



**TOWN OF WINDSOR RECREATION & LEISURE SERVICES
FACILITY REQUEST FORM
For use of Northwest Park**

Please complete application and return to Northwest Park located at 145 Lang Road, Windsor, CT 06095.
Phone: 860-285-1886, FAX: 860-285-1887. Reservations will be confirmed within three (3) business days.

ORGANIZATION NAME: _____ # IN GROUP _____

NAME OF CONTACT PERSON (must be present at the event): _____

ADDRESS: _____

PHONE (H): _____ PHONE (W): _____

DATES YOU ARE REQUESTING: _____

START TIME: _____ END TIME: _____ TYPE OF ACTIVITY: _____

NORTHWEST PARK GROUNDS AND FACILITIES	
(Please check the facility you are requesting)	
<u>FACILITY & FEES</u>	<u>CAPACITY</u>
<u>Interpretive Center:</u> Saturdays only; \$30/hr., 2 hour minimum & \$100 refundable deposit required Open 8:30 a.m. – 4:30 p.m. during office operating hours.	140
<u>Picnic Pavilion</u> Resident Half-Day: \$100 Security Deposit and \$25 Half-Day Use Fee Resident Full-Day: \$100 Security Deposit and \$50 Full-Day Use Fee Non-Resident Half-Day: \$100 Security Deposit and \$100 Half-Day Use Fee Non-Resident Full-Day: \$100 Security Deposit and \$200 Full-Day Use Fee	150
<u>Warming Shed</u> Resident Half-Day: \$100 Security Deposit and \$15 Half-Day Use Fee Resident Full-Day: \$100 Security Deposit and \$30 Full-Day Use Fee Non-Resident Half-Day: \$100 Security Deposit and \$50 Half-Day Use Fee Non-Resident Full-Day: \$100 Security Deposit and \$100 Full-Day Use Fee	50
_____ Camping (resident Scouts Only): \$100 Security Deposit required. All Fees waived.	30
Half-Day Use: 8:30 a.m. – 2:30 p.m. or 3:30 p.m. to sunset. Full-Day Use: 8:30 a.m. - Sunset	

FACILITY USE PROCEDURES

1. The fee and a refundable security deposit must accompany this facility request by check or credit card.
2. The Facility Permit does not exclude the general public from using the surrounding facilities.
3. Damage or removal of flora and fauna is strictly prohibited.
4. Each group is responsible for cleaning up the area and removing any trash generated by their event.
5. Each group must leave clean garbage bags in the trash receptacles upon departure.
6. Alcoholic beverages are not permitted except by approval of the Town Manager. Consumers of alcoholic beverages must be over the age of 21. The sale of alcoholic beverages is strictly prohibited. If you are requesting to serve alcoholic beverages, please complete the alcohol permit request below.

7. Parking is not permitted beyond the Northwest Park parking lot, except for handicapped parking and seniors over the age of 55. Unloading supplies at the Nature Center lot is permitted.
8. Vehicles are not permitted on any of the fields.
9. **No amplified music systems allowed.**
10. All picnic tables must be returned to their original location.

Non-compliance of procedures 3-11 will result in security deposit forfeiture

Hold Harmless Agreement

In consideration of being allowed to participate in the Town of Windsor Recreation Leisure activities, the undersigned acknowledges, and agrees that: The risk of injury from the activities involved in this program may be significant, including the potential for permanent paralysis and death, and while particular rules, equipment and personal discipline may reduce this risk, the risk of serious injury does exist; 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, I hereby release and hold harmless the Town of Windsor Recreation Department, its employees, volunteers, commissioners, sponsoring agencies, sponsors and advertisers with respect to any and all injury, disability, or death incurred while traveling to or from or participating in the above mentioned trips or activities.

Signature

Date

Alcohol Permit Request

Request for the use of alcohol must have the approval of the Town Manager. Individuals consuming alcohol must be 21 years of age or older. Please return to Northwest Park for authorization at least ten calendar days prior to the event.

I have read and agree to abide by the above guidelines.

Signature

Date

Signature of Town Manager

Date

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

AREA ASSIGNED _____ PERMIT _____

LIABILITY INSURANCE: YES _____ NO _____ (Naming the Town of Windsor as additional insurance)

DATE APPROVED: _____ APPROVED BY: _____ PROCESSED BY: _____

RENTAL FEE \$: _____ REFUNDABLE DEPOSIT \$: _____ TOTAL \$: _____

COMMENTS: