

DARIEN TOWN HALL AND PARKS FACILITY PERMIT

1. Facility Permits are available by advanced reservation only. Allow minimum of two weeks for approval. Mail permits to the Parks and Recreation Department, Town Hall, 2 Renshaw Road, Darien, CT 06820 – Phone (203) 656-7325. Facility permit application forms are available on-line at www.darienct.gov/parkrec.
2. Facility Use Fees for Town Hall and Parks facilities are on file with the Parks and Recreation Department. Town Hall facilities are available to Darien civic and non-profit organizations only. Parks facilities are available to Darien residents and their guests, and Darien organizations unless pre-empted by group usage.
3. All organizations, including municipal groups, are required to pay for all custodial fees associated with their use of Town Hall facilities. These custodial fees will be billed separately by the Department of Public Works and are in addition to Facility Use Fees. It is also the responsibility of requesting persons/organizations to obtain and pay for any necessary Police, Fire Marshal or Health Departments' services at the discretion of the appropriate department.
4. Cancellations, date and/or time changes of activity/event **MUST** be received by the Parks and Recreation Department, Monday-Friday, no less than 24 hours in advance.
5. Town Hall Weekend Snow Policy: In case of forecasted inclement weather, a decision will be made by the Department of Public Works on Friday afternoon as to whether the Town Hall will be open/closed for the upcoming weekend. The Parks and Recreation Department will then contact permit holders of Saturday and/or Sunday to inform them of the building status.
6. A Certificate of Insurance is required of any organization using Town Hall or Parks facilities. Said organizations shall present a Certificate of Insurance of public liability insurance for personal injury and property damage with a minimum limit of \$1,000,000, naming the Town of Darien as co-insured.
7. At the discretion of the Parks and Recreation Director or agent, temporary portable restroom facilities may be deemed necessary in order to comply with the public health code. All costs associated are the sole responsibility of the permittee.
8. The permittee agrees to abide by all Town of Darien Ordinances, and Rules and Regulations of the Parks and Recreation Department. No glass bottles or containers of any kinds are allowed in any Darien park area.
9. State recycling laws are to be obeyed in all parks. Separate containers to accommodate the various categories of recyclables are available in most park areas. Large picnic group users should bag their refuse and dispose of in dumpsters located in Weed Beach and Pear Tree Point Beach. At the discretion of the Parks and Recreation Director, a separate dumpster container may be required of an organization hosting a special event. The cost associated is the sole responsibility of the permittee.
10. It is the responsibility of any permittee to post a reservation notice in a reserved park area no later than 8:00 am on the scheduled day of event. Carry your approved permit with you on the day of your activity/event. **PLEASE NOTE: ALL VEHICLES ENTERING BEACH MUST HAVE VALID BEACH PARKING PERMIT STICKER OR CARRY PHOTO COPY OF THIS PERMIT TO BE PRESENTED TO GATE ATTENDANT FOR BEACH ACCESS.**

Name of requesting person(s)/organizations: _____

Address: _____ Email: _____

Name of contact person (if different from above): _____

Daytime Phone: _____ Type of Activity: _____

FACILITY REQUESTED: _____ DATE OF ACTIVITY: _____

Will any temporary structure be erected on site? Yes _____ No _____ If yes, describe: _____

Facility to be available from (times): _____ to _____ Approximate attendance: _____

Name of person responsible for clean-up (if different from above): _____

Applicant's Signature: _____ Date: _____

PARKS & RECREATION DIRECTOR/AGENT: _____ Date: _____