



Pavilion Use Request Form 2025

Must be PRINTED and COMPLETED entirely to be processed

Colchester Parks & Recreation
80 Dick Mazza Dr.
Colchester, VT 05446
Phone: (802)264-5640
colchestervt.gov

DATE RECEIVED



BAYSIDE PAVILION



PAVILION GRILL



AIRPORT PAVILION

Pavilion Reservation Includes:

- Pavilion rental
- Free parking
- 13 Picnic tables (96"L x 28"W or 72"L x 28"W)
- One (1) 15-amp duplex electrical outlet
- One (1) charcoal grill (charcoal not included)
- Trash and recyclable containers

*Public restrooms available onsite



AIRPORT PAVILION

Pavilion Reservation Request Process

Step 1: Reservation made online or completing the Pavilion Use Request Form and submitting to the Parks & Recreation Office. Pavilion Use Request Form must be completed entirely to be processed. Incomplete forms will be denied.

Step 2: Make payment in full (see pavilion rates below)

Step 3: Receive your Reservation Receipt

Pavilion reservations can be made in person, by mail or online. Phone reservations not accepted. Payment must be made in full at time of reservation. Payment can be made by check, cash or credit card (3% service charge). Checks payable to: Colchester Parks & Recreation.

Pavilions may be rented between May 3 – September 28, 2025, between the hours of 9:00am – Dusk. Weekdays (excluding Fridays) and weekends are possible. The Bayside Pavilion is not available weekdays from June 16 - August 14. Check the online calendar for availability.

Resident: 2025 Pavilion reservations will begin being accepted on January 6 at 8:00am in the Office (Office hours: 8:00am - 4:30pm, Monday - Friday). Online reservations will be available the same day beginning at 8:30am.

Non-Resident: 2025 Pavilion reservations will begin being accepted on January 21 at 8:00am in the Office (Office hours: 8:00am - 4:30pm, Monday - Friday). Online reservations will be available the same day beginning at 8:30am.

Pavilion Rates

• Resident: \$100 *Proof of residency required

• Non-Resident: \$200

Person/ "User" Requesting Pavilion: _____

Business/Organization (if applicable): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-Mail: _____

Type of Event (**Required**): Reunion Meeting Birthday Picnic Wedding Other: _____

Pavilion Requesting: *Bayside Park Pavilion* ☐ *Airport Park Pavilion* ☐

Date & Day Requesting : _____ / _____ / 2025 circle one → M T W THUR SAT SUN

Start Time (*incl. set up*): _____ AM or PM End Time (*incl. clean up*): _____ AM or PM

Expected Attendance: _____ Will there be music? **YES NO**

Will your pavilion rental have food available? **YES NO** *** See #7 on next page*

Will your event be catered? **YES NO** If yes, Caters Certificate of Insurance must be provided

Name of catering service: _____ Phone Number: _____

"User" and Caterer (if applicable) are required to be in compliance with the Chittenden Solid Waste District's Ordinance as a condition of using the property. Requirements of this Ordinance include: Food "waste" compostables must be collected separately from trash in a container provided by the "User", removed from the pavilion/park at the completion of the rental and disposed of properly. Visit cswd.net or call the Chittenden Solid Waste District (802) 872-8111 for more information.

A COMPLETED & SIGNED RENTAL AGREEMENT (p.3) IS REQUIRED TO COMPLETE A RESERVATION

2025 Pavilion Rental Fees

Resident \$ 100.00

*** Beach access free of charge (Bayside Park only)***

Non-Resident \$ 200.00

In order to receive the resident fee, the individual/group/organization/business must provide proof of residency in Colchester, Vermont, with payment made by same individual/group/organization/business at time of reservation request. Acceptable documents include: utility bill, tax bill, land line phone bill or any document tied directly to the residence. Online reservations must have a Colchester resident account in order to receive resident rate. Failure to provide proof of residency with same payment, will result in non-resident fee being applied.

Do not fill out below (OFFICE USE ONLY)

Rental Fee: \$ _____ Check # _____ Credit Card _____ Cash _____

Residency Document Provided **YES NO**

Received by: _____ Entered into Civic Rec by: _____ Reviewed by Asst. Director ☐ Receipt sent: _____

Additional Notes/Requests: _____

APPROVAL or DENIAL:

_____ Glen Cuttitta, CPRP: Parks & Recreation Director	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	_____ Date
_____ Lieutenant, Roger Fisher, Colchester Police Department	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	_____ Date

Pavilion Rental Agreement

This agreement made this _____ day of _____, 2025, by and between the Town of Colchester through its Parks & Recreation Department (hereinafter referred to as "Town of Colchester") and _____ (hereinafter referred to as "User"). *WHEREAS* Colchester wishes to promote the use of its parks and recreational areas and provide for the enjoyment of the general public, and *WHEREAS* User wishes to use said facilities.

NOW, THEREFORE parks and recreational facilities of the Town of Colchester shall be used by User in accordance with the following policies and procedures:

1. Reservations must be made with the Parks & Recreation Department no later than 14 days prior to the proposed use of the pavilion.
2. Applicant hereby assumes responsibility and liability for any and all injury or damage to the person or property of the User or others connected therewith, be they business or personal invites, and further shall indemnify and hold the Town of Colchester harmless in the event of any such injury or damage from any and all claims, awards or attorneys' fees.
3. Motorized vehicles are not allowed within the Parks. Vehicles, including caterers will not have the ability or access to drive up to the pavilion. The User must plan accordingly in transporting materials from the designated parking area up to the pavilion. At Bayside - Access provided by an ADA compliant paved bike path from parking area to pavilion (Distance of 180'); At Airport - Access provided by a gravel path from parking area to pavilion (Distance of 80').
4. In the event the User wishes to provide amplified music, the music shall be at a volume that cannot be heard beyond the pavilion boundaries and shall not be used before 9:00 a.m. or after 8:00 p.m. Music will be appropriate for a public setting (i.e. no profanity or suggestive lyrics, etc.) and shall not disrupt other visitors to the park. DJ's, amplified instruments and live band are prohibited.
5. Tents, easy ups, inflatables and trampolines are prohibited.
6. Glass bottles or containers are NOT permitted in parks owned and maintained by the Town of Colchester (including Bayside Park and Airport Park).
7. Use of Town of Colchester Pavilions require compliance with the Chittenden Solid Waste District Solid Waste Management Ordinance as a condition of use of the property. This will be the mandatory collection of compostables - food scrap materials separately from trash and kept as free from contamination as possible. "User" must provide container for compostable collection and remove after pavilion rental. No compostables are to be left inside the park, pavilion or trash receptacles.
8. The User shall be responsible for their own clean up immediately following their event; the User must leave the area in the same condition in which it was found. In the event that the Town must clean up or repair damages to the area following the event, the User shall be charged that expense. The Director of Parks & Recreation will determine "same condition," and the Director's decision is final.
9. Cancellations and refunds may be requested up to 30 business days prior to the event and will incur a \$25.00 administrative fee. **Refunds will not be issued due to poor weather conditions.**
10. Pavilion reservations should not exceed 200 people at Bayside Park or Airport Park. Permitted Pavilion reservations are the following; birthday parties, barbeques, meetings, picnics, reunions, showers and small weddings. Any type of Special Event when the public is invited, no matter the anticipated attendance requires a Park Special Event Use Request Form.
11. This permit may be revoked at any time by the Director of Parks & Recreation, Town Manager or members of the Colchester Police Department for violation of the above or any other Park, Town or State Ordinance.

Cleaning and Repairs Fees:

A minimum fee of \$50.00 will be assessed for additional cleaning or damage repair that is required due to failure of the reserving party to thoroughly police and clean areas after use (see #8 above). Extensive damage will incur a greater fee. This fee will be itemized and billed to the reserving party once the duration of the facility reservation is completed.

I (We) assume full responsibility for any damages to Town of Colchester property and/or equipment that occur as a result of the requested use. Furthermore, I (We) understand that the Town of Colchester, its staff, and members of the Parks and Recreation Department, will not be held liable for any injury or damage which may occur to me, my guests, and/or members of the above named organization and or property during our requested use of the property.

USER SIGNATURE: _____ **Date:** _____

*My signature on this form indicates that I have read the Pavilion Rental Agreement
and agree to abide by the terms outlined above.*