



TOWN OF BETHANY, CONNECTICUT

Facility Use & Rental Policy

Policies, Procedures & Guidelines for Renters

Parks & Recreation Department · Town Hall, 40 Peck Road, Bethany CT 06524
(203) 393-2100 ext. 2101 · reservations@bethanyct.gov ·

Purpose of This Document: These policies apply to all persons and organizations seeking to use Town of Bethany facilities. All renters are responsible for reading and understanding these policies before submitting a Facility Use Application. Reservations are not confirmed until the application is approved and all required fees, deposits, and insurance documents have been received.

1. FACILITIES COVERED BY THIS POLICY

This policy applies to all Town-owned properties available for rental, including:

Facility	Capacity	Address, Description, Rental Allotment
Lakeview Lodge	100-120	265 Beacon Road (Upper). Indoor event space. Available in 6-hour increments.
Veteran's Park Pavilion	75	265 Beacon Road (Lower). Outdoor covered pavilion. Seasonal.
Bethany Airport (Horse Rings/Field)		719 Amity Road. Outdoor fields or horse rings. Available per day.
Town Hall Gym	186	40 Peck Road. Indoor gymnasium. Available in 6-hour increments.
Center Station	40-48	460 Amity Road. Small indoor meeting/event space. Available in 6-hour increments.

2. WHO MAY RENT — PRIORITY TIERS

Facilities are assigned by the following priority order. Higher-priority users have the right to displace lower-priority reservations with sufficient notice.

Tier	Category	Examples & Fee
Tier 1	Town of Bethany / BOE	Official town use, Board of Education, Town-affiliated programs. Includes: Cub/Boy Scouts, Land Trust, Horse Council, Horseman, Solid Waste, Sustainable Bethany, Lions Club, Historical Society, Bethany Athletic Association. Fee: Free (custodial fee may apply).
Tier 2	Bethany Nonprofit Organizations	Bethany-based 501(c)(3) nonprofits. Must show proof of nonprofit status. No admission fees. Fee: Free to reduced rate. Fee exemption requests submitted to the First Selectman. Includes RTC, DTC
Tier 3	Bethany Residents (Private Use)	Individual Bethany residents renting for private events. Fee: Standard resident rate. \$50 non-refundable booking deposit required. Town Hall employees receive 25% discount
Tier 4	Non-Residents & For-Profit Entities	Non-Bethany residents, businesses, commercial organizations. Fee: Premium rate. \$50 non-refundable booking deposit required. Certificate of Insurance mandatory.

3. HOW TO RESERVE A FACILITY — STEP BY STEP

1 Submit Application	Complete and submit the Town of Bethany Facility Use Application & Reservation Form at least 14 days before small events or 30 days before large events (50+ attendees) (Large events require Logistics form). Submit by email to reservations@bethanyct.gov , in person at Town Hall, or by mail.
2 Pay the Deposit	Pay the \$50 non-refundable booking deposit within 48 hours of submitting your application. Payment by check (payable to Town of Bethany), cash, or online at websterpaymentlink.com/ebpp/bethanyparks/ . Your reservation date is not held until the deposit is received.

3 Application Review	The reservation coordinator will review your application and contact you regarding approval, any questions, or missing documents. You will receive a 14-day reminder about required paperwork. A follow-up call is made 10 days before the event if items remain outstanding.
4 Submit Insurance	Submit your Certificate of Insurance at least 10 days before the event. See Section 5 for insurance requirements. If you use GatherGuard, visit gatherguard.com , click 'Get a Quote,' and search for your venue: 'Bethany Veterans Memorial Park,' 'Bethany Airport,' or 'Bethany Town Hall.' Alternatively, an insurance rider on homeowner's insurance is acceptable.
5 Pay Balance	Full rental payment is due at least 10 days before the event. All documents and payments must be received by the Wednesday before your event or the reservation may be canceled.
6 Confirmation & Access	Once approved and fully paid, you will receive confirmation. For Center Station and Pavilion, a temporary Sifely door code will be emailed within 2 days of your event. Contact Chris Cofrancesco at (203) 848-4067 at least 1 week before the event to confirm setup arrangements.

4. RENTAL FEES

\$50 Non-Refundable Application Fee to Reserve Date + Facility Cost Below

Facility	Block	Tier 1 Town/BOE	Tier 2 Nonprofit	Tier 3 Resident	Tier 4 Non-Res/For-Profit	Notes
Lakeview Lodge	Full day	Free	\$200	\$500	\$700	Alcohol OK w/ insurance.
Veteran's Park Pavilion	6-hr	Free	\$100	\$250	\$450	No alcohol or grills.
Bethany Airport	6-hr	Free	\$100	\$250	\$450	Fields + horse rings. Logistics form needed
Town Hall Gym	6-hr	Free	\$100	\$250	\$450	A/V = separate form. Kitchen +\$100 (T3/ T4).
Center Station	4-hr	Free	\$100	\$250	\$300	TV, tables, chairs, Wi-Fi

Additional charges: Setup Day(s) (day[s] before event) = 50% of standard rate — insurance must cover all days. Custodial fee = \$25/hr for events outside Mon–Fri 3:00–8:00 PM Tier 1 & 2. Town Hall Kitchen use = +\$100 for Tier 3 & 4.

Payment Methods: Check payable to 'Town of Bethany' · Cash · Online: websterpaymentlink.com/ebpp/bethanyparks/ · For in-person payment, you will receive a copy of the completed form and a receipt.

5. INSURANCE REQUIREMENTS

⚠ Required for ALL Rentals: A Certificate of Insurance (COI) is required to rent any Town facility. The COI must be submitted at least 10 days before the event.

Minimum Coverage

- \$1,000,000 per occurrence / \$2,000,000 aggregate liability coverage
- The Town of Bethany must be named as Additional Insured on the policy
- If a setup day is reserved, insurance must cover both the setup day and the event day
- For events with alcohol, the policy must specifically cover alcohol-related liability

How to Obtain Event Insurance

- Option 1: Use your existing homeowner's insurance — request an insurance rider covering the event at the town facility

- Option 2: Purchase event insurance through GatherGuard (gatherguard.com) click 'Get a Quote' and when prompted for the venue, search for one of the following:
 - "Bethany Veterans Memorial Park" (Lodge, Pavilion)
 - "Bethany Airport"
 - "Bethany Town Hall" (Town Hall Gym, Center Station)
- Forward the purchased insurance certificate to the reservation coordinator prior to your event

6. FACILITY RULES & CONDITIONS

General Rules — All Facilities

- Facilities must be used only for the purpose stated in the approved application.
- The renting organization is fully responsible for any damage to the building, equipment, or furnishings. Damage must be immediately and completely restored.
- The applicant is responsible for all setup, cleanup, and removal of personal property and trash after the event.
- Tie all garbage bags securely. Dispose of trash in designated dumpsters or receptacles. Large events are strongly encouraged to order a dumpster.
- All decorations, banners, and signs must be removed and disposed of properly at the end of the event.
- Events must comply with all local noise ordinances. Events must end by the permitted closing time.
- Reservations are NOT available on Town Hall observed holidays.
- Outdoor public spaces remain open to the public unless specifically exempted by Town approval.
- Commercial sales of goods or services at town facilities require prior approval and may incur additional fees.
- Alcohol requires a permit and must be covered by the renter's insurance policy. See facility-specific rules for restrictions.
- Janitorial fees (\$25/hr) will be charged for all events occurring outside janitorial hours (Monday–Friday, 3:00 PM – 8:00 PM).
- Concurrent events: The Lodge and Pavilion at Veterans Park may be rented for separate events at the same time.

Facility-Specific Rules

Lakeview Lodge	Rental in 6-hour increments (includes setup and cleanup time). Additional time charged at full rate. Alcohol is permitted but must be covered by the renter's insurance policy. A QVHD Food License is required if raw food will be prepared. WiFi network: called0143bored. Renters needing a setup day (day before event) must pay 50% of the standard rate for that day; insurance must cover both days.
Veteran's Park Pavilion	NO alcoholic beverages permitted at any time. NO grills are allowed under the pavilion. Rental in 6-hour increments. Temporary access passcode sent via Sifely app by email up to 1 week before the event — code is active only during your rental period. Number of car passes must be specified on the application. Food trucks are allowed provided they comply with QVHD regulations and do not block the lake access gate — emergency access must remain clear at all times. If a rain-date is requested, the \$50 deposit is required for both dates; only the date actually used will be charged the full rental fee. Renters will be notified immediately if there is a water contamination warning affecting the facility.
Bethany Airport	Specify the area(s) requested on your application: North Field, South Field, Left Horse Ring, and/or Right Horse Ring. A signed liability waiver is required for all athletic play on the fields. The facility director may inspect the fields within 48 hours of an event to assess conditions (weather-dependent). Any individual or group using the horse ring is responsible for removing all manure and animal waste and for dragging and leveling the ring surface immediately after use. No parking on the grass at any time. No overnight parking. Rental fees for organized sports leagues are determined by the Town's finance department, facility director, and First Selectman.
Town Hall Gym	Rental in 4-hour increments. Audio/Visual equipment requires a separate A/V form — contact the reservation coordinator. A QVHD Food License is required if raw food will be prepared. Kitchen use adds \$100 for Tier 3 and Tier 4 renters. Additional time beyond the reserved block is charged at the full block rate. Rental fees for organized sports are determined by finance, facility director, and First Selectman.
Center Station	Maximum capacity: 40–48 people. Rental in 4-hour increments. A temporary Sifely door code will be sent by email within 2 days of your event; the code is active only during your reserved period including setup and cleanup. If a new or updated code is needed, contact the reservation coordinator. WiFi network: centerstation1. Ensure the door is shut tightly upon leaving — it locks automatically.

7. FOOD, BEVERAGES & HEALTH REGULATIONS

⚠ QVHD Requirement: Any organization serving or selling food or beverages at a Town facility must hold a valid permit from the Quinnipiac Valley Health District (QVHD). A copy of the permit must be provided to the reservation coordinator before the event. This applies to all food vendors, food trucks, and caterers.

Per the State of Connecticut Fire Safety code and the State of Connecticut Fire Prevention Code, all mobile food preparation trucks, trailers, stands, and tents shall be inspected by the local Fire Marshal's Office.

To arrange an inspection, contact the Office.

- A QVHD Food License (food service permit) is specifically required when raw food is cooked or prepared on-site at the Lodge or Town Hall Gym.
- Food trucks are permitted at the Pavilion provided they are QVHD-compliant and do not block the lake access gate — emergency vehicle access must remain clear at all times.
- Alcohol is permitted at the Lodge (with insurance coverage) and the Old Airport and Town Hall Gym (with appropriate permit and insurance). Alcohol is strictly prohibited at the Veterans Park Pavilion.
- Renters are responsible for ensuring all food handling, storage, and service meets applicable health and safety standards.

8. CANCELLATION & REFUND POLICY

Notice Given	Refund Policy
14 or more days before event	Full refund of the rental fee. The \$50 booking deposit is non-refundable in all cases.
7–13 days before event	50% refund of the rental fee. The \$50 booking deposit is non-refundable.
Less than 7 days before event	No refund of any fees paid.
Non-refundable deposit	The \$50 booking deposit is never refunded, regardless of when cancellation occurs.

- All cancellations must be submitted in writing to reservations@bethanyct.gov.
- All documents and payments must be received by the Wednesday before the event. Failure to meet this deadline will result in the event being canceled and the reservation coordinator notifying the janitor.
- The Town of Bethany reserves the right to cancel any reservation due to weather, safety concerns, emergency municipal needs, or if the event is deemed contrary to the best interests of the Town.
- The Town reserves the right to deny future rentals to any group that has previously abused rental privileges.

9. LIABILITY & RESPONSIBILITY

- All applications must be signed by a responsible official of the renting organization or by the individual renter.
- The renting group assumes full responsibility for the conduct of all participants and guests during the event.
- The renting group is fully responsible for any damage to buildings, equipment, or furnishings. Damage must be immediately and completely restored at the renter's expense.
- The Town of Bethany is not liable for lost or stolen items or for injuries resulting from event activities.
- The applicant's Certificate of Insurance serves as the primary protection for the Town and is a non-negotiable requirement.
- The Town reserves the right to deny or cancel any reservation that is deemed contrary to the best interests of the community.

10. POST-EVENT CLEANUP REQUIREMENTS

All renters are required to leave the facility in the same condition as found. The following items must be completed before departing:

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| ☐ All trash tied, bagged, and properly disposed of | ☐ Restrooms / sanitation areas left clean |
| ☐ Decorations, banners, and signs removed and disposed of | ☐ All lights turned off |
| ☐ All personal property and equipment removed | ☐ All doors locked upon departure |
| ☐ Tables, chairs, equipment returned to designated storage | ☐ CS & Pavilion: door shut tightly (locks automatically) |
| ☐ Floors swept / grounds cleared of debris | ☐ Lodge: trash in dumpster outside kitchen door |
| ☐ Animal droppings and divots repaired (Airport fields) | ☐ Any damage reported to Town immediately |

11. CONTACT INFORMATION & QUICK REFERENCE

Reservations Office
Phone: (203) 393-2100 ext. 2101

Facility & Parks Coordinator
Chris Cofrancesco

Email: reservations@bethanyct.gov

Mail: 40 Peck Road, Bethany, CT 06524

Online Payment:
websterpaymentlink.com/ebpp/bethanyparks/

Phone: (203) 848-4067

Contact at least 1 week before your event to confirm setup arrangements.

Event Insurance: gatherguard.com