



ROTARY PAVILION PERMIT RENTAL APPLICATION

**FOR USE OF SOUTH WINDSOR PAVILION FACILITIES
FOR PRIVATE FUNCTIONS ONLY**

To check availability or to submit your application please return to:

South Windsor Parks & Recreation Department
350 Foster Street

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 _____

Person responsible for the Rental must be present for the entirety of the event.

TYPE OF EVENT: Reunion Shower Wedding Anniversary Birthday Party School Function Picnic Graduation Memorial

Number of People Expected (Nevers max: 200, VMP max: 100): _____ **Date of Event:** _____/_____/_____

Start Time _____ AM or PM

End Time _____ AM or PM

Setup and breakdown should be included in your rental time.

Nevers Park Rotary Pavilion

Pavilion Rentals are available: May 1st – Mid October

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"/> Resident Non-Profit Organization Weekday <small><i>*Must provide 501-C3 and letter from organization declaring the event.*</i></small>	\$100	<input type="checkbox"/> Out of Town Non-Profit Organization Weekday <small><i>*Must provide 501-C3 and letter from organization declaring the event.*</i></small>	\$200
<input type="checkbox"/> Resident Non-Profit Organization Weekend <small><i>*Must provide 501-C3 and letter from organization declaring the event.*</i></small>	\$200	<input type="checkbox"/> Out of Town Non-Profit Organization Weekend <small><i>*Must provide 501-C3 and letter from organization declaring the event.*</i></small>	\$300

Please complete this section of you are renting the **Pavilion at Nevers Park**

Will you have a DJ or band? YES NO

Will beer and/or wine be served? YES NO

Will you be bringing an inflatable or tent? YES NO *please note, you can NOT use stakes to secure an inflatable or tent*

Will you be using the gas grill? YES NO

Firepit rental YES NO *additional \$25 flat rate*

Veterans Memorial Park Rotary Pavilion
Pavilion Rentals are available: May 1st – Mid October

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	\$300	<input type="checkbox"/> Non-Resident Weekend	\$500
<input type="checkbox"/> Resident Non-Profit Organization Weekday <i>*Must provide 501-C3 and letter from organization declaring the event.*</i>	\$100	<input type="checkbox"/> Out of Town Non-Profit Organization Weekday <i>*Must provide 501-C3 and letter from organization declaring the event.*</i>	\$200
<input type="checkbox"/> Resident Non-Profit Organization Weekend <i>*Must provide 501-C3 and letter from organization declaring the event.*</i>	\$200	<input type="checkbox"/> Out of Town Non-Profit Organization Weekend <i>*Must provide 501-C3 and letter from organization declaring the event.*</i>	\$300

Please complete this section if you are renting the [Pavilion at Veterans Memorial Park](#)

Will you be bringing an inflatable or tent? YES NO *please note, you can NOT use stakes to secure an inflatable or tent*

Will you be using the grill? YES NO *please note, you will need to bring your own propane tank*

Will you need to purchase daily pool passes for any of your guests? YES NO Quantity? _____

**Note: Access to the pool is granted during normal operating hours (M-F 12:00pm-7:00pm and Sat-Sun 12:00pm-6:00pm)
The pool is open from the first weekend of June to Labor Day.**

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 (Guest Rate)
(Full price if purchased on day of event.)

For office use only

Approval: _____

Date Approved: ____/____/____

Fee Calculations

Reservation total hours: _____	X	Rental Fee per hour: \$ _____	= Total \$ _____
	+	Fire Pit Rental (<i>Nevers Park only</i>): (\$25 Flat fee)	\$ _____
	+	Pool Passes (<i>Veterans Park Only</i>): (# of passes x \$8)	\$ _____
		= Grand Total Rental Fee:	\$ _____

Payment type:

Cash

Check # _____

Credit Card

Credit Card Payment & Security/Damage Agreement

The user agrees to follow all conditions of Agreement. Cardholder agrees information provided below will be used for payment of reservation and/or any fees incurred by damages, abuse of rental times and/or the need for extensive cleaning. Renter is liable for expenses incurred.

The following methods of payment are acceptable:

Check One: VISA MasterCard Discover

Credit Card #: _____ Exp. Date: _____ CVC: _____

Printed name on card: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Credit card holder signature: _____ [Processed by: _____]

LESSEE(S) OR RENTER(S) IDENTIFICATION

The undersigned, hereinafter referred to as the Lessee, in leasing or requesting the use of the Wapping Parks and Recreation Facility, 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 Wapping Parks and Recreation Facility. 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 Wapping Parks and Recreation Facility 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: _____ Print Name: _____ Date: _____

****Please Note: Alcoholic beverages are not permitted at Veterans Memorial Park Pavilion. Renters Initials: _____**

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

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 9am-8pm

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

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. **NO GAMBLING** is allowed at any Parks and Recreation Facility.
4. There must be no alterations, changes or additions to the electrical system, or the building itself. Use of fasteners, nails, staples, etc on any part of the building/tables is prohibited. (Command Strips and Tape allowed)
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, campfires, 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. (\$25 fee applies) **ABSOLUTELY NO FOOD OR ANY OBJECTS SHOULD BE PLACED ABOVE THE FIRE PIT!**
10. 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. **No Loitering** after designated event time. **NO OVERNIGHT PARKING** allowed. (Town Ordinance #5-900) Commuter parking is prohibited.
11. Receptacles will be provided for disposal of trash, and you are expected to keep the facility free of litter. Trash should be placed in the dumpster before leaving the premises.
12. **ALCOHOLIC BEVERAGES** – ONLY beer and wine are permitted at the **PAVILION AT NEVERS PARK**. **ABSOLUTELY NO ALCOHOLIC BEVERAGES ARE PERMITTED AT THE VMP PAVILION**
13. No glass bottles or glassware at Veterans Memorial Park.
14. **NO STAKES PUT IN THE GROUND**. Tents, bounce houses, etc. should be weighted down.
15. 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.
16. **Pavilion can be opened no earlier than 9am on weekends and 12pm on weekdays. All activities end at 8pm.**
17. **Pavilion should be left as found**. Tables, chairs, and equipment should be put back to their rightful spot. Storage of private property and personal belongings cannot be accommodated.
18. Person responsible for activity **must** be in attendance.
19. All changes to reservations should be made by 4:30pm the Wednesday prior to your event. Based upon availability.
20. 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.

THE TOWN OF SOUTH WINDSOR DOES NOT DISCRIMINATE ON THE BASIS OF SEX, RACE, DISABILITY, SEXUAL ORIENTATION, AGE, RELIGION OR NATIONAL ORIGIN.

By signing below, you agree to abide by the rules and polices set forth by the South Windsor Parks and Recreation Department and local authority. Any failure to honor these regulations may be met with incurred fees or charges filed by local police.

Signature: _____ Print Name: _____ Date: _____



South Windsor Parks and Recreation **Rotary Pavilion Rental Policies**

Customer Copy

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