



Town of Colchester Bayside Park & Airport Park Pavilion Frequently Asked Questions

Q: Can a reservation be made over the phone?

A: No. Reservations need to be made in person or online. Pavilion dates can not be held and are first come, first reserve.

Q: Is payment required when making a reservation?

A: Yes, payment must be made in full at time of reservation. Payment can be made by check, cash or credit card. Checks payable to: Colchester Parks & Recreation.

Q: What times can I reserve the pavilion?

A: Reservations begin no earlier than 9am. Pavilions and the park closes daily at dusk. Pavilion reservations must be concluded by dusk, if not scheduled to end earlier.

Q: How many pavilion reservations are scheduled daily?

A: One (1) reservation is permitted daily if that date is available.

Q: How many people can the pavilion hold?

A: Pavilion reservations may not exceed 200 people. Pavilions can hold 80 people. Picnic tables inside the pavilion can seat approximately 104 people. Portable chairs are allowed to be brought in during a reservation.

Q: Is parking available for pavilion reservations?

A: Yes, parking at Bayside Park and Airport Park is available and free to the public. No overnight parking is allowed.

Q: Can additional tables be brought in?

A: Yes, the User may bring in their own portable tables to use during a reservation. Any tables brought in must be removed at the conclusion of the rental.

Q: What happens if I arrive to the pavilion and its being used?

A: You should always bring your pavilion reservation receipt with you the day of your reservation. Kindly inform the person/group you have made a pavilion reservation. Pavilions have a reservation calendar posted inside a kiosk showing all reservations.

Q: Can pavilions be decorated?

A: Yes, with stipulations. Decorations are allowed to be set up at the beginning of a reservation time and must be removed entirely at its completion. This is to include anything and everything fastened, tied, taped to the pavilion structure, tables and rails. If any decorations, strings, ribbon remain after the reservation, a cleaning fee will be fined to the User.

Q: How big is the onsite charcoal grill?

A: The one (1) grill has a cooking surface of 20" x 15". Charcoal is not provided, so be sure to bring your own charcoal and grill brush.

Q: Can a gas grill be brought and used?

A: Yes. Propane gas grills are allowed to be brought for barbeque use. Open fires are prohibited

Q: Is there power in the pavilion to use?

A: Yes, at the Bayside pavilion a GFCI power outlet is found on the playground side of the stairs. At the Airport pavilion a GFCI power outlet is found mounted on a pavilion post, parking lot side.

Q: Is alcohol allowed?

A: Yes, as long as its not in glass containers. It is unlawful to serve, possess, consume or bring beer, wine or other alcoholic beverages into the park and pavilion in kegs, barrels or other bulk tap quantities.

Q: Are bathrooms available?

A: Yes, public bathrooms unlock daily at 7:00am and lock daily at dusk.

Q: Is there trash and recyclable receptacles at the pavilion to use?

A: Yes, four (4) 55-gallon trash and recyclable receptacles are at the pavilion to be used. If a pavilion reservation fills all the trash receptacles, the User is responsible for removing any additional trash.

Q: Is music allowed in the pavilion?

A: Yes, amplified music is allowed at a volume not to be heard beyond the pavilion boundaries. Music is to be appropriate for a public setting (i.e. no profanity or suggestive lyrics, etc.). DJ's, amplified instruments and live bands are not allowed.

Q: Are dogs allowed in the parks and pavilions?

A: Any person brining a domestic pet within park boundaries shall keep the pet on a physical leash, or under the immediate personal supervision and control of the owner. Domestic pets on any recreation path must be leashed. All pet waste must be picked up and disposed of properly.

Q: Can there be anything set up outside of the pavilion?

A: No. A pavilion reservation secures use of the pavilion. Anything outside of the pavilion is open to the public. Pavilion picnic tables must remain inside the pavilion, while additional tables, tents, inflatables and trampolines are prohibited. Lawn games and portable chairs can be set up outside.

Q: Can a reservation be made for weddings?

A: Yes, however be aware that the pavilion is “as is” for any reservation including weddings. All park and pavilion rules and regulations must be followed.

Q: If a reservation is utilizing a Caterer, what do I need to do?

A: Step 1 – Make sure to indicate it on your Pavilion reservation

Step 2 – Caterers Certificate of Insurance (COI) must be provided no less than 2 weeks prior to reservation. Email COI to recreation@colchestervt.gov and indicate pavilion rental date and name in the email.

Step 3: Cater must be in compliance with the Chittenden Solid Waste Districts Ordinance – Food “waste” compostables must be collected separately from trash in a separate container provided by the Cater and removed from the pavilion and park at the completion of the rental.

Q: Is there vehicle access to the pavilion?

A: No. Motorized vehicles are not permitted in the park for any reason. Transporting equipment, goods, food and /or people is the responsibility of the User.

Q: Can signs be put at the park entry and/or inside the park?

A: No, signs are not allowed to be erected.

Q: Can reservations be cancelled and will I get a refund?

A: All cancellation requests must be received in writing, emailed to recreation@colchestervt.gov at least 30 days prior to the day of the reservation, in order to receive a refund. A \$25 administrative fee will be applied to any cancellation.

Q: Can reservations made be transferred to another date?

A: Transfer requests must be received in writing, emailed to recreation@colchestervt.gov at least 30 days prior to the original reservation date. It is recommended the User checks the online pavilion calendar first to check availability, then include the desired transfer date in the email request. Transfers must be within the same calendar year.