



# NORTHWest PARK

## Northwest Park Scout Camping Permit 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  
Email: 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.
- A certificate of liability insurance must be on file in the Park office one week before the date of the event.
- Camping and use of fire pits at the park is only permitted for official Boy Scout or Girl Scout activities.

Requested Start date & time: \_\_\_\_\_ Requested End date & time: \_\_\_\_\_

Contact Person (must be present at the event): \_\_\_\_\_

Troop # and Town: \_\_\_\_\_ 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.

**Park area(s) to be used:**

Great Meadow & Fire Ring  Outdoor Living Skills Area  Flag Retirement Pit

**Camping Fees (in addition to a \$100 Security Deposit):**

Windsor Troops:  \$50 per night for 5-25 people  \$100 per night for 26-50

Non-Windsor Troops:  \$75 per night for 5-25 people  \$150 per night for 26-50

✓ *Maximum stay is two nights.*

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

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

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

Certificate of Liability Insurance received (naming the Town of Windsor as additional insured):  Yes Date: \_\_\_\_\_

## Scout Camping Policies

1. Camping is permitted only in the Great Meadow (by the Picnic Pavilion) and the Outdoor Living Skills area. A camping permit does not exclude the general public from using the surrounding park facilities.
2. All scout groups must provide a Certificate of Insurance to the Park Office. The Certificate must name the Town of Windsor as Additional Insured, with General Aggregate Liability in an amount no less than \$1,000,000 (one million dollars). All Certificates **MUST** be on file in the Northwest Park office one week before the date of the event.
3. Vehicles may not be driven onto park lawns or fields. Parking at the Nature Center is available for loading and unloading of supplies.
4. Campfires are only permitted in designated fire pits and with the approval of the Park Manager. Firewood may not be collected in the Park. Scout groups may bring their own wood. The firewood must be clean, i.e. no treated or scrap lumber. The fire must be attended at all times. Two 5-gallon buckets of water are required at each campfire. The fire must be dowsed, stirred, and dowsed again before departing the area.
5. Each group is responsible for setting up and cleaning up all areas used and removing any trash generated by their event. Trash must be removed to the park dumpster located on the driveway behind the white house. Each group must leave clean garbage bags (provided) in the trash receptacles upon departure.
6. All picnic tables must be returned to their original location.
7. 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 setup requests before your event.
8. Alcoholic beverages are not permitted for scout groups. Gambling is not permitted.
9. Amplified music and generators of any kind are not permitted.
10. The user is responsible for any damage to grounds and facilities that may occur during the rental. Failure to reimburse the Windsor Recreation and Leisure Services for damage incurred may result in forfeiture of the security deposit.
11. 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.
12. 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 camping privileges in the future.

## Refund Policy

- 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 camp overnight or use a fire ring at Northwest Park, 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 participating in the above mentioned activities.

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Signature of User

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Date