



Park, Gazebo or Pavilion Rental Conditions & Permit Application

By renting a Trumbull Parks and Recreation Park or Pavilion, the permit holder agrees to all of the conditions below:

1. A permit is required for exclusive use of the Town parks, gazebos and pavilions at Old Mine and Unity Parks.
2. All provisions within the Trumbull Municipal Code, including but not limited to, Chapter 15- Parks and Recreation, shall be adhered to.
3. Applications will be considered on a first-come, first-served basis.
4. Applications 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 3 business days of an event.
5. Once an application is approved the applicant will be notified and has 7 days to pay all applicable fees. If the fees are not paid in full the application will be void.
6. Permit will be issued upon payment of applicable fees and deposits and submission of any necessary paperwork.
Refund requests must be submitted via email to Trumbull Parks and Recreation- email recreation@trumbull-ct.gov. A full refund will be given 30 days in advance of the date of the event. A 50% refund will be given between 15-29 days of the event. Within 14 days of the event no refund will be given.
7. Because the pavilions and gazebos are covered and can be used during inclement weather, refunds are not given due to weather conditions.
8. The permit holder must be present at all times. Permits may not be transferred.
9. All pavilions and gazebos are rented "as is". Pavilions and gazebos are open to the public up until the start of your rental. The Town is not responsible for damage or trash at the pavilion or gazebo at the time your rental begins.
10. Any requests beyond the limits of this policy require approval from the Superintendent of Parks and Recreation and/or the Parks and Recreation Commission.
11. **Public Access:** Only the park, gazebo, pavilion or agreed upon rental space may be reserved for the sole use of the permit holder. Any event that will significantly limit park access to the public will be charged additional fees for areas impacted. The fee for a renting the entire park is \$1500.
12. **Public Assembly:** Groups or persons wishing to schedule a public assembly in any of Trumbull's grounds or Parks including but not limited to, a rally, demonstration, vigil, speech, march, parade, religious service, or other congregation of persons for the purpose of public expression of a political, social, or religious view must

adhere to all the regulations within the Trumbull Municipal Code, including but not limited to Chapter 15—Parks and Recreation. A permit will be required to be obtained from the Parks and Recreation Department in order to avoid displacing previously approved events and activities. Fees will be waived for all such public gatherings.

13. **Rental Hours:** Parks, gazebos and pavilions may be rented from 9am-sunset. Use of the reserved area is guaranteed for the period specified in the permit only. **Event set-up and clean-up time must be included in the rental period.**
14. **Guests:** Permit holders are required to list the number of attendees for their event. This includes vendors/performers. Fines may be issued if additional guests are present than what is noted on the permit.
15. **Parking:** Permit includes waiver of the resident parking sticker requirement. All vehicles must park in paved parking spaces.
 - a. At Old Mine Park the permit holder may be allowed vehicle access over the bridge to allow drop-off/pick-up only- this must be requested in advance through the Trumbull Parks and Recreation Department and must be listed on the permit. Vehicles must then move to a designated parking spot.
16. **Police/Security.** Police or Park Ranger may be required to aid with traffic flow and parking. Only Trumbull Park Rangers or Trumbull Police may be used.
 - a. For events with 101-200 guests, Park Ranger(s) (total number of rangers dependent upon event and location-determined by Trumbull Parks and Recreation) may be required to be present depending on other permitted activities scheduled within the park. Park Rangers will be coordinated through the Trumbull Parks and Recreation office and paid for by the Permit Holder at a rate of \$35 per hour, per ranger.
 - b. In addition to ranger(s) events with 201+ guests require a Police Officer to be present. Police Officer presence will be coordinated and paid for by the Permit Holder. Call the Trumbull Police Department for more information- 203-261-3665.
17. **Beer/Wine:** Hard alcohol/liquor is not allowed.
 - a. Beer and wine are allowed at Old Mine Park with approved permit. Beer and wine 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.
 - b. Beer/wine is not allowed at Twin Brooks or Unity parks.
18. **Grills:** Only propane grills are permitted. Grills may not be placed under the pavilion. Charcoal grills are not permitted at any time.
19. **Fireplaces:** Available at Old Mine and Twin Brooks Park pavilions only. Use of a pavilion fireplace requires an additional fee of \$50 per permit as well as a \$50 refundable cleaning fee. The Permit Holder is responsible for bringing their own grill grate as well as removing all coals/debris from the fireplace at the conclusion of their event.
 - a. All fireplaces are locked to prevent unauthorized use. If a permit holder requests use of a fireplace, a Trumbull Parks and Recreation Representative will unlock and inspect the fireplace prior to the start of the rental, noting its condition. The Representative will return after the rental to inspect the final condition.
 - b. In order for the permit holder to receive a refund of their cleaning fee they must leave it in the condition it was prior to the start of the event. This includes the removal and proper disposal of all coals/debris. In order to prevent unauthorized use after your event please secure the fireplace with the lock provided on site. The permit holder is responsible for any use, damage, of the fireplace if they fail to secure it properly.

Cleaning fee refunds will be processed within 10 business days of the completion of the event.

20. Vendors/Food Trucks/Caterers/Ice Cream: The exchange of fees for products/services is not allowed on park property. All food trucks, vendors and caterers must be contracted for the event. Advanced approval is required from the Trumbull Parks and Recreation Department.
21. Decorations: Decorations may be attached to the structures with tape only. NO NAILS, TACKS OR STAPLES. All decorations and tape must be removed at the conclusion of the event.
22. Electricity: Electricity is available at Old Mine Lower Pavilion and town hall gazebo only. The amount of power is limited so the permit holder may wish to bring additional generators. Generators may not be used underneath the pavilion or gazebo.
23. Music: Permit holder must adhere to the Town's Noise Ordinances at all times. Amplified music, including bands or DJ's, requires prior approval from the Commission and a permit from the Trumbull Parks and Recreation Department.
24. Bounce Houses: Advanced permission from the Trumbull Parks and Recreation Department is required for the use of bounce houses (inflatables). The permit holder is responsible for providing their own generator. A copy of the insurance certificate from the company providing the equipment must be provided in order to obtain the permit. The Town of Trumbull must be listed as an "Additionally Insured" on the certificate of insurance. The applicant is responsible for ensuring that all possible precautions are taken to avoid injury. At any time, if the wind exceeds 12 miles per hour, the bounce house MUST be deflated. The Town of Trumbull is not responsible for any injuries or damages caused by the bounce house.
25. Restrooms: Park restroom facilities are open Memorial Day Weekend – Labor Day (earlier or later weather dependent). Opening and closing dates are subject to change depending on the weather or at the discretion of the Trumbull Parks and Recreation Department.
 - a. Any event with more than 100 guests requires a portable toilet (1 toilet per every additional 50 guests). Portable toilets will be coordinated by the Trumbull Parks and Recreation Department and paid for by the Permit Holder. Please note that the Trumbull Parks and Recreation Department is not responsible for preventing usage from the time of delivery until your event. Please contact the Trumbull Parks and Recreation Department for pricing.
26. Tents: Any tent larger than 10'x10' requires a permit. Permits for tents larger than 10'x10' will be issued only to cover food service area and may not exceed 20'x20'. All tents larger than 10'x10' must also be approved and inspected by the office of the Fire Marshal. Please call for an inspection at (203) 452-5080.
27. Trash: The 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. Failure to remove all trash generated by the event will result in a fine. Additionally, the Town of Trumbull reserves the right to bill the permit holder for any clean-up costs related to the event.
28. Fines: Fines may be issued for any violation of the Town Municipal Code. Additionally, fines and penalties may be issued for the following. Failure to pay fines will result in a suspension of access to Parks and Recreation opportunities until resolved.

Offense	Fine/Penalty
Failure to remove trash generated from the rental	All clean-up costs including man-power (minimum of 3 hours per person)

Damage to park property	All remediation costs including man-power (minimum of 3 hours per person)
Guests in excess of what is listed on permit	\$50 for every additional 25 guests

TRUMBULL

PARKS & RECREATION

Pavilion Features				
Location	# of Guests Allowed	Power	Fireplace	Beer/Wine Allowed
Old Mine Lower Pavilion	1-50	Yes	Yes	Beer and wine only- restrictions apply
Old Mine Upper Pavilion	1-50	No	Yes	Beer and wine only- restrictions apply
Old Mine Combo Rental (both Upper and Lower pavilions)	1-200	Lower Pavilion Only	Yes	Beer and wine only- restrictions apply
Town Hall Gazebo	TBD	Yes	No	No
Twin Brooks Pavilion	1-50	No	Yes	No
Unity Pavilion	1-400+	No	No	No

Pavilion Rental Rates

Category	# of Guests	Monday-Thursday	Friday-Sunday & Holidays
Resident	20 or less (2hr max)	Free	Free
	20 or less (over 2hr)	\$75	\$100
	21 - 50	\$75	\$100
	51-100	\$125	\$150
	101-200	\$200	\$225
	201-300	\$300	\$325
	301-400	\$400	\$425
	401+	Call for pricing	
School or Non-Profit	50 or less	\$50	\$75
	51-100	\$75	\$100
	101-200*	\$100	\$125
	201-300	\$125	\$150
	301+	Call for pricing	
Trumbull Based Company	50 or less	\$200	\$250
	51-100	\$250	\$300
	101-200	\$350	\$450
	201-300	\$450	\$550
	301-400	\$550	\$650
	401+	Call for pricing	
*Maximum permitted for school groups			

TRUMBULL

PARKS & RECREATION

Park or Pavilion Permit Request

Submission of this request form does not constitute an approval of the event until you receive a written approval from the Trumbull Parks & Recreation Department.

Applicant Information

Sponsoring Agency (if applicable): _____

Applicant Name (must be Trumbull resident): _____

Applicant Phone: _____

Applicant Email: _____

Applicant Address: _____

City: _____ State: _____ Zip: _____

Description of Event

Detailed Description of Event: _____

Type of Event: Private Public Fund-Raising _____

Location: _____

Rental Date: _____

Start Time: _____ Completion Time: _____

Number of People Attending: _____

Request for Additional Rental Item, Permit, or Waiver

- Vendor or Caterer
- Tent over 10'x10'
- Beer/Wine Permit (Old Mine Park Picnic Area Only)
- Fireplace- \$50 usage fee plus \$50 cleaning deposit
- Portable Restroom- 1 per every 50 people after the first 100. Quantity required:_____
- Park Ranger- \$18 per hour
- Police- to be coordinated/paid for by permit holder
- Other (please specify): _____
- Bounce House/Inflatable
- Live Band or DJ

Hold Harmless Clause

By requesting for the above permit(s), the applicant _____ shall indemnify the Town of Trumbull for and hold the Town of Trumbull harmless and free from all damages, illness, or injury sustained by person or property and for any damages, or monies paid out by the Town of Trumbull in the settlement of any claim and claims of judgement as well as for costs, expenses and attorney's fee incurred in connection therewith.

The applicant acknowledges that they are aware that in response to the Covid-19 pandemic, the CDC and State of Connecticut have issued rules regarding the operation and conduct of both public and private events and gatherings. Athletic/recreational fields and facilities which must be adhered to in order to protect public health and safety. The applicant acknowledges that they have reviewed all applicable CDC, Sector Rules for Reopening, Executive Orders of the Governor, and any other applicable State agency guidelines. The applicant specifically agrees that they are responsible for complying with, and that they will comply with, and abide by all of the foregoing rules and orders.

By signing this document I agree to the "Rental Conditions" and the Hold Harmless Clause.

Applicant Signature: _____ Date: _____

Trumbull Parks & Recreation Department Use Only

Total Fees Due: _____ Date Payment Received: _____

Fireplace Cleaning Deposit Due: _____ Deposit Refunded: _____

Permits Approved: _____

Received By: _____ Date: _____

Approved By: _____ Date: _____

Notes: