkbox"/> \$100/4 hrs	<input type="checkbox"/> 11:00am – 3:00pm	<input type="checkbox"/> 4:00pm – 8:00pm	= \$ _____
		(Non- Resident Fee) <input type="checkbox"/> \$150/4 hrs			

**Please read and sign below:**

ASSUMPTION OF LIABILITY: IT IS AGREED THAT REGULATIONS ADOPTED BY THE NEW BRITAIN RECREATION AND COMMUNITY SERVICES COMMISSION FOR THE USE OF THE RECREATION AND COMMUNITY SERVICES 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 Saturday and Sunday, during the 7 weeks Camp TotalRec is in session (typically the 3<sup>rd</sup> week in June through the 1<sup>st</sup> week in August). 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>. Pavilion Permit Application can be completed online or in office by the applicant, applicant must be 18 years of age or older. 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. Pavilion Permit Applications can be completed online through MyRec or be submitted in office.
4. Refunds: There are NO REFUNDS or CANCELATIONS AFTER APRIL 15<sup>th</sup>.
5. Inclement Weather: pavilion permits are rented on a rain or shine basis. **NO REFUNDS** will be issued for inclement weather.
6. The permit holder must have their picnic permit available on-site at all times, either in printed form or the digital permit. Duplicate permits will not be issued. New Britain Police can request to see your permit along with a valid ID at any time.

### FACILITY RULES:

7. Alcohol is prohibited in the park and in the pavilion.
8. Smoking is prohibited in the park and pavilion.
9. Grilling is prohibited. **Only prepared food allowed.**
10. Parking is limited and 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.**
11. Excessive noise and amplified music is not permitted.
12. 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. Any leftover belongings will be discarded.
13. Lavatory facilities: portable toilets are available throughout the park.
14. 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.
15. Pavilion capacity: Picnic pavilion has 8 tables with a 60 person capacity.

### MISC. INFORMATION:

16. 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.**
17. Inflatables/attractions (i.e. moonwalks, bounce houses, etc.) need to be rented **exclusively through the New Britain Recreation and Community Services Department**. Location of inflatable amusements to be determined by recreation and community services staff based on electricity availability.
18. Willow Brook Park pavilions are outdoor facilities. Keep in mind that these picnic areas are located in parks with trees, grass, dirt, and animals. There may be times when the natural debris affects the conditions of the picnic site.

### **Acknowledgement of Willow Brook Park Pavilion's Rules and Refund Policy:**

**As the undersigned, I have carefully read and fully understand the rules that apply to the Willow Brook Park Pavilion. I also acknowledge and adhere to the "No Refund" policy for picnic/pavilion facility rentals.**

**Permit Holder Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_