



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

FACILITY REQUEST FORM

(Request must be submitted no less than thirty (30) days PRIOR to event date)

Today's Date:			
**Sponsoring Agency <i>(if applicable):</i>			
Name of Individual in charge on-site day of event:			
Address:			
City/Town/State/Zip:			
Best Contact Number:			
Email Address:			
Type of Event:			
Requested Place for Event:	Compo S. Beach	Evan Harding Point	Burying Hill Ned Dimes Marina Club House***
	Other <i>(location requested)</i>		
Requested Day & Date:			
Requested Time of Event:		Estimated number of people attending:	Anticipated number of non-emblem vehicles:

Request for Waiver

Tent to cover food/beverage prep and/or service <i>ONLY</i> Maximum Size of tent: 10' x 10' / Maximum number of tents allowed – 2 tents	YES NO Number of tents:
Tables & Chairs	YES NO
Alcohol Waiver <i>(Compo South Beach & Compo Beach Softball field ONLY)</i>	YES NO
Catering/Food Truck Permit – cost \$55.00 <i>(per truck)</i> -- <i>Caterer is responsible for bagging and removing ALL garbage, trash, and other refuse from event.</i>	# of Trucks
NAME OF CATERER(S):	
Music – <i>(sound may not be plainly audible beyond a distance of 20ft from the source of the sound)</i>	YES NO
Permission for bus to drop-off & pick up at designated area <i>(schools and camps only)</i>	YES NO
15 parking waivers for Westport-Based Companies, Civic Organizations and Religious Organizations <i>ONLY</i>	
Other <i>(please specify)</i> – requesting does not guarantee approval.	
Compo Beach Softball Diamond <i>(Time requested – Circle one below - or - if online, use pulldown to the right)</i>	
8am–10am 10am–12pm 12pm–2pm 2pm–4pm 4pm–6pm 6pm–8pm	
***Corporate/Civic Organizations/Schools/Churches are required to submit a Certificate of Insurance and a signed & notarized Town of Westport Hold Harmless Agreement (provided), covering the day(s) of event. (Days of event need to include set-up and clean-up days)	
***Ned Dimes Marina Clubhouse Rental Fee - \$275.00	
***Clean-up Deposit – \$100.00 <i>(separate check or cash – credit card not accepted)</i> - Club House should be swept clean with trash bagged and tied at the conclusion of the event, in order to receive your \$100 deposit back.	

APPROVAL BASED ON THE SOLE DISCRETION OF THE PARKS AND RECREATION DEPARTMENT.

When permit is approved, notification goes to person hosting event. When permit fee is received, permit will be finalized.
 Permit holder/person requesting permit **MUST** be present during event and must have permit on-site during event.

CONDITIONS FOR FACILITY REQUEST

Approved by Parks & Recreation Department: _____	Fee Collected: _____
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PLEASE READ CAREFULLY

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.
5. Permit holder is responsible for the behavior of their guests and their compliance with the Town of Westport Parks and Recreation Department Rules and Regulations.

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: Maximum of two (2) tents. Maximum size: 10' x 10'. Tent to cover food/beverage prep and or service **ONLY**.

NO GLASS OR 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 is due upon submittal of request.

\$50 permit fee (per permit for approved events). \$25 permit fee for non-profits (per permit for approved events).

(Includes: Ned Dimes Marina Club House & Burying Hill Beach. EXCLUDES: Westport Schools and Town Departments).

Ned Dimes Marina Clubhouse ONLY - \$275.00 rental plus \$100.00 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 checks 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 Thursday **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.

I have read and agreed to the conditions required:

Applicant's Signature & Date Signed