

REQUEST PROCESS:**Submit 10 days prior to rental date:**

1. Completed application
2. Rental fee (cash, check or credit card)
3. Security deposit (cash or check)
4. Copy of certificate of insurance with Town of Marlborough as additional insured

Marlborough
Parks & Recreation
Pavilion Reservation Information
Residents Only
RENTAL POLICY

PO Box 29 Marlborough, CT 06447
office 860-295-6203; fax 860-295-0317
website www.marlboroughct.net
e-mail parkandrec@marlboroughct.net

1. Reservations by residents shall be accepted beginning February 1. Proof of residency is required. Rental dates available; weekends in June, Daily rental once school ends until beach closes in late August. Wednesdays and Fridays the pavilion is only available 3-7pm. No rentals on holidays.
2. Apply using form from website (www.marlboroughct.net) & click on Parks & Recreation, at the Town Hall – Parks and Recreation office at 26 North Main St or call 860-295-6203.
3. All applicants **must complete & sign the reservation form and MUST provide certificate of liability insurance naming the “Town of Marlborough” as additional insured** – see document entitled “Insurance FAQ”.
4. All reservations are on a first-come, first-serve basis.
5. All pavilion reservations are for the entire shelter.
6. There is a \$15 cancellation fee once reservation has been processed. Full refunds will only be issued if the Parks & Recreation department closes the park PRIOR to the event. If the park is open on the day of your event, weather is not a reason for refunding fees. You can request an alternate date if weather may be an issue, but a new date cannot be guaranteed. A thunderstorm that affects the rental is out of our control and does not warrant a refund. An alternate date can be requested, but cannot be guaranteed. When renting an outdoor facility inclement weather is always a possibility and the Parks & Recreation Department cannot be responsible for how it may affect your scheduled event.
7. If during your event there is thunder & lightning & the lifeguards close the beach, you are NOT allowed to stay in the pavilion. It is NOT a safe shelter. You will need to move to your cars or go into the restrooms in the bathhouse (which has limited space), until the storm passes. NO exceptions.

Rates for Rental:**Your rental is strict to the times requested**

Pavilion rental available between the hours:

11:00am – 7:00pm

\$60 for 4 hours (maximum of 75 people)**\$100** for 8 hours (maximum of 75 people)

For a gathering over 75 people please contact office 860-295-6203

Your rental is strict to the times requested

If you rent for 4 hours your set-up time is at the start of your rental time

Example 1pm-5pm rental – set-up begins at 1pm and you must be cleaned up by 5pm.

If you have an 8-hour rental, set-up can begin at 11am and you must be cleaned up and depart the pavilion by 7:00pm

50% Deposit Required at Time of Reservation – Must be paid in full 14 days prior to event

\$75 Security Deposit Required for ALL rentals (cash or check) to insure against damage, garbage, and event ending on time. Deposit is returned once rental is complete and there were no issues.

Important Notes:

1. The normal number of tables at the Pavilion is usually ten - twelve.
2. During Summer Day Camp dates, late June through mid - August the Pavilion is not available on Wednesdays and Fridays during the hours of 11:00a.m. to 3:00 p.m.
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. **If you use staples, you will forfeit your security deposit**
4. You are responsible for cleaning the pavilion of all your trash, trash bags are available from the lifeguards, but you must deposit your garbage in the dumpster in the main parking lot.
5. There are **no alcoholic beverages** permitted in the Park.
6. The Town of Marlborough requests your cooperation in keeping the Parks & Recreation facilities a smoke-free environment.
7. Please **follow all posted Parks rules.**
8. **The Park & Recreation Department reserves the right to make decisions which serve in the best interest of the public, the facilities, and the renters which may not have been previously stated on this form. Please contact the office for any special circumstances not specified on this form.**