

**EAST HAMPTON PARKS AND RECREATION DEPARTMENT**  
**SEARS PARK – Governor William O’Neill Performing Arts Gazebo**  
**Rules and Regulations**

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**MAILING ADDRESS:**

20 East High St.; East Hampton, CT 06424

**DROP-IN LOCATION:**

240 Middletown Ave.; East Hampton, CT 06424  
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**Performing Arts Gazebo Acceptable use:** The gazebo will be used for small family-oriented performances and programs such as small musical performances, magic shows, plays, variety groups, etc. A music concert would be restricted to acoustic, instrumental or small jazz venues. Weddings and other special celebrations will be considered. Venues are lawn seating. The gazebo *will not* be used for loud bands and or concerts. The noise level shall be limited to 60 dBa.

**Approval Process:** Applications with fees and deposits should be received by the department no later than 45 calendar days prior to anticipated use date. The Parks and Recreation Department and Advisory Board are responsible for scheduling and reviewing all applications with the intent to approve, decline or make recommendations.

**Availability of Facilities:** The Gazebo may be reserved 9:00AM to 9:00PM, May 1 through October 15. Facilities are unavailable Memorial Day, Fourth of July, and Labor Day weekends. Groups renting the gazebo will have exclusive use of that facility only. The park and all other facilities remain available for use by the public.

**Rules and Regulations:** All Sears Park rules, regulations and ordinances will be enforced. Failure to comply will result in the loss of security deposit and privilege to use facilities in the future.

- Do not nail or tack anything to the structure
- Pyrotechnics, open flames, and alcoholic beverages are prohibited
- No staked tents will be allowed. Only free standing tents with weights are permitted.

**Set up and Cleanup:** Set up and clean up must take place within the time frame of the reservation. The facility must be left the way it was found. Garbage removal and cleaning is the responsibility of the user group. Failure to clean up shall result in loss of the security deposit.

**Fees/Security Deposits:** Payment of rental fees **and** security deposit for Gazebo rentals are due with application. Security deposit is required for all users. Town board/agency/commission: No fee paid for first use and full fees are charged for all additional uses. Full fees will be charged to all other user groups. The Parks and Recreation Advisory Board would consider waiving these fees depending on the nature of the event. Security deposits will be returned within two weeks if no problems are incurred.

- \$75.00 per day
- \$25.00 additional for electrical / stage lighting

Separate check required for security deposits:

- \$125.00 security deposit

**Insurance/Damages:** The Town of East Hampton does not provide participants or spectators’ medical, surgical, or hospital expenses arising out of proposed activity. Applicant may be required to submit a Certificate of Insurance as a condition for the granting of approval. Said certificate in the amount of \$1,000,000.00 will name the Town of East Hampton, its officers, agents, and employees, as additional insured. If requested, this Certificate of Insurance is due at least one week prior to the event. If insurance has a deductible, the user shall be required to provide an additional security deposit in the amount of the deductible or a determined portion thereof. Upon completion of use, security deposit shall be returned in full if there are no damages. If there are damages, the security deposit shall be used to offset the actual cost of repairs. All security deposits shall be in cash, or by check made payable to the Town of East Hampton. If insurance certificate is not required, it is understood that applicant assumes financial responsibility for any damages to facility caused by persons using the facility.

**Parking Decal Requirements:** Sears Park Sticker and fee requirements will be waived for events held at the Gazebo. User groups may charge the audience for the event.

**Audience/Parking Maximum/Location:** All parking must be in the upper lot (near the bathhouse) 20 cars will be accommodated. All other cars must be parked off site. The Parks and Recreation Advisory Board can request shuttles and/or off site parking as well as other traffic control measures such as fire/police or police officers at the user’s expense. Groups can charge an admission fee for the event, but can not charge general public for entering parking before or during an event.

**Signs:** Two freestanding signs no larger than 2' x 2' may be placed at the entrance and exit gates without blocking traffic sight lines. Signs are to announce the event. **NO** other information is to be posted in the Park.

**Town Staff required at extra cost:** It will be the decision of the Parks & Recreation Department and/or Advisory Board to require, at the cost of the applicant, additional staff or police protection for various functions.

