

BETHEL PARKS & RECREATION

Clifford J. Hurgin Municipal Center, 1 School Street, Bethel, CT 06801

Phone: 203-794-8542

Fax: 203-778-7519

www.bethel-ct.gov

BENNETT MEMORIAL PARK APPLICATION

Name of Organization: _____

Address: _____

Contact: _____

Telephone: _____

Describe Activity Planned: ***Please note WEDDINGS/RECEPTIONS are not permitted***

Date Requested: _____

Hours of Use: _____ Estimated Attendance: _____

Is Activity Open to General Public? YES____ NO____ Is Admission Being Charged? YES____ NO____

Insurance: A certificate of Liability Insurance naming the town of Bethel as an additional insured in the amount of \$500,000 is required. Proof of insurance must be submitted to the Parks and Recreation office two weeks prior to event. In the event that you reserve a date and then are unable to obtain the appropriate insurance, your fee is non-refundable.

Agent: _____

Submitted with application? YES____ NO____

I (We) have read the policies and regulations promulgated by the Board of Selectman regarding the community use of the Bennett Memorial Park and, as duly authorized agent for this organization; I (We) agree to abide by them. Further, we understand that Bennett Memorial Park is owned by the town of Bethel and as such is open to the general public. Your rental fee provides for the use of the kitchen facilities, indoor room, pavilion, bathroom facilities and outdoor cooking areas and does NOT provide for the exclusive use of the property and pond. Your rental fee is non-refundable.

DATE

SIGNATURE OF APPLICANT

DATE KEY TAKEN

SIGNATURE OF PERSON TAKING KEY

Office Use Only

Rental Fee Paid: _____ Check#: _____ Cash: _____

Insurance Certificate Received: YES____ NO____ Parks & Rec. Director: _____

Key Deposit Collected: YES____ NO____ Security/Cleaning Deposit Collected: YES____ NO____

Date Key Returned: _____ Security Returned: YES____ NO____

Bennett Memorial Park Information

It is the policy of the Parks and Recreation Department and The Board of Selectman to encourage the use of the Bennett Property for the use of Bethel community groups and/or organizations. Bennett Memorial is owned by the Town of Bethel and as such is open to the general public. Your rental fee provides for the use of the kitchen facilities, indoor room, pavilion, indoor and outdoor bathrooms and outdoor cooking areas. It DOES NOT provide for the exclusive use of the property and pond. Generally speaking, if “someone” sees that there is an activity going on at the facility, they respect that use and leave the property.

General Information for Reserving the Park:

A certificate of liability insurance in the amount of \$500,000 naming the Town of Bethel as an additional insured is required. Failure to obtain appropriate insurance will result in the loss of your rental fee and reserved date. **This Certificate must be in our office two (2) weeks prior to your event.** Without the required insurance – you may not rent the facility.

2016 Rental Fees – Applications will be accepted beginning March 15, 2016 at 8:30 a.m. in the Parks and Recreation office.

Weekday Rental	M-F	\$200.00 - Bethel Residents
Weekday Rental	M-F	\$225.00 - Bethel Residents (over 125 in attendance*)
Weekday Rental	M-F	\$275.00 - Non-Residents
Weekday Rental	M-F	\$325.00 - Non-Residents (over 125 in attendance*)
Weekday Rental	M-F	\$100.00 - Scouts only
Weekend Rental	Sat or Sun	\$250.00 - Bethel Residents
Weekend Rental	Sat or Sun	\$275.00 - Bethel Residents (over 125 in attendance*)
Weekend Rental	Sat or Sun	\$375.00 - Non-Residents
Weekend Rental	Sat or Sun	\$425.00 - Non-Residents (over 125 in attendance*)

***We reserve the right to establish a security/cleaning deposit higher than the standard \$250 rate and implement the requirement to hire a police officer for traffic control.**

Application Fees are non-refundable.

Security/Cleaning Deposit: Your \$250 deposit is refunded once the facility has been checked and is left in good condition.

Key Deposit: Your \$25.00 deposit is refunded upon the return of the key the next business day.

Use of the Facilities:

- The switches for the lights are located in the kitchen and are so marked. All switches are to be turned off before leaving the premises.
- The stove and oven are located in the kitchen.
- You should bring your own materials for clean-up (dishtowels, detergents, soaps, plastic garbage bags, etc.) **Small containers for collection of refuse are not provided, only a commercial container for final clean-up.**
- Before leaving the park, be sure all indoor rooms/kitchen/restrooms are cleaned, picnic tables are wiped off, the pavilion floor is swept and all garbage and debris is placed in plastic bags and disposed of in the commercial refuse containers. Recyclable items are to be removed from the park and properly disposed of by the organization using the facility.

General:

- The town of Bethel will not assume responsibility for food, beverage or any other articles left anywhere on the premises either before or after your use of the park.
- Wading or swimming in the pond is strictly prohibited. Anyone violating this rule will be immediately ejected from the park.
- Please contact 203-744-7900 if any problem exists on arrival, if you have any problems during your event (i.e. stove, sinks, bathrooms), and just prior to locking up that you are leaving the park.
- Organizations or individuals failing to comply with any of the above regulations will be denied future use of the Bennett Memorial Park.