



“Creating Community Through People, Parks and Programs”

127 Norwich Avenue, Colchester, CT 06415

(860) 537-7297 | Fax: (888) 468-6093 | parksandrec@colchesterct.gov

**PICNIC PAVILION/SPORT FIELD/COHEN WOODLANDS/TOWN GREEN GAZEBO  
RENTAL POLICY**

1. Reservations by residents shall be accepted beginning February 1, for use March 1-October 1 of each year. Proof of residency is required. Apply at the Town Hall - Parks and Recreation office at 127 Norwich Ave. Call 537-7297 for more information.
2. Non-Residents may apply after March 1.
3. All applicants must sign Indemnification & Release Form. Organized groups must provide certificate of insurance – see document entitled “Insurance FAQ”.
4. Permits issued for reserved space only to groups of 15 or more.
5. All permits shall be issued on first-come, first-serve basis.
6. Fees (all pavilion reservations are for the entire shelter):

<b>Resident</b>	<b>Non-Resident</b>
\$25 for 4 hours	\$50 for 4 hours
\$50 for 8 hours	\$100 for 8 hours
\$5 additional fee for use of pavilion lights/electricity	
Sport field lighting fees add'l – see annual rates	

**Important Notes:**

1. There may be a limited number of picnic tables at the Pavilion if there is an event scheduled on the Town Green on the same day. **All Town Green events take precedence.** The normal number of tables at the Pavilion is usually twelve (12).
2. During Summer Day Camp dates, late June through mid - August the Pavilion is not available during the hours of 7:00 a.m. to 6:00 p.m. unless arranged with the Director of Parks and Recreation.
3. Please **do not use staples in the picnic tables!** If you need to secure something onto the tables please use a weight or tape to hold it down.
4. We request that if you are renting a facility for a weekend event that you bring your own trash bags, and **pick up and take with you any trash** that you create during your event. This is a courtesy to others who may be using the facility after you. The facilities are cleaned on Friday and the trash barrels fill up quickly, and will not be emptied until Monday morning. We appreciate your cooperation in this matter.
5. There are to be **NO ALCOHOLIC beverages** on any Park/Town property.
6. The Town of Colchester requests your cooperation in keeping the Parks & Recreation facilities a smoke-free environment.
7. Please **follow all posted Park rules.**