

Glastonbury Parks and Recreation Department
2143 Main Street
Glastonbury CT 06033

J.B. Williams Park and Pavilion Conditions of Use

The following guidelines have been created for groups using the picnic facilities at J.B. Williams Park to ensure that all park users are able to have an enjoyable experience.

CANCELTATION & REFUND POLICY: No refunds will be given, in any amount, for cancelations or failure to show on the reserved rental date. All cancelations must be submitted in writing. Confirmation of said cancelation will be documented by Parks and Recreation staff and a notice of cancelation will be sent via email. JB Williams Park does not close due to inclement weather; therefore no refunds will be given to any pavilion rentals due to inclement weather.

PARK OPENING AND CLOSING: The Park opens at 7:30 A.M. and closes at 9 P.M. You may host your event at any point during those hours. You **MUST** communicate an accurate time frame prior to your event. If your event goes until closing, be aware that the Park Caretaker will close all facilities at 9 P.M. - No Exceptions. Please allow enough time for your clean-up process to be complete by that time. Please be sure to remove all trash bags from the receptacles provided and put them into the dumpster.

PARKING: All vehicles must be parked in the main lot which will accommodate a maximum of 48 cars. Carpooling is strongly encouraged for larger events. Parking in the designated parking area adjacent to the pavilion is restricted to guests with a state- issued handicapped parking permit and to patrons unloading and loading. Overflow parking is available on the softball field adjacent to the parking lot. The alternative is to park and car pool from Gideon Welles School on non-school days.

ENTERTAINMENT: Outside entertainment is permissible but requires the approval of the Parks and Recreation Director and/or the Town Manager. Please do not make any arrangements until your request has been confirmed. The use of inflatables/bounce houses as well as Portable Axe Throwing is not permitted. Music is allowed and must be kept at a reasonable level, so as not to interfere with the enjoyment of other park users and those that live in the houses adjacent to the pavilion area. All music must be off no later than 8:00 p.m. **NO EXCEPTIONS.** In the event of a complaint, "reasonable level" shall be as defined by the Park Caretaker or representative of the Glastonbury Police Department (if called). Failure to respect the Park Caretaker's instruction may necessitate him or her to call the Glastonbury Police Department.

AMENITIES: The Pavilion, built in 2012, measures 40'x40' (1600 sq. ft.). The Maximum capacity is 150 people.

- Picnic tables (18) under the pavilion measuring 8'x30".
- Metal tables (2) by the kitchen.
- Stone Fireplace located at one end of the seating area under the pavilion. Firewood is available for use.
- Kitchen with double sided refrigerator (no freezer), stove top, oven, ample counter space and phone. The oven and stove top should be used for warming food only.
- Grills (2) located at the pavilion, each requiring about 20 lbs. of charcoal. Permittee should provide charcoal and lighter fluid.
- Restrooms are located behind the kitchen and are handicapped accessible.
- Electricity is available in the Kitchen and under the pavilion.

- Water is accessible in the kitchen as well as via a water pump near the pavilion. Water is tested on a regular basis. In the event of an unfavorable test result permittees will be notified and advised to bring bottled water to serve. "Water Not Potable" signs will also be posted as a reminder.
- Recreational amenities include a softball field by the lower parking lot (groups must provide bases and equipment), a volleyball net (ball not included) and horseshoe pegs with horse shoes by the pavilion area.

RESTROOMS: Restrooms will be unlocked and open for use during the reserved function. Restrooms are handicapped accessible.

ALCOHOLIC BEVERAGES: The consumption of alcoholic beverages is permitted subject to the following conditions:

Alcoholic beverages may be consumed at the following designated picnic areas only:

- Pavilion/ Kitchen area
- Horseshoe/ Volleyball areas
- Picnic tables adjacent to the Softball field

The Consumption of alcoholic beverages at other locations within the park is strictly prohibited.

Kegs are not permitted under any circumstances. No Glass containers allowed. Cans and plastic only. It is the sole and exclusive responsibility of the permit holder to enforce all of the applicable laws of the State of Connecticut that govern the consumption of alcohol when alcohol is consumed as part of the function for which this permit is granted.

FIRES and THE FIREPLACE: Firewood is available near the pavilion for use in the fireplace. It is the responsibility of the permit holder to start and put out their own fires. DO NOT USE WATER to put out fire. Proper instructions on how to put out and clean the fireplace will be provided. Any groups planning a pig roast or other cooking over an open pit must provide their own self-contained cooking unit. Please refer to the Open Burn Policy located on our MyRec website for information pertaining to campfires.

TRASH REMOVAL: Please pick up all litter and place all refuse in the trash receptacles provided in the kitchen and around the pavilion area. At the end of the function, all trash bags must be removed from the containers and put into the dumpster. Please be sure to close the door(s) to the dumpster before leaving.

DOGS: Dogs are allowed on park grounds and must be leashed or tethered at all times.

Signs/Decorations: If directional signs will be posted for your event, please be sure and remove them before the end of the event. Please do not post signs on live trees or vegetation. All decorations must be taken down and removed prior to leaving. Please, no confetti or glitter.

STAFFING: A JB Williams Park Caretaker is assigned for each and every rental of the pavilion. He/she will be there to greet you prior to your event and unlock the kitchen space and restrooms. In most cases he/she will provide you with a phone number to contact them if there is a problem. In the event the Caretaker is needed during your event and you cannot reach them, please contact the Glastonbury Police Dispatcher at 860-633-8301. They will make contact with the Caretaker.

J.B. Williams Park Open Burn Policy

Open Burning permits are not required when:

- Fires involve natural vegetation (wood) within the pavilion fireplace.
- Campfires are for barbeques solely for the cooking of food for human consumption (a campfire is defined as being less than four feet in diameter).
- Campfires are for ceremonial or recreational purposes.

Only designated campfire areas consisting of a shovel dug fire pit can be utilized and the entire area swept clean of dry brush, litter and duff, and then adequately wet down for no less than 10 feet in all directions from the fire pit. The fire pit must be suitably surrounded with rocks, cement blocks, or masonry enclosure.

Only natural vegetation can be burned. Adequate fire extinguishing equipment consisting of buckets of water, shovels, and metal rakes shall be kept immediately on hand. Listed and Approved Fire extinguishers can also be utilized. Fires shall not be ignited, and burning fires shall be extinguished if the wind conditions exceed 15 miles per hour.

- **No fire shall be left unattended!**
- **Flammable liquids or gases shall not be utilized to start fires.**
- **Paper waste, debris, garbage, packaging, wrappings, food and beverage containers shall not be burned.**

All fires shall be thoroughly extinguished by dousing with water and stirring with shovels. Observation of the fire pit shall continue for a period of no less than 30 minutes following the quenching of the last ember sparks. **Hot embers, coals, and brands shall not be buried or disposed of in waste containers.**