Watertown Parks & Recreation Commission
Regular Meeting Agenda

Date: Thursday, April 04, 2024
Time: 7:00 PM
Location: Town Hall - Parks & Recreation Conference Room
61 Echo Lake Road, Watertown, CT 06795

Meeting is In-Person and also available via Zoom. A link will be posted on meeting day.
Please refer to www.watertownct.org under Calendar of Meetings

I. Call Meeting to Order:

II. Roll Call:

III. Public Participation:

IV. Approval of Minutes:
A. Thursday, March 07, 2024

V. Correspondence:

VI. Reports:
A. Chairman
B. Director
C. Sub-Committees

VII. Old Business:

VIII. New Business:
A. Review and Consideration of Submitted Applications for 2024
B. Parks and Facilities

IX. Adjournment

Commissioners: Unable to attend? Contact P&R Department at 860-945-5246 by 4:30 PM
MINUTES

WATERTOWN PARKS AND RECREATION COMMISSION
REGULAR MEETING
MINUTES

DATE: Thursday, March 7, 2024
TIME: 7:00 PM
LOCATION: Watertown Municipal Center – Recreation Department
61 Echo Lake Road, Watertown, Ct.

I. Call to Order
Chairman William Donston called the meeting to order at 7:02 p.m.

II. Roll Call
PRESENT: William Donston, Chairman
Ken LaRosa, V. Chairman
Pat Rinaldi, Secretary
Margaret Germain
Joseph McGrail
Alan Mickel

ABSENT: Karim Belica

OTHERS PRESENT: Michael Ganem - Director of Parks and Recreation, Senior and Social Services

III. Election of Officers

Chairman William Donston I am going to make an agenda move and I am going to move New Business B sign in the honor of Avery Lambert ahead of public participation in reference to the gentleman that is here tonight to explain everything, he was here an hour early.

b. Sign in honor of Avery Lamphier – moved agenda item 8b before public participation.

There was a presentation from Sign & Wonders regarding the “Avery Lamphier” sign.

Chairman William Donston we will go back to the regular agenda, when we get to that point in the agenda we will continue on.
IV. Public Participation – none.

V. Approval of Minutes
A. February 01, 2024

*MOTION: Ken LaRosa seconded by Al Mickle to approve the Regular Meeting minutes for February 01, 2024.

Motion passed

VI. Correspondence
- Assistant Director, Carrie Godfrey, provided a report about programs and special events.
- A letter was received from Jennifer Ciuffo regarding a charity book sale at Veteran’s Park.
- Two requests for tournaments
- Quotes for the signs
- Replacement equipment to make repairs for “Where Angels Play” playscape.

VII. Reports
A. Chairman
Chairman William Donston reported:
- Winter programs well attended
- Scoreboard at Deland Field is working
- Lockbox relocation

B. Director
Michael Ganem reported:
- Staff in all divisions are performing well
- Priorities for the budget and Senior Transportation Grants

C. Sub-Committees
Ken LaRosa reported:
- The new scorecard is printed and available.
- Prices are comparable to other similar courses.
- Discussion about the variety of golf carts on the market and the pros and cons of gas and battery-operated carts.

VIII. Old Business
IX. New Business

   MOTION: Ken LaRosa seconded by Al Mickle to approve the McFadden Tournament on August 10, 2024.

   Motion passed

   MOTION: Ken LaRosa seconded by Pat Rinaldi to approve the PD Tournament on October 4, 2024.

   Motion passed

   The commission further discussed the letter from Jennifer Ciuffo about using the pavilion at Veterans. It is advised that Ms. Ciuffo complete the application.

   B. Sign in honor of Avery Lamphier – the parks department will work on the wording for the signs.

       The Director is to use his discretion regarding the quality of the installation materials.

       Motion: Margaret Germain seconded by Al Mickle to use the aluminum design with a post-mount slanted option.

       Motion passed

   C. Purposed repairs for Angel’s playground – the question is who is financially responsible for making the repairs needs further research.

X. Executive Session: In 8:15 p.m.

   Motion: Ken LaRosa seconded by Margaret Germain to enter into executive session to discuss the lease of Sunset with members present and Michale Ganem.

   Motion passed

   Returned from executive session at 8:37 p.m.
A. Restaurant lease

Motion: William Donston seconded by Ken LaRosa to recommend to the Town Attorney to negotiate a scaling rate each year beginning on April 1, 2024, as follows: $4100, $4200, $4300, $4400, and $4500 for the 5th year. Also, a $1,000 reduction in the rent during January, February, and March. Additionally, the reduction of this $1000 per month is to be applied equally to the rent each proceeding April through December and or paid in full by December 31 of each year.

Motion approved

XI. Adjournment

MOTION: Joseph McGrail seconded by Al Mickel to adjourn the Regular Meeting at 8:39 p.m.

Motion Approved

Respectfully submitted,

William Donston, Chairman
Watertown Parks and Recreation Commission

Approved: ____________________________
Susan King, Clerk
MEMORANDUM

To: Department Heads/Division Heads

From: Mark A. Raimo, Town Manager

Date: February 21, 2024

Re: New and revised provisions of the Code of Ordinances
Ordinance 02-05-24-311 – Revision to Real Property Tax Relief for Certain Elderly Homeowners

Enclosed please find an ordinance amending the Code of Ordinances passed by the Town Council. Please share the ordinance with your department and/or commissions as appropriate.

If you have any questions, please give me a call.

:lmc
TOWN OF WATERTOWN
WATERTOWN, CT

ORDINANCE NO.02-05-24-311

REVISION TO
REAL PROPERTY TAX RELIEF FOR CERTAIN
ELDERLY HOMEOWNERS' ORDINANCE

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF WATERTOWN THAT
THE CODE OF ORDINANCES CHAPTER 28-TAXATION ARE HEREBY REVISED AND
AMENDED AS FOLLOWS:

Sec. 28-121. Established.

A program for real property tax relief for certain elderly homeowners is hereby established
pursuant to G.S. § 12-129n and § 12-170aa.
(Ord. No. 01-02-2007-275, § 1, 1-2-2007)

Sec. 28-122. Purpose.

The Town of Watertown hereby enacts, for the assessment year commencing October 1, 2023, and
each assessment year thereafter a real property tax relief program for certain elderly homeowners
pursuant to G.S. § 12-129n and § 12-170aa for eligible residents of the Town of Watertown, on the terms
and conditions provided herein. This article is enacted for the purpose of assisting elderly homeowners
with a portion of the costs of property taxation.
(Ord. No. 01-02-2007-275, § 2, 1-2-2007)

Sec. 28-123. Eligibility.

Any resident of the Town of Watertown who qualifies under the following requirements is
eligible for property tax relief with respect to real property owned and occupied by such person as his or
her legal domicile and principal, permanent residence.

(1) Such resident at the close of the preceding calendar year has attained age 65 or over, or
his or her spouse who is living with such resident is 65 years of age or over; or such resident is 60
years of age or over at the close of the preceding calendar year and is the surviving spouse of a
taxpayer who was qualified in the Town of Watertown under this program at the time of his or
her death with respect to real property on which any such resident or spouse is liable for real
property taxes under the provisions of G.S. § 12-48.

(2) Such resident shall have been a taxpayer of the Town of Watertown and have paid taxes
for a period of at least the six months immediately preceding his or her application for tax relief.

(3) Such qualified resident may receive both tax relief hereunder and any veteran's tax relief
that the taxpayer and his or her spouse may qualify for under the Town of Watertown Veteran's
Tax Relief Ordinance.
(4) The following income range and limits of tax relief shall apply for the assessment year commencing October 1, 2023:

<table>
<thead>
<tr>
<th></th>
<th>Percent</th>
<th>Maximum Tax Credit</th>
<th>Minimum Tax Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNMARRIED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$0-22,000</td>
<td>40%</td>
<td>$1,000</td>
<td>$350</td>
</tr>
<tr>
<td>$22,001-29,500</td>
<td>30%</td>
<td>$750</td>
<td>$250</td>
</tr>
<tr>
<td>$29,501-36,700</td>
<td>20%</td>
<td>$500</td>
<td>$150</td>
</tr>
<tr>
<td>$36,701-43,800</td>
<td>10%</td>
<td>$250</td>
<td>$150</td>
</tr>
</tbody>
</table>

| MARRIED  |         |                    |                    |
| $0-22,000| 50%     | $1,250             | $400               |
| $22,001-29,500| 40%   | $1,000             | $350               |
| $29,501-36,700| 30%   | $750               | $250               |
| $36,701-43,800| 20%   | $500               | $150               |
| $43,801-53,400| 10%   | $250               | $150               |

A resident taxpayer must qualify under the within income range as of December 31 of the prior year. The amounts of qualifying income and the credit amounts as provided herein may be adjusted annually by vote of the Town Council based upon qualifying income criteria prepared by the State of Connecticut Secretary of the Office of Policy and Management as distributed to the Town of Watertown Assessor not later than the 31st day of December of each year pursuant to G.S. § 12-170aa(b)(2). The maximum tax relief limit shall not exceed a 75 percent reduction of the total property tax.

The assessor shall provide pro-rata tax relief for any assessment year in which property is transferred pursuant to G.S. § 12-170aa(i).

(Ord. No. 01-02-2007-275, § 3, 1-2-2007; Ord. No. 05-16-16-294, 5-16-2016)

Sec. 28-124. Filing of application.

(a) In order for an eligible resident to receive tax relief hereunder an application must be filed with the office of the tax assessor not earlier than February 1 and not later than May 15 of each year for the next fiscal year. This application for such tax relief shall be accompanied by a copy of the applicant’s most recent Federal Income Tax Return for the previous calendar year and written documentation of all other income.

(b) The tax assessor shall require all necessary documents to determine eligibility and may request additional or other income documentation and verification. The withholding of such information, if reasonably available, shall be sufficient reason for the denial of tax relief.

(c) The tax assessor shall establish such application forms and procedures as may be necessary to implement this tax relief program. The tax assessor, or his or her agent, shall determine what evidence of qualifying income is pertinent for the determination of
eligibility under this article, and shall be responsible for requesting and reviewing the same.

(d) All applications, including Federal Income Tax Returns filed under this program, as well as any and all additional evidence of qualifying income required by the tax assessor, shall be kept in strict confidence and shall not be open to public inspection in accordance with state freedom of information guidelines.

(e) Each approved application shall be valid for two years and a new application process shall be required on a biennial basis in the same manner as the initial application.

(f) All decisions by the tax assessor concerning eligibility and limits of tax relief shall be final.

(Ord. No. 01-02-2007-275, § 4, 1-2-2007)

Sec. 28-125. Limits of Tax Relief – This section is hereby repealed.

This ordinance shall take effect twenty-one days after publication pursuant to Charter Section 307.

Dated at Watertown, Connecticut this 5th day of February, 2024.

Mary Ann Rosa, Chairman
Watertown Town Council

Introduced: January 23, 2024
Public Hearing: February 5, 2024
Approved: February 5, 2024
Published: February 15, 2024 Town Times
Effective: March 7, 2024
March 2024 – Follow Up
Submitted by: Carrie Godfrey

*Winter programs are coming to an end. And spring programs have started: Ball Till You Fall, Little Scientists, Babysitting, Volleyball Clinic, Escape the Crate Dog Training, Volleyball, Foodology, Kids Can Cook, Karate Classes, Woman & Adult Self Defense Classes and Country Line Dancing.

*All our After-School programs are doing so well! Most of these classes are run by Watertown teachers. They do such a fabulous job!!

*This was the third year we had tournaments for each of the In-Town Basketball teams. The kids, coaches and parents enjoy the competitiveness. Trophies were awarded to the winning teams of each age group. Certificates were handed out to all the players.

*On March 7th the Shamrock Shuffle Arch was setup outside the front entrance at John Trumbull School to drum up some more mini shufflers. It worked, and the kids loved the necklaces/flyers Mrs. Meka, her staff and the Shamrock committee handed out.

*Swim Lessons started on Saturday, March 16th. Most levels filled to capacity with a few exceptions. Colleen and the other instructors are doing a wonderful job with the kids.

*Lifeguarding class began on Monday, March 18th. These participants are very eager to get certified. Garry Smith does a great job.

*The Shamrock Shuffle was held March 23rd. It was our 11th year and it was outstanding as usual despite all the rain we had! We had 336 runner and 245 walkers finish the race that day. There was 266 participants who finished on race day. The Mini Shuffle had 67 kids register for the race. Medals and prizes were awarded. (Packet Pick-up was Friday March 22nd)

*We had our 3rd Annual Egg My House event. Families purchased a kit which included a visit from the Easter Bunny (quick photo with their own camera), 15 toy filled eggs, pencil, stuffed animal and an Easter craft. The Easter Bunny delivered the kits to Watertown/Oakville residents on Sunday, March 24th. This is a HUGE hit, we will definitely do it again next year! We had a record breaking 45 kids registered!

*The Summer Activities Guide was available online Monday, March 25th. Flyers are made for upcoming activities and will be promoted throughout the season. We have lots of exciting events planned for this Summer: Night Out on Main Street, Town-Wide Tag Sale, Summer Concert Series, Touch A Truck, and Battle of the Bands just to name a few.

*Star Fish Swim Lessons started on Saturday, March 30th. Both classes were full and ran as usual.

*We held our annual Easter Bunny event. We had make and take crafts, creative play, families were invited to bring their own hard boiled eggs for painting and a parade with the Easter bunny. Attendance was the best ever, the kids really seemed to enjoy themselves! I had many complements from parents on how wonderful it was! 😊

*Now that spring is approaching more and more golfers are coming into the office to buy their Crestbrook Golf Season passes.

*Summer job applications are due by April 1st for anyone 16 years old by June 1st.

AGENDA
Date: 4-4-24
Number: 18
2024 Pavilion & Gazebo Permit Application

Applicants Name: Jodie Angiolini

Organization (if applicable): Watertown High Softball

Mailing Address: 236 Mt. Airy Drive

Contact Numbers: 203 910-7045

E-Mail Address: angos2@optimum.net

Event Date: June 10, 2024

Time: From 5 pm

Type of Function: Private Party

High School Banquet

Is Event Open to the Public: No

Are Fees Being Charged: Yes

All food MUST be registered with the Torrington Area Health District. 860-945-5270 www.tahd.org

FACILITY REQUESTING: Check only one

- Veterans' Memorial Park Pavilion
- Crestbrook Park Pavilion
- Echo Lake Gazebo
- Watertown Green Gazebo
- Lake Winnemaug Boat Launch

RESIDENTS: Watertown-Oakville residents & taxpayers: Proof of residency required

Pavilion rental available on a 1st come, 1st served basis, beginning January 1st or the 1st working date thereafter.

Echo Lake Gazebo or Lake Winnemaug

Crestbrook Park

Veterans' Memorial Park

Resident Non-Profit

Up to 20 guests

$25.00

Up to 75 guests

$70.00

Up to 250 guests

$100.00

50.00

$140.00

$165.00

$200.00

Resident Private/Individual

Up to 20 guests

$75.00

Up to 75 guests

$170.00

Up to 250 guests

$200.00

Resident Business

Up to 20 guests

$150.00

Up to 75 guests

$340.00

Up to 250 guests

$400.00

NON-RESIDENTS: Pavilion Permit available on a 1st come, 1st served basis, beginning April 1st

Echo Lake Gazebo or Lake Winnemaug

Crestbrook Park

Veterans' Memorial Park

Non-Resident Non-Profit

Up to 20 guests

$100.00

Up to 75 guests

$150.00

Up to 250 guests

$200.00

Non-Resident Private Individual

Up to 20 guests

$150.00

Up to 75 guests

$230.00

Up to 250 guests

$300.00

Non-Resident Business

Up to 20 guests

$150.00

Up to 75 guests

$340.00

Up to 250 guests

$400.00

POLICE, PARK AND/OR FIRE PROTECTION WILL BE THE EXPENSE OF THE PERSON/GROUP USING THE FACILITY

We accept Credit/Debit - MasterCard, VISA, American Express, Discover Card, Personal Checks, Money Orders, Cash

ACKNOWLEDGEMENT AND WAIVER:

We want you to have fun and enjoy our beautiful park, but there will be no free entertainment, no illegal beverage source or similar illegal items, no undue noise or ticket sales of any kind allowed unless authorized by the governing body. Pursuant to Section 8.9 of an Ordinance entitled "Ordinance Regulating Parks in the Town of Watertown", Applicant and the group represented understand that this waiver is only for purposes of this ordinance and all other State and Local laws and regulations must be still complied with. In consideration of this granting of this permit, the applicant agrees to be responsible for the supervision of the conduct of the members of his/her group, the protection of public property, and the care of any town property provided. No bear, wine, or beer permitted. Parishioners may bring their own picnic lunches. Be advised that the parks are closed and the gates are locked at dusk. All locations are owned by the Town of Watertown. I hereby agree that I will follow all the Rules and Regulations governing the use of all Town of Watertown, Connecticut. The information supplied is true, correct and complete. I understand that failure to comply with the Park Rules and Regulations of this permit information may result in revocation of the Permit by the Watertown Parks and Recreation Commission. I have read, received and understand the policies, rules and procedures governing Veterans Park & Crestbrook Park. I also hereby, in the event of accident and/or injury, waive all claims and/or damages against the Town of Watertown, Connecticut, The Watertown Parks and Recreation Department and Commission and/or their employees, contractors and/or their agents. I assume all responsibility and will be liable for any damages I cause on Town of Watertown property. The undersigned hereby releases the Town of Watertown from all actions, causes of action, suits, controversies, promises, damages, judgments, and either or damages whatsoever in law or equity which against the Town of Watertown, by myself, my heirs or hereafter can, shall or may have for, upon, or by reason of any matter, cause or thing whatsoever from the beginning of the world and forever hereafter in connection with my participation in sports and recreational activities upon premises and/or areas owned by the Town of Watertown. In participating in said recreational activities and sports upon premises and/or areas owned by the Town of Watertown, I understand that there are certain risks that I may be injured in the event of physical harm or injury and I assume said risks of my own free will knowing that I shall bear full responsibility for medical costs, care treatments or any other costs or damages to me as a result of said injuries. Police and/or Fire protection will be at the expense of the applicant, person, or group using the facility. This application for request to use a Town of Watertown facility is valid until written permission and confirmation has been granted. I understand that I have written permission and confirmation permit my and/or a member of my organization or group at all times of the day of my event. I have read, reviewed, and understand the above Acknowledgement and Waiver and reverse side of this document. I have been given ample time to ask any questions or concerns that I may have.
2024 Rules & Regulations – Permits Take Precedent

- ALL FACILITIES: Any event, rally, gathering requiring Police, Park, or Fire protection; the user assumes ALL expenses involved.
- AMUSEMENTS & ENTERTAINMENT: There will be NO live entertainment unless granted permission by the Watertown Parks and Recreation Commission and/or Director. This includes DJs, bands, clowns, comedians, entertainers, rental fire trucks, buses, public address systems, etc.
- CANCELLATIONS: Cancellations must be made two (2) weeks prior to the event and are ALL cancellations are subject to a $10.00 non-refundable processing fee.
- CHANGES: The date of the event MAY BE CHANGED anytime prior to two (2) weeks before the scheduled event providing that the new date requested is available.
- CLEAN-UP: Please leave the facility cleaner than when you found it. Thank You.
- CONFIRMATIONS: An approved, written confirmation will be sent to the renter prior to the event date. Keep the written approval with you the entire day of the function. Denial applicants will be notified and application/payment returned.
- DAMAGES: Permit holder is responsible and will be held liable for any damages sustained during their event.
- DECORATIONS: Remove any decorations, staples and table coverings before you leave.
- FOOD: Private parties and applicants can barbeque and bring their own picnic lunches. At the Crestbrook Park Pavilion, those wishing to cater their event must personally contact The Sunset Grille at Crestbrook Park directly at 860-417-6688.
- FOOD TRUCKS & VENDORS: Vendors and food trucks are NOT permitted without prior consent by the Watertown Parks & Recreation Commission and or Director. Limit 1 with Pre-Approval
- INFLATABLES & BOUNCE HOUSES: Due to the Town’s Insurance regulations inflatable jungle gyms, bounce houses, moonwalks and other like items are not allowed.
- LIQUOR: No liquor permitted. This includes beer, wine, and liquor. At the Crestbrook Park Pavilion, a full service restaurant available for you and your guests. Please contact The Sunset Grille at Crestbrook Park directly – 860-417-6688.
- LOST, LEFT & STOLEN ITEMS: The Town is not responsible for items lost, left or stolen from the premises.
- PARK HOURS: Parks are open from dawn to dusk. Entrance gates are locked at dusk.
- PARK MAINTENANCE, POLICE & FIRE DEPARTMENT SERVICES: Park Maintenance, Police and/or Fire Department protection expenses will be the sole responsibility of the person/group using the facility. The Parks & Recreation Director may require such coverage as a term of permission being granted for use of the Town Facility. For events requiring Police, Park and/or Fire protection, the user of the facility assumes ALL expenses involved.
- PERMITS: A permit confirmation will be sent in advance of your scheduled event. The permit confirmation will be for the specified date and hours, and at which park. Keep your confirmation with you at all times the day of your event.
- RENTAL OF FACILITY: Your confirmed permit allows use of the pavilion/gazebo ONLY.
- RETURNED CHECKS: Returned checks are subject to a $25.00 bank fee.
- SPECIAL EVENT: A Special Event is typically a function sponsored by the Town and open to the public
- SUBMISSION DATES: Permits may be submitted by Residents (with Proof Of Residency) – January 1st. Non-Residents – April 1st.
- Notice if the 1st of the month is a weekend or holiday, applications will be accepted on the first business day following.
- SUPERVISION OF GUESTS: The applicant is 100% responsible for the supervision and conduct of all members of his/her group and will be held responsible for any damages sustained during their event.
- TEMPORARY SHELTERS: No tents, temporary shelters or items requiring staking into the ground can be erected due to underground utilities and irrigation systems.
- TOLLING AREA HEALTH DISTRICT: 860-945-5270. If This Event OPEN to the Public All Food providers MUST be registered with the Torrington Area Health District. 860-945-5270 www.thd.org
- TOURNAMENTS: Tournaments using the Pavilion must pay for the use of the pavilion. Field Permits are also required.
- UNRENTED: Unrented facilities are available on a first come, first served basis to the public.
- VENDORS: Vendors, Food Trucks (Limit 1), Merchants, Sales & Solicitors are not permitted without prior approval by the Watertown Parks and Recreation Commission and/or Director. Available to Tournaments and Special Events only.
- WATERTOWN GAZEBO: The Watertown Gazebo is available free of charge for weddings, photos and similar functions – permits are still required.
- RALLY: In the event of a rally or function requiring Police, Park and/or Fire protection, the user of the facility assumes ALL expenses involved.

I, the undersigned, have read the entire permit application and will adhere to the rules specified.

Are There ANY Issues, Concerns, or Requests the Town Needs To Be Aware Of Before Granting This Application? Please list below:

__________________________________________
Applicant's Signature – Signature Acknowledges Front & Back of Application

X 4/3/24
Date

FOR OFFICE USE ONLY:

Date Received: ________________ Time Received: Check # __________ Credit/Debit: ________ Amount Received: $________

Staff Initials: ________________ Information Recorded on Master Calendar: ________________ Confirmation to Participant: ________________ Other: ________________

THIS PERMIT HAS BEEN: GRANTED ________________ DENIED ________________

Conditions for this application being granted: __________________________________________________________

Authorized by: ________________ Date: ________________

Director of Parks & Recreation or Agent of Department
CRESTROOK PARK RESTAURANT REQUEST

Internal Request Form - Please use one form for each event

For functions requested in the park, outside of the interior of the restaurant. Must be received to the Parks & Recreation Director in a timely manner, prior to the event for approval/non-approval.

Today's Date: 1-4-2024

Event: Wedding

Date: Saturday August 31, 2024

Start Time 4:00 Ending Time: 9:00

Private Party: X Open to the Public: Anticipated Attendance: 100 Target Age Group: Mixed

Park Areas Requested - List All impacted:

Bennett/ Lawn / Tent

What else do we need to know:

Will this generate noise? _____ if yes, attach a copy of Town Permits

Is there anything “out of the normal” you are planning to include?

Sign Here: Cathy Gaetani Date: Watertown Park & Recreation

Restaurant Representative

Use reverse side for additional information

For Office Use Only - Please Do Not Fill Out Below – For Parks & Rec Office Use Only – Thank You!

Registered in Calendar: P&R Commission - Date if Needed:

Maint Staff: OTHER APPROVALS REQUIRED?

Today's Date: Accepted By:
CRESTROOK PARK RESTAURANT REQUEST

Internal Request Form - Please use one form for each event

For functions requested in the park, outside of the interior of the restaurant. Must be received to the Parks & Recreation Director in a timely manner, prior to the event for approval/non-approval.

Today's Date: 2-22-2024

Event: Tunnel Two Towers Fundraiser

Date: Sunday June 2, 2024

Start Time 1:00    Ending Time: 5:00

Private Party: ___ Open to the Public: Yes  Anticipated Attendance: 100  Target Age Group: All

Park Areas Requested- List All impacted:

____________________________________________________

Bennett/Lawn/Tent

____________________________________________________

____________________________________________________

____________________________________________________

What else do we need to know:

____________________________________________________

Will this generate noise? ___ if yes, attach a copy of Town Permits

Is there anything “out of the normal” you are planning to include?

____________________________________________________

Sign Here: Cathy Gaetani  Date:

Restaurant Representative

Use reverse side for additional information

Watertown Park & Recreation

FEB 22 2024

For Office Use Only - Please Do Not Fill Out Below – For Parks & Rec Office Use Only – Thank You!

Registered in Calendar: ____________________  P&R Commission- Date if Needed: ____________________

Maint Staff: ____________________  OTHER APPROVALS REQUIRED?

Today’s Date: ____________________  Accepted By: ____________________
CRESTROOK PARK RESTAURANT REQUEST

Internal Request Form - Please use one form for each event

For functions requested in the park, outside of the interior of the restaurant. Must be received to the Parks & Recreation Director in a timely manner, prior to the event for approval/non-approval.

Today's Date: __5-1-2023__

Event: _______________ Katies Cares

Date: __Saturday June 9__

2024

Start Time: _______________ 6:00 ___________________ Ending

Time: _______________ 9:00 ___________________

Private Party: ___ Open to the Public: ___X___ Anticipated Attendance: ___100___ Target Age

Group: ___ALL___

Park Areas Requested- List All impacted: _____Bennett/ Lawn

Watertown Park & Recreation

What else do we need to know:

Will this generate noise? ___?___ if yes, attach a copy of Town Permits

Is there anything "out of the normal" you are planning to include?

Sign Here: ___Cathy Gaetani___ Date: __5-1-2023__

Restaurant Representative

Use reverse side for additional information

For Office Use Only - Please Do Not Fill Out Below – For Parks & Rec Office Use Only – Thank You!
CRESTROOK PARK RESTAURANT REQUEST

Internal Request Form - Please use one form for each event

For functions requested in the park, outside of the interior of the restaurant. Must be received to the Parks & Recreation Director in a timely manner, prior to the event for approval/non-approval.

Today's Date: 2-23-2024

Event: Pipe & Drum Play Off

Date: 9-21-2024

Start Time: TBD  Ending Time: TBD

Private Party: ___ Open to the Public: Yes  Anticipated Attendance: 100  Target Age Group: All

Park Areas Requested - List All impacted:

______________________________ Bennett/Lawn/Tent

______________________________

What else do we need to know: ________________________________

Will this generate noise? ___ Yes  if yes, attach a copy of Town Permits

Is there anything “out of the normal” you are planning to include?

Sign Here: Cathy Gaetani  Date:

Restaurant Representative

Use reverse side for additional information

Watertown Park & Recreation

For Office Use Only - Please Do Not Fill Out Below – For Parks & Rec Office Use Only – Thank You!

Registered in Calendar: ____________ P&R Commission - Date If Needed: ____________

Maint Staff: ____________ OTHER APPROVALS REQUIRED?

Today's Date: ____________ Accepted By: ____________
CRESTROOK PARK RESTAURANT REQUEST

Internal Request Form - Please use one form for each event

For functions requested in the park, outside of the interior of the restaurant. Must be received to the Parks & Recreation Director in a timely manner, prior to the event for approval/non-approval.

Today's Date: 2-2-2024

Event: 3 Annual Spring Festival & Craft Show

Date: Sunday May 5, 2024

Start Time: 12:00     Ending Time: 5:00

Private Party: ___ Open to the Public: YES
Anticipated Attendance: 800+    Target Age Group: All

Park Areas Requested - List All impacted:

Bennett Room & Lawn

What else do we need to know:

Will this generate noise? ___ if yes, attach a copy of Town Permits

Is there anything "out of the normal" you are planning to include?

Sign Here: Cathy Gaetani Date: __________________________

Restaurant Representative
Use reverse side for additional information

For Office Use Only - Please Do Not Fill Out Below - For Parks & Rec Office Use Only – Thank You!

Registered in Calendar: ________________ P&R Commission - Date if Needed: __________________________

Maint Staff: __________________________  OTHER APPROVALS REQUIRED?

Today's Date: __________________________ Accepted By: __________________________