



RECREATION DEPARTMENT

388 PLEASANT STREET, SOUTHINGTON, CT 06489
RECREATIONDEPT@SOUTHINGTON.ORG; (860) 276-6219
WWW.SOUTHINGTON.ORG/DEPARTMENTS/RECREATION

DAVID A. LAPREAY
*Director of Recreation,
Youth & Senior Services*

JULIA BERARDINELLI
Administrative Assistant

SOUTHINGTON DRIVE-IN GROUNDS & COMMUNITY PAVILION USE PERMIT

**** Applicant Must Be a Southington Resident, Business, Organization, or Taxpayer****

Applicant Name (Person/Business/Group): _____

Address: _____ Phone: _____

Event Date(s): _____ Event Hours: _____ to _____

Type of Event: Private/Family Organizational (Non-Profit) Organizational (For-Profit)

Brief Description of Event: _____

Estimated Total Attendance: _____

Person Responsible for Clean-Up: _____ Phone: _____

- * ALCOHOLIC BEVERAGES ARE PROHIBITED
- * USE OF INFLATABLES (BOUNCE HOUSES) IS PROHIBITED
- * MOVIE SCREEN AND PROJECTION/AUDIO EQUIPMENT ARE NOT AVAILABLE TO RENT OR USE AT ANY TIME
- * THE PROPERTY CLOSES AT SUNSET PER TOWN ORDINANCE; RENTALS WILL NOT BE PERMITTED AFTER DARK
- * SECURITY DEPOSIT & RENTAL FEE MUST BE PAID IN FULL PRIOR TO EVENT DATE (See Attached Fee Schedule)
- * GRILLS MAY BE USED OUTSIDE OF THE PAVILION ONLY
- * PAVILION MUST BE LEFT IN A CLEAN CONDITION

Applicant's Signature Date David A. Lapreay, Director Date

BRING THE APPROVED PERMIT COPY WITH YOU ON THE DAY OF YOUR EVENT!

Your tax dollars pay for this facility. Please keep the area in use clean and report any vandalism. If someone else is in the facility and refuses to leave, please contact the **Southington Police Department** at **860-621-0101**. This permit serves as your proof of reservation and right to sole use of the property (pavilion and/or grounds) on the date and times specified above.

If you should encounter any issues with the facility itself during your event, please call **860-637-3554** for assistance.

FOR OFFICE USE ONLY:

Security Deposit Paid: _____ Rental Fee Paid: _____

Applicant is responsible for locking the restrooms prior to leaving the facility. Yes No

Service Area/Window has been approved for use during this event. Yes No



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(As approved by the Southington Town Council on 4/9/2012.)

Security Deposit

- \$100.00
- Applies to all functions and must be paid prior to the event date
- Refundable after satisfactory cleanup

Rental Fee

- Non-refundable
- Must be paid in full prior to the event date
- Fee based on attendance & event type:

Group I: Non-Profit; Less Than 50 Persons	\$50.00
Group II: Non-Profit; 50-100 Persons	\$75.00
Group III: Non-Profit; More Than 100 Persons	\$150.00
Group IV: All For-Profit Functions	\$250.00

Fee payments may be made in person at the Southington Recreation Department office located within the Southington Calendar House Senior Center during regular business hours (Monday-Friday, 8:30 a.m. – 4:30 p.m.) or mailed to the department at: 388 Pleasant Street, Southington, CT 06489.

Make check or money order payable to: **Town of Southington**

Credit card payments are accepted online at www.southington.org and in person at the Recreation Department; however, an additional, non-refundable service fee (3% of total amount) applies.

Please call the Southington Recreation Department office at 860-276-6219 with any rental procedure questions or to make a reservation.