



# Town of Greenwich

## Department of Parks & Recreation

### Reserved Area Permit & Regulations

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**Greenwich residents are required to provide proof of residency once per calendar year for all Parks and Recreation programs.**

The primary family member is required to provide two current proofs of Greenwich residency. Family members who are 25 years of age or over require one current proof of Greenwich residency. Acceptable proof documents with resident name, date and Greenwich address are as follows: Residential Lease; Utility bill (Gas, Electric, Water, Oil); Cable, Telephone, or Internet bill (not cell phone); Credit Card or Bank Statement (No Mortgage Statement); Driver's License or DMV CT State ID. Family members who are under 25 years of age, require a copy of their birth certificate, passport, or guardianship on file. Proof of residency may be submitted utilizing the online portal [www.greenwichct.gov/webtrac](http://www.greenwichct.gov/webtrac) starting January 1, 2020.

### Picnic/Clambake Location

**\$250.00** \_\_\_\_\_ **Pinetum** (Capacity: Minimum – 25 - Maximum – 125)

**\$250.00** \_\_\_\_\_ **Bruce Park (Wood Road)** (Capacity: Minimum – 25 - Maximum – 125)

- **For the 2020 season Bruce Park picnic area will only be available for rental from June 1, 2020 – October 31, 2020.**

**\$275.00** \_\_\_\_\_ **Greenwich Point Clambake** (Capacity: Minimum - 25 Maximum – 500)

- **All attendees are required to have a Seasonal Park Pass or Single Entry Park Pass & Single Parking Pass.**

**\$125.00** \_\_\_\_\_ **Greenwich Point Cow Barn** (Capacity: Minimum - 25 Maximum 50) \*\*\* Does not include Seaside Garden area usage

- **All attendees are required to have a Seasonal Park Pass or Single Entry Park Pass & Single Parking Pass.**

**\$225.00** \_\_\_\_\_ **Byram Park Clambake** (Capacity: Minimum – 25 - Maximum – 125) Does **NOT** include parking.

- **All vehicles are required to have a Resident Park Pass or Single Parking Pass.**
- **Does not include entrance to the beach and/or pool area.**

**\$375.00** \_\_\_\_\_ **Byram Park Clambake** (Capacity: Minimum – 25 - Maximum – 125) Includes parking for all guests.

- **Does not include entrance to the beach and/or pool area**

**Number of Guests:** \_\_\_\_\_ **Type of Event:** \_\_\_\_\_ **Special Event: Yes / No**

**Day of Event:** SUN. MON. TUES. WED. THURS. FRI. SAT. **Date of Event:** \_\_\_\_\_/\_\_\_\_\_/2020  
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.**

\_\_\_\_\_/\_\_\_\_\_/2020  
 Resident Permit Holder (Please Sign) Month Date Year

\_\_\_\_\_/\_\_\_\_\_/2020  
 Permit Approved by Month Date Year

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

Payment: \_\_\_\_\_ Initial: \_\_\_\_ \_SP: Y/N

**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 \*\*

## 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](mailto: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](mailto:frank.gabriele@greenwichct.org)

### **Town of Greenwich Parks and Recreation—Anti-discrimination Policy**

It is the Town of Greenwich's policy to provide full, equal and nondiscriminatory access to its park facilities, beaches and recreation areas in accordance with applicable state and federal laws. The Town's park facilities, beaches and recreation areas are open to all Town residents and other members of the general public admitted thereto in accordance with, and subject to, applicable state and federal laws, and ordinances, and regulations promulgated by the Director of Parks and Recreation and the Selectmen. It is the policy of the Town of Greenwich that all Town ordinances, regulations, policies and rules with respect to the Town's park facilities, beaches and recreation areas are applied consistently without regard to race, creed, color, national origin, ancestry, sex, sexual orientation, marital status, lawful source of income, mental retardation, mental disability or physical disability, including but not limited to blindness or deafness or any other legally protected classification. The Town complies with all applicable federal and state laws regarding non-discrimination, equal opportunity, affirmative action, and providing reasonable accommodations for persons with disabilities. If you require an accommodation to participate, please contact the Commissioner of Human Services at 203-622-3800 or [alan.barry@greenwichct.org](mailto:alan.barry@greenwichct.org) as soon as possible in advance of the event.