

# 2024 BENNETT MEMORIAL PARK APPLICATION

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 the Bethel community and/or organizations. We also welcome non-residents to use the facilities for an additional fee. 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:

**You must provide a Certificate of Liability Insurance in an amount of \$1,000,000 for each occurrence and \$1,000,000 in the aggregate providing bodily injury and property damage coverage naming the Town of Bethel as an additional insured and hold harmless the Town of Bethel, the Parks and Recreation Department and the Parks & Recreation Commission from liability, property damage arising out of your use of the Town’s facilities.**

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 cannot rent the facility.

**\*\*You MUST put Town of Bethel as additional insured on certificate\*\***

**2024 Rental Fees** – Applications for **Bethel Residents and Bethel non-profits only** will be accepted beginning **Monday, March 11, 2024 (IN PERSON ONLY on Monday)** at 8:30 a.m. in the Parks and Recreation office. **Non-resident applications will be accepted starting March 18, 2024.**

Weekday Rental	Mon-Thurs	\$300.00 - Bethel Residents
Weekday Rental	Mon-Thurs	\$450.00 - Non-Residents
Weekday Rental	Mon-Thurs	\$100.00 - <b>Scouts &amp; Bethel BOE only</b>
Weekend Rental	Fri, Sat or Sun	\$350.00 - Bethel Residents
Weekend Rental	Fri, Sat or Sun	\$550.00 - Non-Residents

**All non profits will pay the Bethel rates.**

## **Application Fees are non-refundable.**

\*If we are able to re-book on the date of your cancelled event, we will refund you the rental fee.

\*If Parks & Rec has to cancel your event, you will be notified and you will be refunded.

**We reserve the right to establish a security/cleaning deposit higher than the standard \$275 rate and implement the requirement to hire a police officer for traffic control.**

**Security/Cleaning/Key Deposit:** Your \$275 key/security deposit is refunded once the facility has been checked and left in good condition and key is returned the following day or the Monday after a weekend event.

**Municipal Center Hours: Monday-Wednesday 8:00-4:30, Thursday 8:00-6:00 and Friday 8:00-12:00**

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Bennett 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 kitchen facilities, indoor room, pavilion, indoor and outdoor bathrooms and outdoor cooking areas.

It DOES NOT provide the exclusive use of the property and pond.

## 2024 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.
- 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.

## 2024 General Rules and Regulations:

- Renters are allowed to enter the property no earlier than 7:00am the day they have rented. Renters are NOT allowed on premises prior to 7:00am.
- Renters are asked to vacate the property by 10:00pm.
- If a DJ is on site and/or just music being played the sound should be lowered to a reasonable level by 9:00p.m. **If police are called, deposit is forfeited.**
- There are NO outside grills or fire pits allowed.
- There are NO inflatables or petting zoos allowed.
- 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.
- No person shall smoke, use tobacco, or use vaping products at any Parks and Recreation facility or associated parking lots, including, but not limited to Bennett Park.
- Please contact 203-743-5500 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.

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- Organizations or individuals failing to comply with any of the above regulations will be denied future use of the Bennett Memorial Park.

**Office Use Only**

Completed Form

Certificate of Liability Insurance naming "Town of Bethel" as additional insured

Rental Fee \_\_\_\_\_ Cash \_\_ Check # \_\_\_\_\_ Card \_\_\_\_

Deposit \$275      Cash \_\_ Check # \_\_\_\_\_ Card \_\_\_\_

**After Use**

• Date Key Returned \_\_\_\_\_

• Security Returned  
Yes \_\_\_\_ No \_\_\_\_

**1. Type of Rental:**

- Private Party       Company/Organization       Non-Profit Company/Organization

**2. Name of Organization:** \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

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

\_\_\_\_\_

**4. Date of Event:** \_\_\_\_\_ **Hours of Use:** \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Event Open to General Public? YES  NO       Admission Being Charged? YES  NO

**5. Insurance:** A certificate of Liability Insurance naming the "Town of Bethel" as an additional insured in the amount of \$1,000,000 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.

Included with application? YES  NO  Agent: \_\_\_\_\_

**6. *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.***

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Person Taking Key      Key #

\_\_\_\_\_  
Date

**\*If police are called for noise, you will lose your deposit.\***

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