

CONDITIONS FOR PICNIC PERMIT

PLEASE READ CAREFULLY BEFORE FILLING OUT ATTACHED PERMIT REQUEST

Permit is required for reservation of the picnic pavilions at Old Mine Park, Twin Brooks and Unity Park. (Separate application is available for Abraham Nichols Park Woods Estate)

1. Application must be submitted to the Trumbull Parks and Recreation Department at least 30 days prior to the event or your request may not be considered. No application will be considered within 72 hours of an event.
2. Permit approval will be contingent upon payment of applicable fees. Fee must be submitted within 7 days of notification of permit approval.
3. Applications will be considered on a first-come, first-served basis.
4. Additional Police/Security and rental of additional portable toilets will be required of any party over 200 guests. These additional services must be arranged for and paid by the Event Sponsor.
5. Refunds will only be given 30 days in advance of the date of the event and/or severe weather conditions at the discretion of the Parks and Recreation Department.

GENERAL CONDITIONS

ALL PARKS CLOSE AT SUNSET

Parking: Permit includes waiver of the resident parking sticker requirement. All vehicles must park in paved parking spaces.

Access to Old Mine Upper and Lower Pavilion – Upon request, with this permit, the gate may be opened to allow drop off at pavilions.

Tents: Any tent larger than 10 x 10 requires a permit. Permits for tents larger than 10 x 10 will be issued **only** to cover food service area and may not exceed 20 x 20.

ALCOHOLIC BEVERAGES PROHIBITED IN ALL PARKS EXCEPT OLD MINE WITH A PERMIT – Beer and Wine ONLY may be consumed at Old Mine Park and may not be taken out of the picnic area – NO Glass Containers - cans, plastic or paper containers only. No bottles, kegs, beer balls, or containers of beer in excess of 1 liter allowed. Wine must be in boxes only. This will be strictly enforced.

Restroom Facilities are open Memorial Day Weekend – Labor Day (earlier or later weather dependent)

BBQ Grates: Grates for Old Mine and Twin Brooks cooking stoves are available. (\$50 refundable deposit, cash or check only)

Cooking: Propane or charcoal grills are permitted. Do not place grill under pavilion.

Electricity: Electric available at Old Mine Lower Pavilion ONLY

No amplified music including bands and DJ's without permit.

Decorations may be attached to the structures with tape only. NO NAILS OR TACKS. All decorations must be removed at the conclusion of the event.

NOTE: Parks and Recreation Commission approval is required for events with 200 or more guests requesting alcohol and/or music permits.

Trash: Trumbull Parks and Recreation Department adheres to a Carry In - Carry Out policy. **ALL TRASH** generated by the event must be removed from the site by the permit holder. The Town of Trumbull reserves the right to bill the permit holder for any clean-up costs related to the event.

Food Vendors/Caterers/Ice Cream: Food vendor/caterer must be contracted for the event. No Cash transactions are permitted on Park property. Permit required.

**The Facility Request form does not constitute an approval of the event until you receive a permit from the Parks and Recreation Department.
Picnic Permit Fee Schedule**

Category	# Guests	Weekday	Weekend
Resident	50 or less	\$55	\$85
	51-200	\$110	\$135
	200 +	\$220	\$270
School or Non-profit	50 or less	\$45	\$65
	51-200*	\$75	\$115
Company	50 or less	\$135	\$200
	51-200	\$185	\$300
	200 +	\$375	\$500

*Maximum permitted for school groups

10-19-15