

TOWN OF BERLIN
PARKS & RECREATION POLICIES AND FEES
PISTOL CREEK

- Section 1:** The meeting room/outside deck area at Pistol Creek shall be available to organizations listed below with priority granted in the following order:
- a. Official town functions, hearings and meetings, town department use.
 - b. Berlin based non-profit civic groups, 75% or more of whose membership is composed of Berlin residents, shall be permitted, with approval of the Superintendent of Recreation, meetings without payment of any of the rental fees, provided that out-of-pocket expenses for staff or other extraordinary expenses shall be paid in full.
 - i. To qualify under this section the organization may be asked to file a membership roster including addresses and phone numbers, a copy of the organization's non-profit tax-exempt certificate, and a statement of purpose for the organization from bylaws or constitution of the organization, clearly showing benefit to the residents of Berlin.
 - c. Non-profit civic groups, a majority of whose membership is composed of less than 75% Berlin residents. Priority is given to groups whose primary function is the promotion of outdoor education, conservation, horticulture, natural science, agriculture or crafts.
 - d. Other Berlin resident organizations or groups when approved by the Superintendent of Recreation.
 - e. Activities of a commercial nature, that are beneficial to the community.
 - f. Non-resident groups of a non-commercial nature.
- Section 2:** A damage deposit in the amount of ninety, (\$90), is required at the time of reservation. This deposit will be returned in full providing there is no damage to the facility and the facility is left in an acceptable fashion.
- Section 3:** Smoking is prohibited anywhere on Pistol Creek Park property, including the buildings and grounds.
- Section 4:** The use of alcoholic beverages is prohibited except where authorized by the Town and Police Department.
- Section 5:** The Town of Berlin reserves the right to require groups to have on file such insurance certificates as may be deemed necessary before permitting use of the facilities.
- Section 6:** The Town of Berlin reserves the right to require any lessee to provide police and/or fire protection when deemed necessary. Any expense incurred for inspections or personnel shall be borne by the renter.
- Section 7:** The Town of Berlin reserves the right to decline rental of the facilities or to cancel rental of the facilities.

- Section 8:** Facilities will be reserved only in the name of an adult who represents approved organizations and who agrees to be responsible for any damage to equipment, furnishings and building.
- Section 9:** An approximate maximum of 230, (including children), are allowed in the Main room, and back room during the rental. The Fire Marshall will make the final determination following a review of the proposed set up.
- Section 10:** If food and/or beverages are to be sold, approval from the Parks and Recreation Commission, Town Council and Central Connecticut Health District is required. A copy shall be provided to the Berlin Parks and Recreation Department.
- Section 11:** Any cost resulting from damage to the property occurring as a result of the renter's use of the facility will be borne by the renter.
- Section 12:** There are a limited number of chairs available. Tables and additional chairs are the responsibility of the renting organization.
- Section 13:** Time on a rental agreement indicates time in and out of the building, not duration of an event. All events scheduled must end no later than 11:30 pm.
- Section 14:** No rental shall be made without the presence of a custodian or a supervisor assigned by the Facilities Department or Parks and Recreation. Additional attendants, i.e., supervision, cleaning personnel, will be assigned if necessary, with out-of-pocket cost billed to the renter.
- Section 15:** Miscellaneous illegal acts in parks and open space areas as outlined in Chapter XIII of the Berlin Code of Ordinances shall be in effect at Pistol Creek as well as the policies outlined within this document.
- Section 16:** The grounds at Pistol Creek shall be open for walking and passive recreation from dawn to dusk, except when participants are involved in a supervised or approved town program.
- Section 17:** Removal of natural items from the park is prohibited.

Section 18: RENTAL FEES: Main Room

(Approximate maximum group size for room rentals is 230 persons).

- a. Official town functions, hearings, meetings, town department Use as defined in Section 1a. \$0

- b. Berlin based non-profit civic groups as defined in Section 1b. \$0

- c. In-Town Profit or Non-Profit community organizations or groups,
 - 1. Whole Day rental is charged after 4 hours.
 - i. Half Day. \$75
 - ii. Full Day. \$100

- d. Out of Town Profit or Non-Profit organizations or groups
 - 1. Whole Day rental is charged after 4 hours.
 - i. Half Day \$150
 - ii. Full Day \$200

- e. Staffing expenses. Out of Pocket Costs

Section 19: Outside Deck

All groups **per hour:** \$25
Maximum group size for Deck is 185

Section 20: RENTAL PROCEDURE

Requests for the use of Pistol Creek should be directed to Berlin Parks and Recreation Department, 230 Kensington Road, Berlin Ct. 06037, 860-828-7056.

- a. A "*Reservation Request*" form must be filled out and approved before an event can take place.

- b. Rentals are accepted on a first-come/first-served basis. First priority is given to Town sponsored programs, and classes.

Location	Pistol Creek 600 Spruce Brook Road Berlin, CT 06037
C/o	Berlin Parks & Recreation Department 230 Kensington Road, Berlin, CT 06037
Telephone	860-828-7056, fax: 860-828-1627
Email	
Website	www.town.berlin.ct.us/departments/

FACILITY RENTAL CONTRACT REGULATIONS:

1. A maximum of 230 people (including children) are allowed in the Main Room, and back room during the rental.
2. If food and/or beverage are sold, Proper Town and State Permits must be in place prior to the event.
3. Time on the contract indicates time in and out of the building/facility. Members of your group will not be allowed in the room/building before the time indicated above. You will be billed for any time exceeding that indicated above.
4. Children accompanying adults must be supervised at all times.
5. All groups are responsible for set up and clean up of the facility/room. This includes wiping down tables, vacuuming, etc., and disposal of trash to the dumpster located in the parking lot.
6. The use of alcoholic beverages in or around the facility is prohibited, unless authorized in writing by the Town and Police Department.
7. Smoking is prohibited anywhere in the buildings, and on Grounds.
8. The Town of Berlin, Parks and Recreation Department reserves the right to decline or cancel this rental, or to require a cash deposit.
9. Any cost resulting from damage to the property occurring as a result of the lessee's use of the facility will be borne by the lessee.
10. The Town of Berlin accepts no responsibility for lost articles or responsibility in the event of accident or injury to any person on the grounds or in the building.
11. A damage deposit in the amount of \$90 is required at the time of reservation. This deposit will be returned after the rental date assuming the room is cleaned as stated and no damage has occurred.
12. Short Term Reservations are made on a first-come/first-serve basis. The damage deposit and completed rental agreement is required to book the facility. Full payment is due 2 weeks prior to the reservation, and is a separate fee from the deposit.
13. Long Term Reservations are made in cycles; January-June and September-December. A damage deposit check and completed contract are required to hold the rental space. At the end of each cycle your payment becomes due. After the payment has been processed your damage deposit will be returned along with your receipt. To rent the room for the up-coming cycle you must request a *new* contract and have it completed in full with a *new* damage deposit check.
14. If applicable, the lessee will provide (with contract) both tax exempt number **and** a copy of the tax exempt certificate. Lessee may be required to provide a membership roster.
15. If a rental cancellation is made prior to the rental date a full refund of your deposit and fees will be made, less a 10% processing fee.
16. Cancellations made with less than three days notice or no-shows will result in loss of the entire deposit and/or rental fee.

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