



**SOUTH WINDSOR  
Parks & Recreation**

## 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.org](mailto:rec@southwindsor.org) 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  Company Picnic

**Number of People Expected** \_\_\_\_\_  Other: (EXPLAIN) \_\_\_\_\_

### Rotary Pavilion

RENTAL DATE

**Setup and Breakdown is included in Rental time**

/ /

**START TIME** \_\_\_\_\_ AM or PM    **END TIME** \_\_\_\_\_ AM or PM  
 (Earliest 12PM weekdays or 8AM weekdays)                      (Latest 8PM)

### FEE SCHEDULE

**SOUTH WINDSOR RESIDENTS AND ORGANIZATIONS**

**NON-SOUTH WINDSOR RESIDENTS AND ORGANIZATIONS**

<input type="checkbox"/> Non-Profit Organization in South Windsor <small>*Must provide 501-C3 and letter from organization declaring the event.*</small>	<b>\$100</b>	<input type="checkbox"/> Out of town Non-Profit Organization <small>*Must provide 501-C3 and letter from organization declaring the event.*</small>	<b>\$200</b>
<input type="checkbox"/> Resident Weekend	<b>\$400</b>	<input type="checkbox"/> Out of Town Business	<b>\$600</b>
<input type="checkbox"/> Resident Weekday	<b>\$100</b>	<input type="checkbox"/> Non-Resident Weekend	<b>\$600</b>
<input type="checkbox"/> South Windsor Business (follow resident pricing)	<b>\$400/ \$100</b>	<input type="checkbox"/> Non-Resident Weekday	<b>\$200</b>

**Weekday Rentals: 12pm to 8pm  
 Weekend Rentals: 8am to 8pm**

Fireplace Rental - Flat Rate \$25

**Rain Date Fee for all Groups \$60.00 Non-Refundable Flat Fee**

**WILL YOU HAVE A DJ or BAND?**  YES  NO

**HAVE YOU RENTED OUR FACILITIES BEFORE?**  YES  NO

**WILL BEER AND/OR WINE BE SERVED?**  YES  NO

**WILL YOU BE BRINGING AN INFLATABLE OR TENT?**  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, Freezer, Microwave, & Sink
- Picnic Tables
- Grill
- Folding Tables
- Horseshoes & Horseshoe Pit
- Volleyball Court & Balls

### ADDITIONAL AMENITIES

- Gas Fireplace: additional \$25 flat rate.

### 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.

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### 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. The South Windsor Police Department will be notified by the applicant if more than 200 people are expected. Costs incurred for required security and/or traffic control to be assumed by the applicant.
4. ALL rentals are private functions only. **NO** activity shall be allowed to charge a gate admission, or charge for food or drink.
5. 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.
6. 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.**
7. 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.
8. No open fires, excluding the use of grills, are permitted on Pavilion grounds, (bon fires, camp fires, etc)
9. A **gas grill** is provided
10. Fire pit must be requested for usage.
11. **No food or any objects should be placed above the fire pit!**
12. 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.
13. Receptacles will be provided for disposal of trash, and you are expected to keep the facility free of litter.
14. **NO ALCOHOLIC BEVERAGES** with the **exception** of beer and/or wine which are permitted on the premises.
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 on 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 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 - 8pm, 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.**