



NORTHWest PARK

Northwest Park Facility Rental Form

Please print clearly when completing this application, and return via e-mail, in person, or mail to:

- Northwest Park, 145 Lang Road, Windsor, CT 06095 | Phone: 860-285-1886 | northwestpark@townofwindsorct.com
- The rental fee and a \$100 refundable security deposit **MUST** be paid at the time of reservation. We accept credit cards, checks & 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 requires a special permit from the Park Manager.***

Date Requested: _____ Arrival time: _____ Departure time: _____

Contact Person (must be present at the event): _____

Organization Name: _____ Number of People: _____

Address: _____

Phone (c): _____ Phone (h): _____ Phone (w): _____

Email Address: _____

Activity Description: _____

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

Full day rate: 8:30am to Sunset / **Half day rate:** 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: \$100 / Half-Day

___ Windsor Resident: \$150 / Full-Day

___ Windsor Commercial: \$125 / Half-Day

___ Windsor Commercial: \$175 / Full-Day

___ Non-Resident: \$150 / Half-Day

___ Non-Resident: \$200 / Full-Day

Warming Shed – Outdoor Picnic Area (Capacity: 50)

___ Windsor Resident: \$60 / Half-Day

___ Windsor Resident: \$100 / Full-Day

___ Windsor Commercial: \$85 / Half-Day

___ Windsor Commercial: \$125 / Full-Day

___ Non-Resident: \$110 / Half-Day

___ Non-Resident: \$150 / Full-Day

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

Permits required: Alcohol Public Event Special Request: _____

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

- This 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.
- **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 loading and unloading of supplies. **Vehicles may not be driven onto park lawns or fields.**
- 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.
- **Amplified music and generators of any kind are not permitted.**
- Gambling is not permitted.
- **Food trucks, popcorn or ice cream machines, and other large equipment for food service or recreational activities require special approval by the Park Manager.** Inflatable "bounce" houses are not permitted. Please call the park to discuss special set-up requests before your event.
- All picnic tables must be returned to their original location.
- The renter 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 for violation of these policies. Failure to comply with the stated regulations may result in loss of your security deposit and/or denial of rental privileges in the future.**

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 two weeks 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 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