



Facility Rental Application

Town of Brookfield Parks and Recreation

Group or Entity Requesting Reservation: _____

Description of Event: _____

Responsible Person: _____ Cell Phone: _____

Address: _____ City: _____ State: _____

Email: _____

Date(s) Requested: _____ Day(s) of the week: _____

Requested Time of Use: (include set up and clean up) From : _____ AM/PM TO: _____ AM/PM

Estimated Attendance: Adults: _____ Children: _____

Pavilion at Cadigan Park and Lakeside Community Room rentals are limited to groups of no more than 50.

Will food be sold? YES NO

If yes, a temporary food license is required. Contact the Brookfield Health Department at (203) 775-7315 or www.brookfieldct.gov/health-department for guidance on how to obtain a temporary food event license.

Will alcoholic beverages be served? YES NO

If yes, the Town will require a certificate of insurance in the amount of \$1,000,000 General Liability (including host liquor liability) naming the Town of Brookfield as additional insured. This is often available through your insurance carrier. Coverage for the day of your event may also be purchased through a TULIP policy. Please visit www.onebeaconentertainment.com and enter Brookfield's entity code of 0501-066.

Requested Facility and Amenities (check all that apply)

Pavilion at Cadigan Park, 500 Candlewood Lake Road		
Town Beach	<input type="checkbox"/>	Reservation includes use of the Town Beach for up to 50 people (Must be during the posted hours within season.)
Picnic Tables	<input type="checkbox"/>	
Barbeque grills (charcoal)	<input type="checkbox"/>	
Electricity	<input type="checkbox"/>	
Softball Field	<input type="checkbox"/>	
Utility Field(s)	<input type="checkbox"/>	

Lakeside Community Room at the Town Beach, 460 Candlewood Lake Road		
Community Room	<input type="checkbox"/>	Events may be scheduled for up to 3 hours. One additional hour is permitted before start time for set up and up to one hour following event for cleanup. Building must be vacated by 8:00pm.
Barbeque Grills (charcoal)	<input type="checkbox"/>	
Volleyball	<input type="checkbox"/>	
Basketball	<input type="checkbox"/>	
Swimming*	<input type="checkbox"/>	*Included with your reservation during posted beach hours.
Lifeguards** (outside of regular beach hours)	<input type="checkbox"/>	**Additional charges will apply; subject to availability.

Bandstand at Town Hall, 100 Pocono Road		
Electric	<input type="checkbox"/>	
Lights	<input type="checkbox"/>	
Restrooms	<input type="checkbox"/>	
Other (Soccer or softball field)	<input type="checkbox"/>	
<i>2 picnic tables provided. No charcoal grills permitted. Gas grill use limited to front brick apron of Bandstand.</i>		

Terms and Conditions of Use:

1. This facility rental application is to be completed and submitted at least two weeks in advance of your event.
2. A refundable \$75.00 deposit and full rental fee is due at time of submission. Separate checks or credit cards accepted. Checks should be made payable to "Town of Brookfield".
3. Reservations may be cancelled two weeks prior to your event with refund given. Reservations cancelled within two weeks of your event will result in the loss of your \$75.00 deposit.
4. A certificate of insurance (General Liability) in the amount of \$1,000,000 naming the Town of Brookfield as additional insured is required. Any service providers (caterers, etc) must provide same.
5. The person/entity renting any Town facility is responsible for any damages incurred as a result of such use.
6. All rental facilities are considered smoke and vape free zones.
7. The facility should be left as clean as it was found; cleaning done by the responsible party. All garbage shall be disposed of as advised, not left in cans.
8. Reservations can be made up to 6 months in advance for residents and up to 3 months in advance for non-residents.

Terms and Conditions for all Facilities

Fee Schedule	Cadigan Park Pavilion	Town Hall Bandstand	Lakeside Community Room <i>(seasonal)</i>
Brookfield Resident Family	\$140.00/Day	\$90.00/Day	\$190.00 / 3 hrs.
Brookfield Business/Organization	\$175.00/Day	\$190.00/Day	\$275.00 / 3 hrs.
Brookfield Non-Profit Organizations	\$140.00/Day	\$90.00/Day	\$190.00 / 3 hrs.
Non-Resident Family	\$225.00/Day	\$190.00/Day	\$390.00 / 3hrs.
Non-Resident Business/Organization	\$275.00/Day	\$240.00/Day	\$475.00 / 3 hrs.

I/We the undersigned acknowledge that we have read the attached terms, conditions and rules regarding use of Town facilities and agree to comply with the all Terms, Conditions and rules contained therein. Further, the undersigned assumes full responsibility for all damages and/or injuries incurred incidental to such use. I release and hold harmless the Town of Brookfield from any injuries incurred during my or my guests' use of Town facilities.

Signature of Applicant _____

Date of Application _____

Director Parks & Recreation Signature _____

Date of Application _____

Comments: _____

Office use only

Application: Approved Disapproved Amount to be Charged \$ _____

Signature of Parks & Rec. Director

Date

Completed forms may be returned:

By mail to Brookfield Parks & Recreation, 162 Whisconier Road Brookfield, CT 06804

By email to mknnox@brookfieldct.gov.

By fax to 203-775-5244. Please call the office at (203) 775-7310 to confirm receipt.

Brookfield Parks & Recreation

Cadigan Pavilion-

1. Reservation of the pavilion will be limited to groups of no more than 50
2. Reservation may include, at the discretion of the Director, use of the athletic fields if available and/or use of the Town Beach during normal operating hours
3. \$75.00 refundable deposit required with payment. Deposit will be returned upon our inspection of the facility, or be applied toward any damages incurred.
4. Balance of the park must remain open at all times for the general public.
5. Please note specific synthetic field rules posted on-site.

Town Hall Bandstand

1. The Playground must remain open for the general public at all times
2. Charcoal grills are not permitted
3. Two picnic tables provided under the bandstand
4. Reservation may include, at the discretion of the Director, use of the athletic fields (when available).

Lakeside Community Room and facility Rules-

1. No swimming allowed when lifeguard is not on duty.
2. Children under age 12 must have adult supervision at all times.
3. No pets or fishing gear are permitted in the Park.
4. Town Park personnel shall have authority to eject any person(s) engaging in behavior or activity deemed disruptive, dangerous, damaging, or illegal.