



JOHN J. MITCHELL FAIRGROUNDS RENTAL APPLICATION

Please call 860-648-6355 to check availability for dates and times

Please complete application and return to:
 South Windsor Parks & Recreation Department
 350 Foster St
 South Windsor, CT 06074

Or Email completed applications to: rec@southwindsor-ct.gov or Fax (860) 648-5048

SUBJECT TO APPROVAL

PLEASE PRINT

Name of Person Renting Facility _____ DOB ____/____/____

Name of Organization if Applicable _____

Address _____

City _____ State _____ Zip Code _____

Cell _____ Home _____ Email _____

TYPE OF EVENT: _____ Number of People Expected: _____

Rental Date (s): ____/____/____ - ____/____/____

Start Time _____ AM or PM	End Time _____ AM or PM
*Use of the grounds is permitted between the hours of 7am and 9pm	

Fee Schedule - Starting Rates			
South Windsor Residents and Organizations		Out of Town Residents and Organizations	
<input type="checkbox"/> South Windsor Civic Groups	\$750	<input type="checkbox"/> Non-Resident Civic Groups	\$1,000
<input type="checkbox"/> South Windsor Non-profit organizations <i>*Must provide 501-C3 and letter from organization declaring the event.*</i>	\$750	<input type="checkbox"/> Non-Resident Non-profit organization <i>*Must provide 501-C3 and letter from organization declaring the event.*</i>	\$1,000
<input type="checkbox"/> South Windsor Business or for-profit	\$1,000	<input type="checkbox"/> Out of Town Business	\$1,200

Please complete this section:

Will you have a DJ or band? YES NO

Will there be food vendors? YES NO

Will you be bringing an inflatable or tent? YES NO

Will you be bringing in utility rentals? YES NO

Are you hosting a sporting event? * YES NO

if yes, you are subject to additional fees for line painting. Cost is determined by Parks and Recreation Staff

Security/Damage Agreement

The user agrees to follow all conditions of Agreement. Credit cards are required as security in the case of any damage, abuse of rental times, or the need for extensive cleaning; user is liable for expenses incurred.

The following methods of payment are acceptable:

Circle One: VISA MasterCard Discover

CREDIT CARD # _____ EXP. DATE _____ CVC _____

PRINT NAME ON CREDIT CARD _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

CREDIT CARD HOLDER SIGNATURE _____

APPLICANT SIGNATURE _____

LESSEE(S) OR USER(S) IDENTIFICATION

The undersigned, hereinafter referred to as the Lessee, in leasing or requesting the use of the John C. Mitchell Fairgrounds, agrees that he or it will indemnify and save harmless the Town of South Windsor and its officers, agents, servants, named as co-defendant in any claim or suit, on account of any and all claims, damages, losses, workers compensation payments, judgments, litigation expenses and counsel fees arising out of injuries to the person (including death) sustained by or alleged to have been sustained by the servants, employees or agents of the Town of South Windsor or by any officers, agents, or servants of the Lessee or by any participant or spectator, or arising out of damage to property real or personal alleged to have been caused in whole or in part by acts of omissions of the Lessee or any participant or spectator or anyone directly or indirectly employed or working for the Lessee, including volunteers, in connection with the lease or use of the John C. Mitchell Fairgrounds. The Lessee further undertakes to reimburse the Town of South Windsor for any damage to its real or personal property occurring in connection with the lease or use of John C. Mitchell by Lessee unless the damage is caused by the Town of South Windsor.

Additional approval may be required from the Town Manager, Chief of Police, and/or Fire Marshall. Also, additional liability insurance or security fees may be required as deemed necessary by the South Windsor Parks and Recreation Department.

Signed By:

Lessee or User

Date

Fee Collection

Renters are responsible for any damages incurred during the event

- **A Credit Card must be held on file in the case of any damages or abuse of time.**
- Fees will be collected by the Parks and Recreation Department.
- Refunds, when necessary, will be processed within 10 business days of the event.
- Failure to comply with the conditions stated above, abuse of scheduled rental times, or failure to exercise reasonable care in the use of the facility, may result in additional charges and the disapproval of further applications by your group.
- **ALL rental fees are due at time of reservation**

Booking/Cancellations

- Booking will be confirmed within five business days of this application. It is understood that use of the facility by the applicant is subject to any or all of the conditions listed on this Policies/Agreement page.
- Reservation will be confirmed within five business days of scheduled reservation.
- Person listed to be responsible for activity must be in attendance during reservation.
- Full refunds will be made on cancellations made at least **5 days** prior to the rental date. Please allow 2 weeks for a refund.
- A \$50.00 cancellation fee will be retained from payment for cancellations made *later than* three (5) days in advance of the event.
- No refunds on rental fees will be made, in any amount, for failure to show on the reserved rental date.

POLICIES

1. In case of emergency, contact the South Windsor Police Dispatch at 151 Sand Hill Road, 860-644-2551.
2. Liability Insurance Coverage may be required depending on the activity, and shall be determined upon receipt of the application.
3. There must be no alterations, changes or additions to the grounds itself unless given permission by the Parks and Recreation Director.
4. No open fires are permitted on the grounds (bon fires, camp fires, etc.)
5. All local town, police, fire, and other municipal ordinances and regulations governing use of facilities as adopted by the Town Council are hereby made part of these conditions.
6. You are expected to keep the facility free of litter.
7. **NO ALCOHOLIC BEVERAGES** on the premises unless liquor permit is granted.
8. Fairgrounds can be opened no earlier than 7am on weekends. All activities end at 9pm.
9. Property should be left as found.
10. Trash receptacles, porta-potties, and other utilities must be brought onto the property by the applicant. We do not offer any amenities with this property.
11. Person responsible for activity must be in attendance.
12. Any damage incurred to the grounds beyond a reasonable scope shall be assessed by the Parks Superintendent and charged to the group accordingly.
13. Failure to comply with these conditions and failure to exercise reasonable care in the use of the facility will result in the disapproval of further applications by your group.