

GROUP RESERVATION RULES

GENERAL

The following rules are set forth by the Board of Selectmen to govern the group reservation use of the Area and are either in addition to or further explain the Dufresne Recreation and Conservation Area Regulations. All parties reserving the Area agree to abide by these rules and the Regulations.

1. A member of the group requesting reservation of the Area must be designated as the responsible member and assume direct responsibility for any acts of vandalism, damage to the facility or existing equipment, and the cleanup of all rubbish or debris caused by the group's use of the Area.
2. The Recreation Area will be available for rent from 7:00 A.M. until one hour after sunset. The rest room facilities and kitchen, if applicable, will be opened at the scheduled reservation time agreed upon, and opened by a member of the committee. ***The renters will be required to have a responsible member arrive within one half hour of their scheduled arrival time. A "Five Dollar Fee" will be taken from renters deposit for every fifteen minutes of extra time the town employee has to wait after their scheduled arrival time. A \$50 penalty will be assessed if renters leave earlier than their scheduled departure time and have not made other arrangements with the Town Employee and leave the park unattended. If renters do not fulfill their duties in leaving the park clean, trash picked up and area undamaged a "Five Dollar Fee" will be taken from renters deposit for every fifteen minutes of extra time town employee needs to finish the duties, on top of any monies due for the damage.**
3. The fee provides non-exclusive use of the grounds east of the maintenance road, and the rest rooms and exclusive use of the pavilion. Exclusive use of the kitchen is discussed below. An exclusive use of additional portions of the Area may be available upon approval of the Select Board with a recommendation from the Dufresne Ad-hoc Committee.
4. The responsible person listed on the Reservation Form must be over 21 to rent the grounds.
5. Alcoholic beverages are allowed by approval of the Select Board and Police Department.
6. The facility may be inspected by appointment prior to rental.
7. Police coverage for all rentals is at the discretion of the Chief of Police and, if required, will be a separate fee.
8. All items brought into the park must be removed from the premises. Recreational equipment installed must be removed properly (posts for badminton, volleyball, etc.). Articles of this nature when broken off at the ground may cause serious

injury. Water balloons, confetti, rice and things of this nature are not allowed in any area of the park.

9. All trash containers must be emptied into the dumpsters prior to leaving the park. Additional charges for such items as a custodian or extra dumpsters may be imposed. The Select Board will decide the amount of any such charge at time of approval with a recommendation from the Dufresne Ad-hoc Committee.
10. Rental groups will be responsible for damage done to any area of the facility.

RECREATION AREA RENTAL

MAIN PAVILION

Rental includes the pavilion, use of the picnic table area, use of the outside grills, the grass area around the entire building and the use of the bathrooms. Rental of badminton, volleyball, horseshoes and croquet equipment is available with a refundable deposit at the time of opening.

Events, which do not limit admission, such as Fund Raisers, Tag Sales, and Dog Shows, and Group Outings, shall be assessed according to the following fee schedule:

****A refundable deposit equal to the rental fee is required.**

# of People in Party	Granby Town Residents & Town Non-Profit	Out of Town Residents	Out of Town Non-Profit
0-200	\$182	\$260	\$221
201-400	\$235	\$335	\$285
401-600	\$452	\$645	\$548
601-899	\$613	\$875	\$744
900-and up*			

*Fee and deposit to be decided at time of approval by the Select Board with a recommendation from the Dufresne Ad-Hoc Committee.

Pig roasts, so called, or other affairs with an admission fee, tickets, etc., are considered on an individual basis only and require approval from the Select Board with a recommendation from the Dufresne Ad-hoc Committee. Fee and deposit will be decided at time of approval.

• A **Granby Non-Profit** organization is an organization that hosts events to raise money that gets put back into Granby entities and town residents. Such as The Granby Lions Club, The Firefighters Association, The Granby Police Association, The Friends of the Granby Library, Granby Schools, Friends of Dufresne, Friends of COA, and the PM Club. To be eligible to get the Non-Profit group rating, you must submit your rental dates as early as possible, call 467- 7177 and ask to be put on the Agenda for a selectmen's meeting. At this meeting you will have to show what monies you brought in from fundraisers and how it went back to the residents of Granby from the prior year.

Pavilion & Kitchen	\$70.00
Small Pavilions	\$20.00

The COA is a Town department so there are no fees related to their events.

- **Granby Town Non-Profit Organizations** are those that are non-profit organizations and do not put all its monies back into the town or its residents.
- **An Out of Town Non-Profit** organization is an organization that can show proof of being a 501C, 503C that is not based in Granby.
- **A Town Resident** must show proof of residency before being allowed rental discount. It will be that individual responsible for damages. A town resident **Will Not** be allowed to rent at a Town Resident rate for an Out of Town Non Profit Organization that they belong to.

KITCHEN RENTAL

A group renting the Recreational Area may also receive exclusive use of the kitchen facility upon payment of an additional fee of \$110.00 per day plus a refundable deposit of \$110.00 per day. The kitchen includes one gas stove with four burners and a flat top cooking area with an oven, two refrigerators with top freezers, and a double sink. The rental party must provide its own pots, pans, and utensils. Two power outlets are available under the pavilion. The supply room behind the kitchen is not for public use and locked at all times. Hot water is provided in the rest rooms and kitchen.

SMALL PAVILION RENTAL

Exclusive use of the small pavilions on the Taylor Street and Kendall St sides are available to groups of 15-49 people. Unless otherwise furnished through rental of the Recreation Area by this or another group, rest room facilities are not provided. Rental includes the picnic table and grill next to the pavilion being used and access to the Port-a-Potty located behind the playground area.

# of People in Party	Granby Town Resident & Town Non-Profit	Out of Town Resident	Out of Town Non-Profit
15-49	\$46	\$65	\$55

GAZEBO RENTAL

Exclusive use of the Gazebo for weddings or other events is available. Rental includes electricity in the gazebo, and the grass area around gazebo only. Unless otherwise furnished through rental of the Pavilion Area by this or another group, rest room facilities are not provided. Access to a port-a-potty is available near small pavilions by the pond on Kendall Street side. Unless your party is over 100 people, then you will need to provide a port-a-potty by rental.

Granby Resident & Town Non-Profit	Out of Town Resident	Out of Town Non-Profit
\$46	\$65	\$55

HORSE RINK RENTAL

Rental of the Horse Rink includes the use of both rinks and electricity. The number of people attending must be disclosed at the time of rental. If your show brings in over 100 people then you will need to provide a port-a-potty for an additional charge of \$95.00.

A refundable deposit equal to the rental fee is required.

Fee Type	Granby Town Resident & Town Non-Profit	Out of Town Resident	Out of Town Non-Profit
Rental	\$158	\$225	\$191
Add'l Potties	* X \$95	*X \$95	*X \$95

Horse owners are expected to keep horses under control at all times. NO GALLOPING IS ALLOWED IN THE PARK. The Taylor Street entrance of the Area must be used.

"GROUP CAMPING for DOG SHOWS"

Camping space is located on Kendall Street parking lot and grass area near the tree line (Trails entrance.) This allows you access to the entire open field near the Gazebo.

The following is a list of User Fees to be applied to Group Camping:

Fee Type	Granby Town Resident & Town Non-Profit	Out of Town Resident	Out of Town Non-Profit
Rental (per camper)	\$25	\$35	\$30
Rental Minimum (per day)	\$150	\$150	\$150

. Electricity..... \$65.00/day

POLICE POLICY

Police protection will be required under the guidelines listed below.

15-200 people 1 Police Officer at the discretion of the Chief of Police

200-400	2 Police Officers at the discretion of the Chief of Police
400-600	3 Police Officers at the discretion of the Chief of Police
600-1000	4 Police Officers at the discretion of the Chief of Police
1000-over	1 additional officer per 200 increments at the discretion of the Chief of Police

The Chief of Police, the Board of Selectmen, will approve any other policy concerning Police protection with input from the Dufresne Ad-Hoc Committee.

RESERVATION PROCEDURE

1. Application is submitted to Board of Selectmen with a \$50 application fee. The application fee will be refunded if the reservation is not approved or if an approved event is canceled 30 or more days in advance, or it will be applied towards the total fee and security deposit.
2. Application is forwarded to Chief of Police for assignment of police personnel and notation of recommended special conditions.
3. Application is forwarded to Dufresne Ad-hoc Committee for recommendation.
4. Application is returned to Board of Selectmen for approval.
5. Rental group is notified of fee and conditions. Payment of balance of fee and security deposit is due 14 days prior to event.

REMEMBER, IF FACILITY IS LEFT CLEAN AND IN ORDER, THE SECURITY DEPOSIT WILL BE RETURNED. THE TOWN OF GRANBY THANKS YOU IN ADVANCE FOR YOUR HELP IN KEEPING THE PARK CLEAN.

Amended January 20, 2004, February 15, 2005, March 20, 2006, December 2007, February 2008, April 2, 2009, March 15, 2010, February 7, 2011, February 6, 2012, and April 1, 2013.

**DUFRESNE RECREATION AND CONSERVATION AREA
RESERVATION APPLICATION**

APPLICANT: _____

ADDRESS: _____

TEL. NO: _____ E-Mail Address: _____

Tax ID number _____

RESPONSIBLE GROUP MEMBER: _____

DOES THIS PERSON HOLD A POSITION OF LEADERSHIP IN THE GROUP: _____

DATE REQUESTED: _____ ARRIVAL: _____ DEPARTURE: _____

TYPE OF FUNCTION: _____

MAXIMUM NUMBER OF PEOPLE: _____

AREA REQUESTED: _____

KITCHEN FACILITIES: YES _____ NO _____

*Outside Vendors must obtain a Common Victualler's License through the Select Board. Outside Food Vendors must also obtain a Food Permit through the Board of Health.

WILL ALCOHOLIC BEVERAGES BE ON THE PREMISES: _____
Only with permit by approval of Chief of Police and Select Board.

SIGNATURE BY THE RESPONSIBLE GROUP MEMBER ACKNOWLEDGES RECEIPT OF A COPY OF THE GROUP RESERVATION RULES AND THE DUFRESNE RECREATION AND CONSERVATION AREA REGULATIONS WHICH PROVIDE A PENALTY FOR FAILURE TO COMPLY. BY ACCEPTANCE AND USE OF A PERMIT, THE ABOVE APPLICANT AND RESPONSIBLE MEMBER AGREE TO COMPLY FULLY WITH THE RULES AND REGULATIONS FOR USE OF THE AREA AND TO BE RESPONSIBLE FOR AND INDEMNIFY AND HOLD HARMLESS THE TOWN OF GRANBY OR ANY OF ITS EMPLOYEES FOR ANY INJURY OR DAMAGE EITHER CAUSED BY THE APPLICANT, ITS MEMBERS OR GUESTS OR RESULTING FROM VIOLATION OF SAID RULES AND REGULATIONS.

RESPONSIBLE GROUP MEMBER

Deposit received: _____

Date received: _____

**DUFRESNE RECREATION AND CONSERVATION AREA
RESERVATION APPLICATION**

APPLICANT: _____

ADDRESS: _____

TEL. NO: _____ E-Mail Address: _____

Tax ID number _____

RESPONSIBLE GROUP MEMBER: _____

DOES THIS PERSON HOLD A POSITION OF LEADERSHIP IN THE GROUP: _____

DATE REQUESTED: _____ ARRIVAL: _____ DEPARTURE: _____

TYPE OF FUNCTION: _____

MAXIMUM NUMBER OF PEOPLE: _____

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RESPONSIBLE GROUP MEMBER

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Date received: _____