



Hatters Community Park
 7 East Hayestown Road
 Danbury, Connecticut 06811
 203 797-4632

Office Hours
 Sept.- April 7:30am – 5:00pm Monday-Thursday
 May - Aug. 8:00am – 4:00pm Monday-Friday

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Picnic Pavilion Information Sheet

Pavilion has approximately 20 picnic tables and a kitchen that includes: 1 large gas grill, electrical outlets, hot & cold water and refrigerator / freezer. Restrooms are supplied with paper and soap. All other items needed for parties must be brought in by those renting the facility such as: can openers, **plastic trash bags (55 gal. size)**, extension cords, etc. Those renting make arrangements with their own caterers, bartenders, etc.

Adjacent grassy field (between pavilion & main building) is included. Softball fields are not part of rental.

Hours of operation are 8 a.m. until 8 p.m. Hours of rental are specific. If you need extra time for set-up or clean-up, please reserve for the extra time. (Example: if you have rented from 10:00am to 8:00pm then the kitchen, bathrooms, etc. will be opened at 9:15am). At the conclusion of the event all guests are to leave the facility, please give yourself enough time to clean and pack up. **Security deposit will be kept if you do not abide by these rules.**

A park maintainer will be on duty to open & close the pavilion facility. (4 hours minimum)

Maximum capacity for any event is 200 people.

RENTAL FEES

<u>Weekends/Holidays</u>	<u>Private/Profit Organizations</u>	<u>Nonprofit Organizations</u>
4 hour picnic	\$520	\$330
6 hour picnic	\$580	\$390
8 hour picnic	\$640	\$450
10 hour picnic	\$700	\$510
12 hour picnic	\$760	\$570
<u>Weekdays</u>		
4 hour picnic	\$355	\$200
6 hour picnic	\$415	\$260
8 hour picnic	\$475	\$320
10 hour picnic	\$535	\$380
12 hour picnic	\$595	\$440

\$100.00 deposit is needed to reserve date- not refundable. This deposit will be applied to the rental fee.

Remaining rental fee & **security deposit of \$250.00** is required **30 days** in advance of the rental date.

If a reservation is made within 30 days of the rental date, all rental fees & security deposits are required at the time of the reservation in cash or Credit Card

No rental reservations can be made ON FRIDAYS.

REFUND POLICY

\$100.00 deposit is non-refundable for either cancellation or change of date. If reservation is cancelled within 4 weeks of event and you decide not to reschedule, entire rental fees are forfeited.

Security deposits will be returned within 10-15 working days of your rental date.

INSURANCE

Parties serving alcohol or parties with guests bringing their own alcohol are required to have a certificate of insurance (\$1,000,000 coverage) naming the **CITY OF DANBURY** as an Additional Insured with Host Liquor Liability included, stating the type and location of event and that alcohol will be at the event. If Alcohol is to be found on site without renter furnishing Certificate of Insurance, you will forfeit your Security Deposit. The certificate must be received by this office no later than 1 week prior to your event.

The lessee must obtain applications

Approximate Cost for Attendance 1-100
\$105.00 (go online to www.theeventhelper.com)

THIS POLICY DOES NOT COVER THE SALE OF ALCOHOL
SALE OF ALCOHOL IS PROHIBITED

MISCELLANEOUS

Please leave facility and kitchen areas clean and wipe off all picnic tables, counters and pick up debris from grounds. Deposit all trash in dumpster provided. All cardboard boxes are to **be flattened** before putting them in dumpster. **Use of staples/tacks is prohibited.** No smoking or vaping within 25 ft. of Building. If you have moved any picnic tables to outside area of pavilion, you must return them under pavilion before leaving. All tables in pavilion must be put back to their original place prior to leaving.

- Pavilion measures 80' x 52'
- Gazebo measures 30' x 30'

PARKING

Parking area closest to pavilion is available for your guests, once filled all picnic patrons must park in the Candlewood Town Park /PAL parking lot, which is located down the road and around the corner from Hatter's Park. Walk through the rear of the PAL parking lot to the picnic pavilion area. There is a walkway that connects the two areas. The main parking lot must be left open for the Banquet Room & bowling alley patrons. Special arrangements for handicapped patrons can be made with the Park Attendant on sit. THIS IS YOUR RESPONSIBILITY TO ENFORCE.

NO PARKING – On any grass area or past the gate except for deliveries and drop offs.

Music

Per Danbury Noise Ordinance, No Live Music/Bands Allowed. You may have music but it must be audible only within the confines of the pavilion.