



Town of Greenwich
Department of Parks & Recreation
Reserved Area Permit & Regulations

HH# _____

Proof of Greenwich residency is required once each calendar year for all Parks and Recreation programs.

Two current proofs of Greenwich Residency are required for the Primary Account Holder, (except Senior with valid Park Pass) and one current proof for all other family members 25 years and older (including those born in 1993) at or before the time of reservation.
 Acceptable proofs with resident name and Greenwich address are as follows: Residential Rental Lease; Current Utility Bill (Gas, Electric, Water, Oil); Current Phone, Internet and/or TV Service Bill (No Cell/wireless Phone Bills); Current Credit Card Bill or Bank Statement (No Mortgage Statement); Valid Driver's License or Connecticut State ID card). Proof of residency may be submitted utilizing the online portal www.greenwichct.org/webtrac starting January 1, 2018.

Picnic/Clambake Location

- \$225.00 **Pinetum** (Capacity: Minimum - 50 Maximum – 125)
- \$225.00 **Bruce Park (Wood Road)** (Capacity: Minimum - 50 Maximum – 125)
- \$250.00 **Greenwich Point Clambake** (Capacity: Minimum - 50 Maximum – 500)
All attendees are required to have a Resident Park Pass or Daily Park Pass & Daily Parking Pass for Greenwich Point.
- \$100.00 **Greenwich Point Cowbarn** (Capacity: Minimum - 25 Maximum 50) *** Does not include Seaside Garden area usage
All attendees are required to have a Resident Park Pass or Daily Park Pass & Daily Parking Pass for Greenwich Point.
- \$200.00 **Byram Park Clambake** (Capacity: Minimum - 50 Maximum – 125) Does **NOT** include parking.
All attendees are required to have a Resident Park Pass or Daily Parking Pass for Byram Park. Does not include entrance to the beach area and/or pool area.
- \$350.00 **Byram Park Clambake** (Capacity: Minimum - 50 Maximum – 125) Includes parking for all guests.
Does not include entrance to the beach area and/or pool area.

Number of Guests: _____

Day of Event: SUN. MON. TUES. WED. THURS. FRI. SAT.

Date of Event: _____ / _____ / _____
 Month Date Year

Primary Account Holder: _____

Permit Holder: _____

Address: _____

Email: _____ **Cell #:** () _____ - _____

By signing below, I acknowledge that I have read and understand the picnic/clambake regulations as set by Department of Parks and Recreation.

 Resident Permit Holder (Please Sign)

_____/_____/_____
 Month Date Year

 Permit Approved by

_____/_____/_____
 Month Date Year

GPT: CW, Gatekeeper
 Byram Park: DW, CW, Gatekeeper, Park Foreman
 Pinetum & Bruce Park: DW, Park Foreman

Payment: _____ Initial: _____ SP: Y/N

Picnic/Clambake Regulations

Pursuant to the Greenwich Municipal Code, the Director of Parks & Recreation has established the following regulations that you agree to abide by when signing your application.

- Daily Park Passes and Daily Parking Passes cannot be purchased at the location of the reservation. Passes are available for purchase at the Town Hall, for permit holders only. All attendees are required to have a Resident Park Pass or Daily Park Pass and/or Daily Parking Pass for Greenwich Point and Byram Park.
- Permit Holder must be 21 or older to make a reservation and be present for the duration of the event.
- The permit fee is required to secure the date and location.
- Area available from May 1 - October 31.
- Hours available: 8:00 a.m. to a half hour before sunset.
- Reservations must be made at least one (1) week before the date of the event.
- Greenwich Municipal Code; Chapter 7 governing use of public bathing beaches & recreational areas applies in all cases.
- All Parks and Recreation accounts must be paid in full at time of reservation.
- Permits are non-transferable and are revocable.
- Permit Holder is responsible for any damage to Town properties. The Town of Greenwich assumes no liability in relation to the issuance of the permit and the applicant releases the Town of Greenwich accordingly.
- The Permit Holder takes responsibility to ensure all litter, waste food, and recyclables have been collected and placed in appropriate containers. Permit Holder will be billed for non-compliance up to \$125.00 per hour.
- The use of loud speakers or amplified music in conjunction with events is prohibited except as expressly permitted by the Director of Parks and Recreation.
- Pavilion, grills, picnic tables, and restrooms are available. No personal grills allowed.
- Permits are required for kegs. They are issued by Parks & Recreation Department at no fee.
- No pets allowed.
- No weddings permitted.
- All fireworks are prohibited.
- No corporate picnics on Saturdays or Sundays.
- Small Tent (900 sq. ft. max.) is allowed. A permit may be required for tents over 350 sq. ft. Contact the Building Dept.
- Permit required for ball field usage at Bruce Park and Byram Park.
Contact Don Mohr @ Donald.mohr@greenwichct.org. Field closure hotline 203-618-7659.
- Special Event Permit (Building Dept.) and Insurance Certificate listing the Town of Greenwich as additionally insured required for all outside vendors providing entertainment and/or play structures. ***The vendor shall procure and maintain at its sole cost and expense, comprehensive general liability insurance in which the "Town of Greenwich and the Department of Parks & Recreation" (should appear in policy) is an additional insured with combined single limited coverage of \$1,000,000.00 per occurrence and \$2,000,000.00 in the aggregate, and renter shall furnish evidence with a certificate insurance.***
- Indemnification and Release form shall be signed and included.
- No person shall damage, cut, curve, transplant or remove any grass, plant or tree or injure the bark thereof or pick the flowers or seeds of any grass., plant or tree, nor shall any person attach any rope, wire or other contrivance to any tree or plant. No person shall dig in or otherwise injure or impair the natural beauty or usefulness of any area.
- No soliciting, no sales, no advertising. Non-profit organizations must obtain a special event permit, please contact Frank Gabriele frank.gabriele@greenwichct.org

Cancellation Policy: Reservation must be cancelled at least thirty (30) days prior to event for a refund. If cancellation is due to inclement weather, a request for refund must be made in writing within one (1) week after day of event. There is a \$25 administrative fee for cancellation or date changes for any reason other than inclement weather. Refunds will only be issued upon return of permit. Requests must be sent to Parks & Recreation Attn: Picnic Refunds.

** There is a \$25.00 fee for any returned checks **