



### Northwest Park Birthday Party Program Registration

- Children’s birthday parties include a 2-hour party rental in the outdoor Warming Shed pavilion, featuring a 45-minute fun filled education program led by a park Naturalist.
- The Host is responsible for providing any food, beverages, and related supplies they wish to serve their guests. Host arrival & departure times are limited to 30 minutes before and after the event.
- Maximum group size is 15 children accompanied by their guardians; minimum age is 3 years old.
- Children must be supervised at all times by an adult parent, guardian, or responsible caretaker. Park staff rely on adult attendees to assist children with the guided activities and ensure their safety while on site. A minimum of 5 adults and maximum of 20 is required for a group of 15 children.
- The 45 minute themed program will begin promptly at 10:15 or 1:15, depending on rental times. Please advise your guests to arrive promptly at the event start time to fully participate in the guided activities.
- Birthday programs are offered on Saturdays in September & October. Please contact the park office to confirm date and time availability before submitting payment: 860-285-1886.

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Please print clearly when completing this form, 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 full program fee **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.

Fee for rental plus program (circle one):     \$200 Windsor Residents     \$225 Non-Residents

Date Requested: \_\_\_\_\_

Event time (circle one):     10:00AM – 12:00PM     OR     1:00PM – 3:00PM

Birthday Child’s First Name & Age: \_\_\_\_\_ (minimum: 3 years old)

Number of Children Attending: \_\_\_\_\_ (max: 15)     Number of Adults Attending: \_\_\_\_\_ (min: 5/max: 20)

Full Name of Event Host (must be present at the event): \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (c): \_\_\_\_\_ Phone (h): \_\_\_\_\_ Phone (w): \_\_\_\_\_

Email Address: \_\_\_\_\_

Program Theme (circle one):     Reptiles & Amphibians     Barnyard Animals     Sensory Hike

## Birthday Party Program Policies

- The Event Host/Renter will have use of the open-sided picnic shelter at the Warming Shed, furnished with picnic tables, serving tables, and a large charcoal grill.
- All food, supplies, and decorations must be fully removed from the pavilion and grounds within 30 minutes after the event end, and cause no damage to the facility. The use of glitter is prohibited. Trash must be neatly bagged in the provided containers. All picnic tables must be returned to their original location.
- Each party guest must follow appropriate physical distancing standards during themed presentation.
- This facility use agreement does not exclude the general public from using surrounding park amenities.
- **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.**
- **Amplified music and generators of any kind are 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 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 denial of rental privileges in the future.**

## Refund Policies

- Birthday Party Reservations must be cancelled at least two weeks prior to the event date for a full refund. Failure to do so will result in forfeiture of the program fee.
- 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.

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## Hold Harmless Agreement

In consideration of being allowed to rent a facility at Northwest Park and participate in the Town of Windsor activities, 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 (Required)

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Date