



**MAILING ADDRESS:**

20 East High Street; East Hampton, CT 06424

**DROP-IN LOCATION:**

240 Middletown Ave.; East Hampton, CT 06424

## **SEARS PARK – PAVILION/PICNIC SHELTER Facility Rules & Regulations**



1. **Applicant Requirements:** Applicants *must* meet one of these three criteria: (1) resident of East Hampton, (2) non-resident taxpayer of East Hampton, **or** (3) owner of a business located in East Hampton.
2. **Approval Process:** Upon receipt, the Parks and Recreation Department will review and, if applicable, present request to the Advisory Board at its next scheduled regular meeting. All requests should be received by the Department no later than 30 calendar days prior to anticipated use date.
3. **Availability of Facilities:** Facilities are unavailable for rental during the Memorial Day, Fourth of July, and Labor Day weekends.
4. **Signs:** Bulletin Boards and informational kiosk in the Park are for Parks and Recreation Department notices and information only. Groups using Sears Park may place 2 signs announcing the event on the day of the event only. Signs are to be freestanding and no larger than 2' x 3'. Signs must be placed at the entrance and exit gates (between the road and the stone wall in front of the Park) without blocking traffic sight lines. The signs must be removed immediately at the close of the scheduled event. Any violation of the above will result in the removal of the signs by the Parks and Recreation Department.
5. **Cleanup:** The facility must be left the way it was found. Garbage removal and cleaning is the responsibility of the user group. Failure to clean up shall result in loss of the security deposit.
6. **Decorations:** Only table-top decorations are allowed in the Pavilion and Picnic Shelter. ***No decorations are to be attached to the walls or any surfaces in these buildings.***
7. **Exclusive use of Sears Park:** **NO** individual or group shall be given exclusive use of Sears Park and the facilities.
8. **Fees/Security Deposits:** Payment of rental fees **and** security deposit for Pavilion are due with application and cannot be submitted to our office until January 1<sup>st</sup> of the year you are requesting (this applies to all rental groups).
  - a. Pavilion: **\$75.00** Half Day (9:00am-1:00pm) **or** (1:00pm-6:00pm)
  - b. Pavilion: **\$125.00** Full Day (9:00am-6:00pm)
  - c. Pavilion: **plus \$125.00 security deposit paid by separate check submitted with application. (The security deposit is required for all groups regardless of fees structure.)**
  - d. Pavilion: Town board/agency/commission or civic groups – no fee paid
  - e. Pavilion: Non-profit organizations for first-time use of facility – no fee paid and 50% of fee listed above for each additional rental
  - f. Pavilion: For profit, private organizations, private parties, businesses – above fees apply
  - g. Picnic Shelter: no fee/security deposit required, but users *must* submit a completed application
9. **Group Maximums:** Groups using the **PAVILION will be limited to 30 persons and 10 cars** unless special permission is granted by the Parks and Recreation Advisory Board. Groups using the **PICNIC SHELTER will be limited to 25 persons and 8 cars** unless special permission is granted by the Parks and Recreation Advisory Board. See Parking Requirements (#10 below). Approved groups of 50+ people are required by ordinance to submit an Event Form to the Fire Marshall five (5) days before the event. Event Form is available on the Town website.
10. **Parking Requirements:** Sears Park passes are **free of charge** to all East Hampton Residents. May obtain at the Parks & Recreation Department, Library, or the Police Station during regular business hours. All vehicles must park in the designated area or as directed by the Park Attendant.
11. **Town Staff required at extra cost:** It will be the decision of the Parks and Recreation Department and/or Advisory Board to require, at the cost of the applicant, additional staff or police protection for various functions.
12. **Use of alcoholic beverages** is prohibited anywhere in Sears Park. Anyone with alcoholic beverages will be asked to leave the park immediately, the security deposit will not be returned, and the party will not be allowed to reserve the park's facilities in the future.