

Northwest Park Facility Rental Form

- Return completed application to: **Northwest Park, 145 Lang Road, Windsor, CT 06095**
northwestpark@townofwindsorct.com | 860-285-1886
- Reservations are only accepted **after January 1** within the same calendar year.
- Please call to check date availability before sending payment.

Please complete the form in full and sign the waiver on the back.

\$100 Security Deposit required on ALL rentals, in addition to rental fees as listed below.

Choose one: **Full day, 8:30am to Sunset**

Half day, 8:30am-2:30pm

Half day, 3:30pm-Sunset

Picnic Pavilion (Capacity: 150)

Windsor Resident: \$175 / Half-Day

Windsor Resident: \$230 / Full-Day

Windsor Commercial: \$200 / Half-Day

Windsor Commercial: \$260 / Full-Day

Non-Resident: \$230 / Half-Day

Non-Resident: \$280 / Full-Day

Warming Shed – Outdoor Picnic Area (Capacity: 50)

Windsor Resident: \$115 / Half-Day

Windsor Resident: \$175 / Full-Day

Windsor Commercial: \$145 / Half-Day

Windsor Commercial: \$200 / Full-Day

Non-Resident: \$175 / Half-Day

Non-Resident: \$225 / Full-Day

Date Requested:

Arrival time:

Departure time:

Organization Name (or N/A):

Number of People:

Contact Person (must be present at the event):

Mailing Address:

Best Phone #:

Email Address:

Activity Description:

Special Permission Required

Use of a caterer or event planner

Events open for attendance by the general public

Use of specialized equipment for food service or recreational activities

These items may not be compatible with the park setting and mission; please call our office to discuss: 860-285-1886

Payment & Refund Policies

- The rental fee PLUS the \$100 refundable security deposit MUST be paid at the time of reservation (via credit card, check, or cash). We cannot hold dates. *Reservations are not confirmed until all fees are paid in full and a receipt is issued.*
- Rentals are rain or shine. Reservations must be cancelled at least two weeks prior to the reservation date for a full refund. Failure to do so will result in forfeiture of the rental fee.
- Damage to park facilities or grounds, or failure to comply with the rental rules listed on the back of this form will result in loss of Security Deposit and denial of future rental privileges.
- Any refunds due to the renter will be credited to the bank card used in the original transaction or—if paid by check or cash—will be issued by a check mailed to the renter at the address on the application. Refunds take a minimum of 2 weeks to process; longer if by check.

DO NOT FILL IN BELOW THIS LINE – **FOR OFFICE USE ONLY**

Permits required: ☐ Alcohol ☐ Public Event Liability Insurance required: ☐ Yes ☐ No

Special Request: _____

Date Approved: _____ Approved by: _____

Facility Use Policies

- This facility rental agreement does not exclude the general public from using surrounding park amenities.
- Facility use is restricted to the rental period. **Northwest Park closes at dusk.**
- **Alcoholic beverages** are not permitted on park property except by prior approval of the Town Manager. **Please sign the alcohol permit request below.** Two weeks' notice must be given for approval of alcoholic beverages.
- **Music is not permitted**, nor any amplified sound systems.
- **No parking is permitted beyond the main lot** at the park entrance except for handicapped parking and senior citizens, who may use the restricted access driveway to park at the Nature Center. Temporary parking at the Nature Center lot is allowed for loading and unloading of supplies. **Vehicles may not be driven or parked on lawns or walking paths.**
- The renter is responsible for setting up the facility and cleaning up after the event, including removal of all trash. All picnic tables must be returned to their original location.
- **Decorations** may not be attached in any way that damages or alters the facility and must be completely removed by the end of the rental period. Balloons (discouraged) and other lightweight items must be secured to prevent wind loss.
- **Trash should be bagged and placed in the park dumpster** located on the driveway behind the white house. Clean garbage bags (provided) must be left in the trash containers upon departure.
- The renter is responsible for any damage to grounds or facilities that may occur during the rental. Failure to reimburse the Town of Windsor's Northwest Park for damage incurred will result in forfeiture of the security deposit and future rental privileges.
- All Police, Fire, and other municipal ordinances and regulations governing use of park facilities, as adopted by the Town Council, are hereby made part of these conditions.
- **The Park Manager or designee reserves the right to vacate any user group for violation of these policies. Failure to comply with the stated regulations will result in loss of your security deposit and denial of rental privileges in the future.**

Strictly Prohibited

- No music or amplified sound systems
- No alcohol without a permit
- No fire pits or bonfires
- No marking or altering of facilities or grounds
- No generators or propane heaters
- No loose glitter, confetti, or tabletop scatter
- No inflatable "bounce" houses
- No gambling

Hold Harmless Agreement

In consideration of being allowed to rent a facility at Northwest Park from the Town of Windsor for a private function, the undersigned acknowledges and agrees that: The risk of injury from activities during this event may be significant, including the potential for permanent paralysis and death, and I knowingly and freely assume all such risk, both known and unknown.

I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, hereby release and hold harmless the Town of Windsor Recreation and Leisure Services Department, its employees, volunteers, commissioners, sponsoring agencies, sponsors, and advertisers with respect to any and all injury, disability, or death incurred while using facilities at the park or participating in the above mentioned activities.

Signature of User (Required)

Date

Alcohol Permit Request

Authorization must be requested at least 2 weeks before the event. Approved permits are retained in the Northwest Park office. I hereby request a permit to serve alcohol during the event at Northwest Park specified in this contract. Individuals consuming alcohol must be 21 years of age or older. No sale of alcohol is permitted. I have read and agree to abide by the above guidelines.

Signature of User

Date

Signature of Town Manager _____ **Date** _____