



**SOUTH WINDSOR
Parks & Recreation**

ROTARY PAVILION PERMIT RENTAL APPLICATION

FOR USE OF SOUTH WINDSOR PAVILION FACILITIES FOR PRIVATE FUNCTIONS ONLY

Please call 860-648-6355 to check availability for dates and times
Pavilion Rentals are available : May 1st – Mid October

Please complete application and return to:
South Windsor Parks & Recreation Department
91 Ayers Road
South Windsor, CT 06074

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

PLEASE PRINT

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

Name of Organization if Applicable _____

Address _____

City _____ State _____ Zip Code _____

Cell _____ Home _____ Email _____

TYPE OF EVENT: Reunion Shower Wedding Birthday Party School Function Picnic Other: _____

Number of People Expected (Nevers max: 200, VMP max: 100) : _____

Please indicate the location for your rental:

Pavilion at Nevers Park

Pavilion at Veterans Memorial Park

Rental Date: _____ / _____ / _____

Weekday Rentals: 12pm to 8pm

Weekend Rentals: 8am to 8pm

Start Time _____ AM or PM

End Time _____ AM or PM

***Setup and breakdown should be included in your rental time**

Fee Schedule

South Windsor Residents and Organizations		Out of Town Residents and Organizations	
<input type="checkbox"/> Resident Weekday	\$100	<input type="checkbox"/> Non-Resident Weekday	\$200
<input type="checkbox"/> Resident Weekend	\$400	<input type="checkbox"/> Non-Resident Weekend	\$600
<input type="checkbox"/> South Windsor Business- Weekday	\$100	<input type="checkbox"/> Out of Town Business- Weekday	\$200
<input type="checkbox"/> South Windsor Business- Weekend	\$400	<input type="checkbox"/> Out of Town Business- Weekend	\$600
<input type="checkbox"/> Resident Non-Profit Organization- W/D <small>*Must provide 501-C3 and letter from organization declaring the event.*</small>	\$100	<input type="checkbox"/> Out of Town Non-Profit Organization- W/D <small>*Must provide 501-C3 and letter from organization declaring the event.*</small>	\$200
<input type="checkbox"/> Resident Non-Profit Organization- W/E <small>*Must provide 501-C3 and letter from organization declaring the event.*</small>	\$200	<input type="checkbox"/> Out of Town Non-Profit Organization- W/E <small>*Must provide 501-C3 and letter from organization declaring the event.*</small>	\$400

Included Amenities

Rotary Pavilion at [Nevers Park](#)

- Men's and Women's restroom
- Kitchen- Stove/oven, refrigerator, chest freezer, microwave, and sink
- Gas grill (requires staff set-up)
- Picnic tables (for approx. 100 people)
- 6 ft. folding banquet tables (approx. 7, bring your own tablecloths)
- Horseshoes/pit
- Volleyball court and balls

Additional amenities

- Gas firepit- additional \$25 flat rate

Rotary Pavilion at [Veterans Memorial Park](#)

- Men's and Women's restroom
- Kitchen- Stove/oven, refrigerator, microwave, and sink
- Gas grill (bring your own propane tank)
- Picnic tables (for approx. 75-100 people)
- Horseshoes/pit
- Cornhole

Additional amenities

- Pool passes- \$8 per guest

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 **3 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 (3) 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.
- A rain date may be reserved in addition to your original date for a non-refundable fee of \$60.

POLICIES

1. The facilitator assigned to your event will arrive at the scheduled opening time to unlock the facility. They can be reached at **860-268-4628**. 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. ALL rentals are private functions only. **NO** activity shall be allowed to charge a gate admission, or charge for food or drink.
4. There must be no alterations, changes or additions to the electrical system, or the building itself. Use of fasteners on any part of the building/tables is prohibited.
5. Youth groups will not be allowed at the facility until adult supervisors have arrived. There shall be adequate supervision of youth participants at all times. **Adequate supervision is 1 adult (age 21 or older) per every 10 youth.**
6. Should damage be incurred during use of the facility, a WRITTEN REPORT MUST BE FILED with the Parks and Recreation Department by the responsible person identified on this application, WITHIN 24 HOURS.
7. No open fires, excluding the use of gas grills or the permanent firepit (at Nevers), are permitted on Pavilion grounds, (bon fires, camp fires, etc.)
8. A **gas grill** is provided at both locations, but you will need to bring your own propane tank to use the grill at Veterans Memorial Park.
9. Fire pit must be requested for usage.
10. **No food or any objects should be placed above the fire pit!**
11. 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.
12. Receptacles will be provided for disposal of trash, and you are expected to keep the facility free of litter.
13. **ALCOHOLIC BEVERAGES** – ONLY beer and wine are permitted at the **PAVILION AT NEVERS PARK**. **ABSOLUTELY NO ALCOHOLIC BEVERAGES ARE PERMITTED AT THE VMP PAVILION**
14. No glass bottles or glassware at Veterans Memorial Park.
15. **NO STAKES PUT IN THE GROUND.** Tents, bounce houses, etc. should be weighted down.
16. Applicant must sign in before the scheduled activity begins and sign out the condition of the building after the activity ends with the pavilion monitor.
17. **Pavilion can be opened no earlier than 8am on weekends and 12pm on weekdays. All activities end at 8pm.**
18. **Pavilion should be left as found.** Tables, chairs, and equipment should be put back to their rightful spot.
19. Trash should be placed in the dumpster before leaving the premises.
20. Person responsible for activity **must** be in attendance.
21. All changes to reservations should be made by 4:30pm the Wednesday prior to your event. Based upon availability.
22. 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.

If you need to contact someone from the South Windsor Parks & Recreation Department during your event:

Call the office at **860-648-6355** Monday – Friday from 8am-4:30pm

Call the weekend/weeknight supervisor at **860-268-4628**
Monday – Fridays from 5pm-8pm and Saturday – Sunday from 8am-8pm

THE TOWN OF SOUTH WINDSOR DOES NOT DISCRIMINATE ON THE BASIS OF SEX, RACE, PHYSICAL OR MENTAL HANDICAP, RELIGION OR NATIONAL ORIGIN.