

FAIRFIELD PARKS & RECREATION DEPARTMENT  
PENFIELD COMPLEX  
PERMIT REQUIREMENTS AND BUILDING REGULATIONS

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1. Permittee is required to sign a permit agreement and must be 21 years old. In addition to the information required on the application, Permittee agrees to furnish any other information requested by Town.
2. Each application for a permit will be reviewed by the Parks & Recreation Department for approval or denial at the Department's sole discretion. All fees must be paid 60 days prior to function date and must be paid by the Permittee stated on application. If paid by anyone other than Permittee, the Non-Resident rate will be charged.
3. Bona fide adult organizations, families, neighborhood groups, and the Town may be Permittees. The following events are permitted: Town sponsored functions, weddings, showers, retirement parties, reunions and various types of meetings and gatherings. The event may only be for the purpose listed on the application.
4. The permitted area is limited to the rental hall and deck. The beach is a public area and is not part of the permitted area. No alcohol is permitted on the beach.
5. If an entry fee is being charged AND alcoholic beverages are being served on the premises, a Temporary Liquor Permit must be obtained. All applicants will be required to create an account for their qualifying charitable or non-profit/non-commercial organization with the e-license system: <https://elicense.ct.gov>. Proof of permit with signatures is required before the permit will be approved.
6. A Fairfield Police Officer is required to be present at all functions of over 125 people, or at the discretion of the Parks & Recreation Director. If an Officer is required, should the Permittee cancel the reservation prior to date of the function, the Town will notify the Police Department. If the function is canceled on the day of the reservation, the Permittee is responsible for notifying the Police Department at 254-4832 or 254-4800. If the Permittee does not notify the Police, the charge for hiring the Police Officer will not be refunded.
7. Final payment is due 60 days prior to the event. Any cancellations must be done in writing within 60 days of the function and will result in forfeiture of the entire payment. A date change is considered a cancellation. Deposits will not be refunded even in the event that the facility is re-rented for the date reserved.
8. All day functions are not permitted. A Permittee may rent both afternoon and evening rental segments with the understanding that an event may take place only during the approved hours of operation, with the permission of the Parks & Recreation Department.
9. Transfer of this permit to a second party is not permissible (permit is not to caterer).
10. The Parks and Recreation Commission reserves the right to change rates by appropriate Commission action.
11. "Park and Beach Rules" must be adhered to. Sporting activities such as football or volleyball are not allowed on the Beach. **No Sky Lanterns or pyrotechnics of any type are permitted.**
12. Damage Bond information will be taken at time of balance payment or anytime up to 60 days prior to the event. The Permittee will provide the account information of a current Credit Card which will be kept on file and will be charged if the Permittee has fabricated any part of the permit application, the function does not stop at designated time, the staff is required to perform extra clean-up, or there is any property damage. Permittee is required to return The Pavilion to the same condition it was at the start of rental. Permittee will be contacted prior to any fees being charged.
13. The Permittee hereby accepts the premises in the condition in which they are at the beginning of this permit and agrees to maintain said premises in the same condition, order and repair in which they are at the commencement of use excepting reasonable wear and tear arising from the use thereof under this agreement.
14. The Permittee assumes all risk for the activities conducted under this permit and shall be solely responsible for all damages, accidents and injuries to persons and to property caused by the acts or negligence of the Permittee or any person or persons in the employ or under the control of the Permittee. Permittee hereby covenants and agrees to indemnify, defend and hold harmless the Town and its officers and employees from any and all claims, suits,

losses, damage or injury to person or property of any kind and nature whether direct or indirect arising out of the activities conducted under this permit. Permittee specifically further releases, absolves, indemnifies and waives any claims against the Town of Fairfield, the Fairfield Parks & Recreation Department, their organizers, sponsors and any supervisors appointed by them for liability for their negligence.

15. Permittee must provide adequate supervision of attendees to insure proper conduct and safety. It is expressly understood and agreed that the Permittee's activities shall not interfere in any manner with the Public's use of the facility or the beach or to infringe upon the rights of others to use the facility. The Permittee agrees that a determination by the Director of Parks & Recreation or the Town's designated attendant will be accepted as final in evaluating activities which infringe on the rights of others and that Permittee will fully comply with any decisions in this matter. Any requests the attendant makes to the Permittee must be abided by or possible additional fees and/or forfeiture of the security deposit may occur. Failure to respond to a legitimate request promptly can also lead to the Police being called and immediate termination of the function.
16. If determined that any of the previous regulations are not applicable to a particular function, it will be at the discretion of the responsible Town official to waive said regulations.

**Permittee shall adhere to the following Building regulations:**

17. Tables and chairs are provided by Town for set up by Permittee. Permittee must provide all table covering, glassware, etc. Minimal decorating and set up may be done by Permittee. **The use of confetti is prohibited.** Decorations must be removed immediately after function. TAPE ONLY (no nails, staples, etc.)
18. An attendant will be provided by Town. The attendants' responsibilities include opening the building on-time, assisting in the set-up of tables and chairs, overseeing the function during its operation and, after the party, the break-down and proper storage of the tables and chairs. The attendant is responsible for securing the building after the clean-up of the function.
19. Permittee may not erect any tents or canopies.
20. Alcoholic beverages must be confined to building and deck and NOT be brought onto the beach. Under no circumstances are minors to be served alcoholic beverages.
21. Sound must be kept at a **reasonable level** and the source of music must be confined to the **interior of building**. Speakers must be inside building, not near any open windows and pointing away from neighbors homes. Music/Noise must be kept at a moderate level through 10 p.m. weeknights; 11 p.m. weekends. (Noise Ordinance)
22. Additional charges may be levied if any utilities, extra equipment, attendants or maintenance services are required.
23. Food may be catered or provided by Permittee. All kitchen equipment (sinks, stove, fridge, etc.) must be cleaned by the Permittee/caterer.
24. Outdoor cooking is permitted but must be noted on the permit agreement. The area must be left clean and all charcoal thoroughly extinguished and disposed of. A small (10 ft. x 10 ft.) pop-up type canopy may be set-up over cooking area.
25. Additional time for setup or function is available, and may be paid for, on a case by case basis when circumstances permit.
26. All equipment must be removed from the premises immediately after the event. If equipment needs to be stored for the night, a fee will be charged. Storage must be arranged and paid for prior to the day of the event.
27. The Town of Fairfield will not be held responsible for any lost or damaged goods.
28. **Recycling** is mandatory and must be consistent with the Town of Fairfield's policy. The Permittee will be liable for any fines levied by the Town as well as subject to loss of Damage Bond. Bins and trash bags are provided.
29. All doors and windows are to be closed if air conditioning is on. (Penfield Pavilion Only)
30. All use of the fireplace (Jacky Durrell Only) requires logs provided by the Permittee. Fire must be properly extinguished and fireplace properly cleaned following use.