



Picnic Pavilion Rental Facility Permit Form

Town of Berlin Park and Recreation Department

230 Kensington Road • Berlin, CT 06037

Phone: 860-828-7009 Fax: 860-828-1627

tnoyes@town.berlin.ct.us

Timberlin Park Picnic Pavilion located 300 Southington Road to Marjorie Moore Road, Berlin

Sage Park Picnic Pavilion located 1597 Berlin Turnpike to Suranna Drive, Berlin

Regulations and rules for using Sage Park/Timberlin Park Picnic Pavilion

1. Cash or check when submitting request, made out to the Town of Berlin.
 - Rental Fee – Residents \$90.00 plus a \$90.00 deposit, Non-residents \$140.00 plus a \$90.00 deposit,
- Please Note: All monies including deposits will be deposited immediately upon receipt. Deposits will be Refunded within 1-4 weeks after event provided there are no damages and area is left clean.***
- You may request a “Bag of Games” A \$55.00 refundable deposit is required. The Bag of Games contains: 2 frisbees, 2 large colored wiffle balls, 1 small white wiffle ball and 2 bats, bocce set, 1 regulation football, 1 nerf football, 1 lawn toss game. The Timberlin Bag also contains 3 horseshoes.
 - Extra equipment available: Go Gator washer toss game/case, and a soccer ball.
 - Groups reserving Timberlin Picnic Pavilion have priority of usage of horseshoe pit and surrounding green isles in the Sam DiPietro Grove.
 2. A key is needed and can be picked up five business days before the event. This key enables you to conveniently drive up into the picnic area to unload your refreshments. The key must be returned on the next working day after the picnic. **CHECK THE GATE TO BE SURE IT IS LOCKED!**
 3. The Park and Recreation office hours are Monday – Wednesday 8:30 p.m. to 4:30 p.m., Thursday 8:30 a.m. to 7 p.m. and Friday 8:30 a.m. to 1 p.m.
 4. All food cooking must be done on the barbecue pit, provided for you or your own grill. You must bring your own charcoal for the pit. ***Please make sure cooking fire is extinguished before leaving.***
 5. **When Tulip insurance or a certificate of insurance is needed:** If this is an organized adult group and you request permission to consume alcoholic beverages on the premises or if the picnic will be used by a large group.
 - a) **To obtain Tulip insurance:** When a tenant user wants to use the Town of Berlin’s property and is requesting use of alcoholic beverages or the picnic will have a large number of persons attending the event please go to: onebeaconentertainment.com, <https://www.ebi-ins.com/e/tulip/apply/asp>. and use the Entity ID code for the Town of Berlin/Board of Education which is 0501-CW0. The tenant user enters the ID code and answers a few basic questions in a three-step process that provides an online quote.
 - b) If the tenant user decides to purchase coverage through the TULIP program, the user simply enters his/her credit card information and the coverage is bound. A Certificate of Insurance is automatically sent via email to the Town of Berlin, the Tenant user, and the broker.
 - c) **Organizations:** A certificate of insurance for 1 million dollar liability, 2 million general aggregate and the Town of Berlin on the policy as the certificate holder and additional insured is required.
 6. **Rules for use of alcoholic beverages at Picnic Pavilions (additional form to be filled out Permission for use of Alcoholic Beverages)**
 - Alcoholic beverages will be confined to the area adjacent to the shelters and tables;
NOT IN THE PARKING AREA OR ANY OTHER AREA OF THE PARK.
 - Alcoholic beverages may not be sold – it must be given away or bring your own.
 - To abide by State Law – no alcoholic beverages will be dispensed to any 20 year old or younger.
 7. **Amenities of Pavilions:**
 - Seating at picnic tables for 100 at Timberlin Pavilion and 50 at Sage Park Picnic Pavilion. Handicap accessible picnic tables at both sites.
 - There is no running water or electricity available at either site. (Sage Park there is water available at the drinking fountain near Scalise Field Maintenance Building.)
 - Portable toilets – Handicap and standard are located at both sites.
 - Hiking and walking trails at both sites. Maps available in the Parks and Recreation Office.
 - Timberlin Park: small pond as well as grass area for games Sage Park: Pond with fishing

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Individual Name: _____

Name of Organization: _____

Event Title (if applicable): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone # (H) _____ (W) _____ (C) _____ (emergency) _____

Email address: _____

GROUP PICNIC AREA: Timberlin Picnic Pavilion Area _____ Sage Picnic Pavilion Area _____

Date: _____ Time: _____ Group Total: _____
(open dawn to dusk)

Request to consume alcoholic beverages on premises: **YES** **NO**

Rental Fee: – Residents \$90.00 plus a \$90.00 deposit Non-residents \$140.00 plus a \$90.00 deposit

Sage Park Pavilion: To use Sage I or Sage II fields please fill out a Field Reservation Request Form available on town’s website: www.town.berlin.ct.us A certificate of insurance and an additional insured endorsement (needed if not using the Tulip insurance program) will be required if you are renting a field.

The undersigned certifies that they have read this agreement and the following: I will police the picnic area and put all litter in proper receptacles. And I will fully compensate the Town of Berlin for any damage done to buildings, grounds, fixtures, equipment, etc.

Field usage fee: \$10/hour residents \$40/hour non-residents. Scalise Field is subject to other rates.

Bag of Games: \$55.00 (refundable deposit)

PERSONAL SIGNATURE _____ **DATE OF REQUEST** _____

APPROVED BY: _____ **DATE** _____
Representative of Parks and Recreation Department

**To be valid, this application must be filled out and signed by responsible person and approved by a representative of the Parks and Recreation Department*

***NOTE - Please bring your receipt with you, on the day of the picnic, to prove that you have the right to be there.*

Berlin Police Dept. – 860 - 828-7080

*****Office Use*****

Notified: Parks and Grounds ____ **Police Dept.** ____ **Timberlin Golf** ____

Payment Receipt #: _____ **Date:** _____ **Total Amount** _____

Deposit Returned Receipt # _____ **Date:** _____ **Amount** _____

Certificate of Insurance if needed expiration date: _____ Updated 1/17/19