

## **City of Torrington ~ Torrington Parks and Recreation Franklin Plaza Event Rules and Regulations**

The City of Torrington welcomes everyone to use this plaza as a resource for social, educational, leisure and recreational purposes. The following rules are intended to make your visit more enjoyable:

- Do not leave any personal items unattended.
- Written approval and permits are required for the consumption and/or sale of alcohol in the plaza and will only be granted when associated with an event at Franklin Plaza scheduled and approved by the City's Parks and Recreation Department in accordance with City Ordinance 75-3 C (effective November 22, 2020 – TBD.)
- Nothing may be sold unless approved by the City's Parks and Recreation Department.
- No staking, driving of poles or any other type of ground anchoring devices will be allowed in any areas of the plaza.
- No hanging, tying, or attachment of awnings, banners, signs, posters, etc., to any building or other fixed object (including plant materials) will be allowed.
- Any items being moved in, out, or within the plaza area shall be transported in a manner so as not to cause any damage to surfaces, including but not limited to brick pavers, concrete surfaces, and landscape beds. Vehicle access is not permitted within the plaza.
- All electrical lines and extension cord placement must meet code criteria as follows: 1) no temporary wiring is permitted; 2) extension cords may not cross walkways; 3) extension cords are to be U.V. listed and sized accordingly; and 4) circuits shall not be overloaded in the event sound or other high-ampereage equipment is to be used.
- No chemical or synthetic agent that may cause discoloration or staining of surfaces may be used on the plaza, including but not limited to spray paint, stains, varnish, etc.
- Under no circumstance shall any plant material or parts of plant material be removed from the plaza; nor shall any part of a plant be broken, trimmed, tied, or abused in any manner.
- Written approval from the Parks and Recreation Department (Events) and/or Planning and Zoning Department (Outdoor Dining Permits) is required for the sale or distribution of food in the plaza. Any sale or distribution of food in the plaza will require permitting through the Torrington Area Health District.
- Hot and cold beverages may be prepared and served on the hardscape of the plaza.
- No glass containers are allowed on the plaza.
- At all times, the applicant must have someone present on the plaza or at immediate access having authority to make any necessary corrections or changes so as to comply with these guidelines, requirements, and regulations.
- The Franklin Plaza may be reserved by calling (860) 489-2274 to request a permit application. If the area is reserved, other users are prohibited. If there is no reservation, the area may be used on a first-come, first-served basis, for a maximum of two hours.

**A visitor whose conduct is disruptive, compromises safety, or is otherwise incompatible with the intended purpose of the park will not be tolerated.**

### **Plaza Rental Information**

## **Torrington Parks and Recreation Department General Rules & Regulations**

The following is a summary of the City of Torrington Rules and Regulations for Franklin Plaza:

- No loitering.
- Only authorized vehicles are allowed within the Plaza. No motorized vehicles are allowed within the Plaza including, ATV's, snowmobiles, scooters, etc.
- No overnight camping or open fires are allowed.
- Dogs and other pets must be on a leash and under the control of the owner at all times. Dog owners are expected to pick up after their pets.
- No weapons, firearms, explosive devices, or alcoholic beverages shall be brought into the Plaza.
- No climbing on buildings or structures not erected for this purpose. Never damage, write upon, paint, or remove any natural resource, structures, or equipment in the Plaza.
- Public address or loudspeaker systems or other electronic audio devices are allowed by permit only.
- Any groups interested in reserving the Plaza for programs or organized events must contact the Parks and Recreation Department.
- No signs may be posted, except by special permission of the Superintendent of Parks and Recreation.
- Littering or dumping of any household or yard material is prohibited.
- The City of Torrington is not responsible for personal items left in the Plaza.
- No person shall smoke, use tobacco, or vaping products within the Plaza.
- Nothing may be sold unless approved by the City's Parks and Recreation Department.
- All City Ordinances apply.

## **Rental Fee Schedule:**

Fees may be waived at the discretion of the Parks and Recreation Commission. If City staff is required for oversight and/or maintenance duties at an event, the City may elect to charge fees for the event. If police coverage is required, the event organizer must make all necessary arrangements directly with the Police Department.

## **Event Fees:**

- Small Scale Event – Free for Torrington Based Business/Organizations – No Fees (Events that do not require City Staff.)
- Medium Scale Event – Torrington Resident/Torrington Based Business/Organizations - \$25.00 Per Hour; Non-Resident - \$50.00 Per Hour (Event requires an attendant on duty.)
- Large Scale Event – Torrington Resident/Torrington Based Business/Organizations - \$50.00 Per Hour; Non-Resident - \$100.00 Per Hour (Event requires both two attendants.)
- Event size determination will be made by the Parks and Recreation Department.

The City reserves the right to require any group or organization to provide portable restroom facilities and/or a dumpster and to be responsible for the payment of all costs incurred for such services.

## **Reservations**

Reservations for the Franklin Plaza are made through the Torrington Parks and Recreation Department. Please call (860) 489-2274 for more information.

## **Reservation Process**

1. Call (860) 489-2274 for more information and availability of Franklin Plaza.
2. Submit a Rental Form to the Torrington Parks and Recreation Dept., email to [parks@torringtonct.org](mailto:parks@torringtonct.org) or fax it to (860) 489-2588.
3. The Rental Form request will be reviewed. If approved, you will receive an invoice from the Parks & Recreation Department administrative office.
4. Invoice payment is due in full within ten working days of receipt. Make checks payable to: Torrington Parks and Recreation Dept., 153 South Main Street, Torrington, CT 06790. There is a \$20.00 service charge for returned checks.

All rentals are subject to the rules and regulations of the City of Torrington Parks and Recreation Department. Any individual reserving the Island (hereafter referred to as "User") must be 18 years of age or older, and the City reserves the right to verify same.

## **Setup/Breakdown**

Setup and breakdown for the event must take place within the time of the reservation. Under no circumstances may the User enter Franklin Plaza area before it opens at daylight, and the event must conclude by 10:00 PM. The area must be clean and vacated by 11:00 PM unless prior arrangements have been made. If tents or other equipment are set up early or picked up after the designated reservation, the User will be charged for the additional half-day or all-day reservation. The City of Torrington is not responsible for any items brought to the property or left unattended. A City of Torrington employee will inspect the site at the end of the reservation.

### **Electrical Use**

All electrical lines and extension cord placement must meet code criteria as follows: 1) no temporary wiring is permitted, 2) extension cords may not cross walkways, 3) extension cords are to be U.L. listed and sized accordingly, and 4) circuits shall not be overloaded. In the event sound or other high-amperage equipment is to be used, maximum amps per electrical unit shall be listed on application. All intended electrical use must be reviewed and approved by the City's Building Department.

### **Allowed Uses, Guests and Outside Services**

All equipment brought to Franklin Plaza, including but not limited to tents, amusement games or equipment, band setups, etc., is subject to the approval of the Superintendent of Parks and Recreation or other city officials as warranted. The User is responsible for all guests and outside services, including but not limited to caterers, special event companies, amusement services, etc. The User is liable for any damages to the facilities, equipment, and grounds.

### **Amusement/Entertainment Services**

Amusement and Entertainment Services must be pre-approved by the City of Torrington and will require a Certificate of Insurance naming the City of Torrington as additional insured for \$1,000,000 for each occurrence. This certificate is required at least thirty (30) days prior to the scheduled event.

### **Catering**

Franklin Plaza must be cleaned immediately after the event. All food, service equipment, decorations and supplies must be removed. The facility must be left in the same condition as it was found.

Catering services, if used, must provide a Certificate of Insurance naming the City of Torrington as additional insured for \$1,000,000 for each occurrence. This certificate is required at least thirty (30) days prior to the scheduled event.

### **Music Amplification and Noise Levels**

Sound amplification that exceeds the City noise ordinance is prohibited. A copy of this ordinance is available at City Hall or on the city website at [www.torringtonct.org](http://www.torringtonct.org).

### **Decorations**

The User may not alter Franklin Plaza or the existing plants or grounds in any way. Nails, staples and/or tape are not allowed for use on the grounds. Only string, zip ties or poster tape may be used to attach decorations. Rose petals, balloons and bubbles are allowed, but must be cleaned up after the event. Artificial confetti, confetti poppers, rice, birdseed, and artificial rose petals are prohibited. Pyrotechnics or fireworks (including sparklers) are prohibited.

Candles such as citronella or decorative candles are allowed, but waxless candles or a ground cover must be used to prevent dripping wax. Large bucket-candles, tiki torches, or any flames larger than 1 ½ inches are prohibited.

### **Cleaning of Property**

The facilities and grounds must be left in the same condition as they were found. The User is responsible for removing all equipment, decorations, supplies, and trash (including cigarette butts) left by the event. Food waste and other related items must be properly bagged and placed in the designated areas for trash or removed from the Island.

### **Cancellation/Refund Policy**

-A full refund minus the \$100.00 non-refundable reservation fee will be given when a patron cancels their reservation at the Parks and Recreation Department at least two weeks prior to the reservation date.

-A 50% refund of total fee paid minus the \$100.00 non-refundable reservation fee when cancelling or dropping out of the facility rental less than 2 weeks prior to the activity, event, etc.

-No refund day of or after start of activity, event, facility rental, or other rentals and/or services, must give 24-hour notice due to equipment and cleaning prep.