



SOUTH WINDSOR
Parks & Recreation

WAPPING RENTAL APPLICATION

FOR USE OF SOUTH WINDSOR PARKS AND RECREATION FACILITIES FOR PRIVATE FUNCTIONS ONLY

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

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: Meeting Shower Wedding Birthday Party School Function Other: _____

Number of people expected _____

Please indicate the location for your rental:

Room 12 Room 14 Room 36 Room 33 Banquet Hall

(Start) Date of rental: ____/____/____

Start Time _____ AM or PM

End Time _____ AM or PM

Setup and breakdown should be included in your rental time

For recurring meetings, please circle all that apply for every...

1st 2nd 3rd 4th last other

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec

***Please note that alcoholic beverages are not permitted on these premises. Renters initials _____**

Facility Information

	Recommended Use	Capacity	Availability	Fee
Room 12 Room 14 Room 36	South Windsor Resident groups or business meetings	25	Monday-Thursday 5:30pm – 10pm	No cost for SW resident groups or businesses that provide proper documentation
Room 33	Small parties or events	30	Friday 6pm – 10pm Saturday-Sunday 9am – 10pm	\$50/hour Minimum of 2 hours Non-resident fee- \$100
Banquet Hall	Large parties, banquets	75	Friday 6pm – 10pm Saturday-Sunday 9am – 10pm	\$100/hour Minimum of 2 hours Non-resident fee- \$100

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 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: _____ 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.
- 10 minutes beyond scheduled reserved time is charged to the group an additional hour at the specified rate.
- 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

- 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. Liability Insurance Coverage may be required depending on the activity, and shall be determined upon receipt of the application.
2. ALL rentals are private functions only. **NO** activity shall be allowed to charge a gate admission, or charge for food or drink.
3. 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.
4. 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.
5. 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.
6. 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.
7. Receptacles will be provided for disposal of trash, and you are expected to dispose of all trash before the end of your rental.
8. NO ALCOHOLIC BEVERAGES will be allowed in any part of the Wapping Parks and Recreation Facility.
9. Applicant must sign in before the scheduled activity begins and sign out the condition of the building after the activity ends with the facility monitor.
10. Person responsible for activity must be in attendance.
11. All activities must end before 10pm.
12. Groups are responsible for room set-up. Rooms must be returned to original condition and furnishings and equipment must be returned to storage locations. To help us keep the furniture clean, all tables used must be covered with tablecloths.
13. Counters, tables, sinks and any other surfaces used during your reservation must be cleaned. (A \$250 charge will be applied to your CC on file for any areas not cleaned) All chairs and tables need to be returned to original condition (extra chairs and tables returned to storage, chairs and tables moved back to original state). Failure to return room(s) to original condition may result in additional charges.
14. Storage of private property and personal belongings cannot be accommodated.
15. **Everyone must use bathrooms designated to the hall they have rented.** The Room 33 bathrooms are located across the hall. The banquet hall's bathrooms are located in the hallway to the right when leaving the banquet hall.
16. **Artwork hung on the wall should not be touched,** it must remain in place.
17. **NO LOITERING IN THE HALLWAY.** Hallways must remain clear at all times.
18. **NO PUSH PINS OR TACKS** can be used to hang decorations, painters' tape only!
19. **NO GAMBLING** is allowed at the Wapping Parks and Recreation Facility.
20. **NO OPEN FLAME** is allowed inside the Wapping Parks and Recreation Facility.

21. **NO OVERNIGHT PARKING** allowed. (Town Ordinance #5-900) Commuter parking is Prohibited.
22. Smoking is strictly prohibited in the building.
23. South Windsor businesses may reserve rooms for Social/Cultural events only.
24. All changes to reservations should be made by 4:30pm the Wednesday prior to your event. Based upon availability.

COVID-19 POLICIES

1. Anyone that is experiencing any symptoms of Covid-19 should not enter the building.
2. All individuals entering the facility will need to wear a mask. (following State guidelines)
3. All individuals need to keep 6 feet of social distance from others.
4. Group size is based on size of room rented with the 6 feet distance guidelines and may vary.
5. Based on room location you will be designated a specific bathroom for your group to utilize.
6. Hand sanitizer stations will be placed throughout the building.
7. Access to rooms will be limited to one group per day with sanitizing measures used after each use.
8. There is no roaming allowed in the building, all individuals will be required to stay in their designated room with the exception of bathroom breaks, as well as entering and leaving the building.
9. In the event you or a fellow visitor tests positive for Covid-19 within 5 days of your rental, a phone call to our main office is required. This is so additional sanitizing measures can be made as well as informing any other visitors of potential exposure.

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 5:30pm-10pm and Saturday – Sunday from 9am-10pm

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