

Northwest Park Scout Permit Application

Northwest Park, 145 Lang Rd, Windsor, CT 06095 | 860-285-1886

- Return completed application to: northwestpark@townofwindsorct.com or mail to 145 Lang Rd, Windsor, CT 06095
- Reservations are only accepted **after January 1** within the same calendar year.
- Please call to check date availability. 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 at least one week before the arrival date.
- Camping and use of fire pits at the Park is only permitted for official Boy or Girl Scout activities.

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

Troop Name:

Town:

Number of People:

Overnight Camping

Rental Period (3:30 PM—noon)

- Windsor Troops/5-25 people: \$50 per night
- Windsor Troops/26-50 people: \$100 per night
- Non-Windsor Troops/5-25 people: \$75 per night
- Non-Windsor Troops/26-50 people: \$150 per night

Optional Rental Time Add-On:

- Extended Hours (Arrival Date)** 8:30 am—3:30 pm
Windsor Troops, \$125/ Non-Windsor Troops: \$175
- Extended Hours (Post Overnight)** 12 pm—sunset
Windsor Troops, \$125/ Non-Windsor Troops: \$175

Please note: Maximum stay is 2 overnights.

Overnight Camping

Weekday Evening Meeting Only

Arrival Date:

Arrival time:

Departure Date:

Departure Time:

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

Mailing Address:

Best Phone

Email:

A \$100 Refundable Security Deposit is required on ALL rentals (in addition to the rental fees listed.)

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.

Weekday Evening Meetings Only

Rental Period (3:30 PM—sunset)

- Windsor Troops/max 25 people: \$50
- Non-Windsor Troops/max 25 people: \$75

Park Areas Requested:

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

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

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

Special Request: _____

Date Approved: _____

Approved by: _____

Scout Camping & Facility Use Policies

- Camping is permitted only in the Great Meadow (by the Picnic Pavilion) and the Outdoor Living Skills Area. *A Scout permit does not exclude the general public from using the surrounding park facilities.*
- All scout troops camping overnight or using a fire ring must provide a **Certificate of Liability 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 at least one week before the date of the event.
- **Vehicles may not be driven or parked on lawns or walking paths.** Parking at the Nature Center lot is allowed for loading and unloading of supplies.
- **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.*
- 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.
- **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.
- 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.
- **Music is not permitted**, nor any amplified sound systems.
- Alcoholic beverages are not permitted for scout groups. Gambling is not permitted.
- 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/or denial of rental privileges in the future.

Strictly Prohibited

- No music or amplified sound systems
- No generators or propane heaters
- No marking or altering of facilities or grounds
- No loose glitter, confetti, or tabletop scatter
- No inflatable “bounce” houses
- No alcohol and No gambling

Hold Harmless Agreement

In consideration of being allowed to use the facilities, a fire ring, or camp overnight at Northwest Park, 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