



**WESTPORT CONNECTICUT**  
**PARKS AND RECREATION DEPARTMENT**  
LONGSHORE CLUB PARK  
260 COMPO ROAD SOUTH, WESTPORT, CT 06880  
Phone: (203) 341-5090  
FAX: (203) 341-5073

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**CONDITIONS FOR FACILITY REQUEST**  
**PLEASE READ CAREFULLY BEFORE FILLING OUT ATTACHED FORM**

1. Permits are not required unless request is for a waiver of existing regulations.
2. Application must be submitted to the Westport Parks and Recreation Department at least 30 days prior to the event or your request may not be considered. No application will be considered within 72 hours of an event.
3. Applications will be considered on a first-come, first-served basis.
4. Additional Police/Security required must be arranged through the Parks and Recreation Department and paid for by the Event Sponsor.

**GENERAL CONDITIONS**

**Permits** issued to individuals for the Town beaches do not include waivers for daily parking fees.

**Parking:** Guests without a parking emblem for Town beaches must pay daily parking fees.

**Tents:** Any tent larger than 10 x 10 requires a permit. Permits for tents larger than 10 x 10 will be issued **only** to cover food service area and may not exceed 20 x 20.

**NO GLASS CONTAINERS** - cans, plastic or paper containers only. No kegs, beer balls, or containers of beer in excess of 1 liter allowed. This will be strictly enforced.

**Catering Permit:** Allows limited access to commercial caterers and catering vehicles. **\$55.00 catering fee due upon submittal of request.**

**Ned Dimes Marina Clubhouse ONLY deposit for clean-up:** Rental of the Ned Dimes Marina Clubhouse requires a \$100.00 refundable deposit at time of application to be held for clean-up of the clubhouse. (Separate check payable to Town of Westport) Upon a favorable inspection of the facility the deposit will be returned to the applicant. **Please Note:** Ned Dimes Marina Clubhouse is not handicap accessible.

**Picnic tables** are available on a first-come, first served basis only and are not reservable.

**No amplified music** including bands and DJ's. Radios should be played at volume not to disturb other beach patrons.

**Parks and Athletic Fields** trash generated by the event should be removed from the site by the sponsoring agency.

**Westport-Based** Companies and Civic Organizations using Compo Beach or Burying Hill Beach may be issued up to 15 waivers of parking emblems Monday through Friday **ONLY** for company/group picnics (**1 per season**).

## **COMPO BEACH**

**No alcohol** on Compo Beach except at the picnic area on South Beach. Groups may request a permit for softball area.

**The Pavilion** at Compo Beach is designated for public use and **MAY NOT** be reserved for private parties. Cooking and possession of alcohol in this area is strictly prohibited.

**Events** exceeding 75 participants at Compo Beach will use the west end of South Beach. Permit holder is responsible for taping off site area the day of event and having someone stay at the site until the event starts. Any site left unattended can be occupied by other patrons at the beach.

**Book of 10 daily parking passes** are available at a 15% discount: Weekday book - \$255.00; Weekend book - \$425.00.

**This Facility Request form does not constitute an approval of the event until you receive a permit from the Parks and Recreation Department.**

**WESTPORT PARKS AND RECREATION DEPARTMENT FACILITY REQUEST FORM**

Date: \_\_\_\_\_

Sponsoring Agency (if applicable) \_\_\_\_\_

Name of Individual in charge on-site  
On day of event \_\_\_\_\_

Address \_\_\_\_\_

City/Town, State, Zip \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_  
(Home) (Business)

E-Mail Address \_\_\_\_\_

**DETAIL DESCRIPTION OF EVENT:**

A) **Type of event** \_\_\_\_\_

B) **Place** \_\_\_\_\_

C) **Day/Date** \_\_\_\_\_

D) **Time** \_\_\_\_\_

E) **# of People** \_\_\_\_\_

**REQUEST FOR PERMIT/WAIVER:**

\_\_\_\_\_ Request Catering Permit – Cost \$55.00: Name of Caterer: \_\_\_\_\_  
# of Vehicles: \_\_\_\_\_

**Caterer is Responsible for Bagging and Removing all Garbage, Trash, and other refuse from event.**

\_\_\_\_\_ **Ned Dimes Marina Clubhouse ONLY deposit for clean-up: \$100.00 refundable deposit at time of application to be held for clean-up. (Separate check payable to Town of Westport)**  
**Please Note: Ned Dimes Marina Clubhouse is not handicap accessible.**

\_\_\_\_\_ Waiver for tent to cover food and beverages **ONLY** - # of tents \_\_\_\_\_ Size \_\_\_\_\_

\_\_\_\_\_ Waiver for Tables and Chairs

\_\_\_\_\_ Alcohol permit for Compo Beach softball field

\_\_\_\_\_ Softball diamond. Time requested (circle one)  
**8am-10am 10am-12pm 12pm-2pm 2pm-4pm 4pm-6pm 6pm-8pm**

\_\_\_\_\_ Permission for bus drop-off and pick-up

\_\_\_\_\_ 15 Parking Waivers for Westport-Based companies & Civic Organizations – **Monday thru Friday ONLY.**

\_\_\_\_\_ Other (please specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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