

PERMIT NO.



**SOUTH WINDSOR
Parks & Recreation**

VETERANS MEMORIAL PARK
ROTARY PAVILION PERMIT RENTAL APPLICATION
FOR USE OF SOUTH WINDSOR PAVILION FACILITIES
FOR PRIVATE FUNCTIONS ONLY

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

Please call 860-648-6355 to check availability for dates and times
 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: Shower Birthday Party School Function Picnic Company Picnic

Number of People Expected _____ (max: 100) Other: (EXPLAIN) _____

FEE SCHEDULE

OFF-SEASON RENTALS		SUMMER SEASON RENTALS	
May 1, 2020 - May 22, 2020 & August 31, 2020-October 1, 2020		May 23, 2020 - Aug 30, 2020	
<input type="checkbox"/> Non-Profit Organization in South Windsor*	\$100	<input type="checkbox"/> Resident- <u>Weekday</u> (12pm-8pm)	\$400
<input type="checkbox"/> Resident Private Function	\$300	<input type="checkbox"/> Resident- Weekend (11am-8pm)	\$600
<input type="checkbox"/> South Windsor Business - <u>Weekday</u>	\$300	<input type="checkbox"/> Non-profit*- <u>Weekday</u> (12pm-8pm)	\$250
<input type="checkbox"/> South Windsor Business - Weekend	\$400	<input type="checkbox"/> Non-Profit*- Weekend (11am-8pm)	\$300
Weekday Rentals: 12pm to 8pm / Weekend Rentals: 8am to 8pm		<input type="checkbox"/> Business- <u>Weekday</u> (12pm-8pm)	\$400
*All Non-profit organizations must provide a 501-C3 for approval		<input type="checkbox"/> Business- Weekend (11am-8pm)	\$600

Veterans Memorial Park Rotary Pavilion

RENTAL DATE	Setup and breakdown are included in rental time
____/____/____	START TIME _____ AM or PM END TIME _____ AM or PM

HAVE YOU RENTED OUR FACILITES BEFORE? YES NO

HOW DID YOU HEAR ABOUT US? _____

Security/Damage Agreement

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

The following methods of payment are acceptable:

(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 ROTARY PAVILION, 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 ROTARY PAVILION. 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 ROTARY PAVILION 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 _____

“THE BENEFITS ARE ENDLESS”

INCLUDED AMENITIES

- Men's & Women's Restroom
- Kitchen – Stove, Refrigerator, Microwave, & Sink
- Picnic Tables
- Folding Tables

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 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.

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 Recreation Department by the responsible person identified on this application, WITHIN 24 HOURS.
7. No open fires are permitted on Pavilion grounds, (bon fires, camp fires, etc)
8. 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.
9. Receptacles will be provided for disposal of trash, and you are expected to keep the facility free of litter.
10. **NO ALCOHOLIC BEVERAGES** are permitted on the premises.
11. 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.
12. **Pavilion can be opened no earlier than 8am on weekends and 12pm on weekdays during off season rentals.**
13. **Pavilion can be opened no earlier than 11am on weekends and 12pm on weekdays during summer season rentals.**
14. **Pavilion should be left as found.** Tables, chairs, and equipment should be put back to their rightful spot.
15. Trash should be placed in the dumpster on before leaving the premises.
16. Person responsible for activity must be in attendance.
17. All changes to reservations should be made by 4:30pm the Wednesday prior to your event. Based upon availability.
18. 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 please contact the office at 860-648-6355, between the hours of 8am – 4:30pm, Monday – Fridays. And the weekend/weeknight supervisor at 860-268-4628, between the hours of 5pm - 9pm, Monday – Fridays and on weekends.

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