



# NORTHWest PARK

## Northwest Park Facility Use Application

Please print clearly when completing this application, and return to:

- Northwest Park, 145 Lang Road, Windsor, CT 06095 Phone: 860-285-1886 Fax: 860-285-1887
- The rental fee and a \$100 refundable security deposit **MUST** accompany this application. We accept check, credit cards & cash. Reservations are not confirmed until all fees are paid in full, and a receipt is issued.
- This application is for private events hosted by individuals or organizations. Use of Park Facilities for events that are open for attendance by the general public require a special permit from the Park Manager.

DATE REQUESTED: \_\_\_\_\_ START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

CONTACT PERSON (must be present at the event): \_\_\_\_\_

ORGANIZATION NAME: \_\_\_\_\_ # IN GROUP \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE (H): \_\_\_\_\_ PHONE (W): \_\_\_\_\_ CELL: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

ACTIVITY DESCRIPTION: \_\_\_\_\_

*Reservations will only be accepted **after January 1** within the same calendar year.*

**Full day use:** 8:30am to Sunset / **Half Day Use:** 8:30am-2:30pm OR 3:30pm-Sunset

**\$100 Security Deposit** Required on ALL Rentals, in addition to rental fees as listed below

**Picnic Pavilion (Capacity: 150)**

- \_\_\_ Windsor Resident: \$25 / Half-Day
- \_\_\_ Windsor Resident: \$50 / Full-Day
- \_\_\_ Non-Resident: \$100 / Half-Day
- \_\_\_ Non-Resident: \$200 / Full-Day

**Warming Shed – Outdoor Picnic Area (Capacity: 50)**

- \_\_\_ Windsor Resident: \$15 / Half-Day
- \_\_\_ Windsor Resident: \$30 / Full-Day
- \_\_\_ Non-Resident: \$50 / Half-Day
- \_\_\_ Non-Resident: \$100 / Full-Day

**Camping – for Scouts only (Capacity: 50)**

- By special permit from the Park Manager*
- Two nights maximum*
- Groups over 25 must additionally rent the Picnic Pavilion at listed rates*
- \_\_\_ Windsor Scout Groups: Fees waived
- \_\_\_ Non-Resident Scout Groups: \$2 per person per night

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

Permits required:  Alcohol  Camping  Public Event

Liability Insurance:  Yes (Naming the Town of Windsor as additional insured)  No

Date Approved: \_\_\_\_\_ Approved by: \_\_\_\_\_ Processed by: \_\_\_\_\_

Rental Fee: \_\_\_\_\_ Deposit: \_\_\_\_\_ Total: \_\_\_\_\_

## Facility Use Policies

- All facility requests are on a first-come, first-served basis. Facility/Park use applications will only be accepted after January 1 within the same calendar year. No reservation will be confirmed until all fees are paid in full and a receipt has been issued.
- A facility rental agreement does not exclude the general public from using surrounding park amenities.
- The renter is responsible for setting up the facility and cleaning up after the event, including removal of all trash. Trash must be 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.
- 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.
- **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 is allowed for load-ing and unloading of supplies. **Vehicles may not be driven onto park lawns or fields.**
- **Amplified music and generators of any kind are not permitted.**
- All picnic tables must be returned to their original location.
- Gambling is not permitted.
- Inflatable /bounce houses are not permitted, unless approved by the Town Fire Marshall. A certificate of insurance for a mini-mum of one (1) million dollars is required from the company/provider of the inflatable/bounce house.
- The user is responsible for any damage to grounds or facilities that may occur during the rental. Failure to reimburse Windsor Recreation and Leisure Services for damage incurred may result in forfeiture of the security deposit.
- 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 and/or withhold refund of the security deposit for violation of these policies.**

## Refund Policies

- 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.
- Reservations must be cancelled at least one (1) week prior to the reservation date for a full refund. Failure to do so will result in forfeiture of the security deposit and facility use fees.

### 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 under-signed 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 partici-pating in the above mentioned activities.

\_\_\_\_\_  
Signature of User (Required)

\_\_\_\_\_  
Date

### Alcohol Permit Request

Request for the use of alcohol is submitted to Northwest Park and approved by the Town Manager. Approved permits are retained in the Northwest Park office. Individuals consuming alcohol must be 21 years of age or older. No alcohol sales permitted. Authori-zation must be approved at least 10 calendar days before the event. I have read and agree to abide by the above guidelines.

\_\_\_\_\_  
Signature of User

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Town Manager

\_\_\_\_\_  
Date