

**Northwest Park Pavilion
Rules and Regulations
March 2023
Ryan Ward, Lead Pavilion Coordinator**

Regulations

1. Use Applications/Rules and Regulation Form

The Application/Rules and Regulations Form (*this form*) must be submitted before a rental is to be considered. **Applications will be processed in the order in which they are received.** Once an application is processed, preliminary approval may be given by the Lead Pavilion Coordinator. **We cannot hold dates; your date is held when you submit your application, full payment, and receive confirmation from the Pavilion Coordinator.**

Final approval for a reservation cannot be given until the **full rental fee*** (to include the deposit) and insurance certificate are received (insurance only needed for Corporate/Large Events).

Rental fees will be assessed in accordance with the town's fee schedule*

2. Pavilion Availability/Times

The pavilion may be reserved Monday thru Sunday, including holidays. The season starts May 1st and continues until October 14th.

There are 3 timeslots to choose from:

8am – 1pm (Half Day, morning)

2pm – 8pm (Half Day, evening)

8am – 8pm (Full Day)

Depending on the timing of your event, you may be charged for a full day even if it is a couple hours. **Example: If you wanted to rent from 11am – 3pm, that would fall under both the morning and evening timeslots, and would require a Full Day rental**

Note: Monday through Sunday, April through mid October, the Pavilion may be reserved for Town sponsored activities.

3. Cancellation

The entire rental fee will be refunded if a cancellation request is received thirty (30) days or more prior to the event. **No refunds (aside from security deposit) will be given for cancellations received less than thirty (30) days prior to the event.**

4. Staffing

During all events, a pavilion coordinator, paid for by the Town, will be **on-call** for use of the pavilion at Northwest Park.

The responsibility of the coordinator on duty is to **unlock the facilities, maintain the facilities (make sure things are working), and to close/report at the end of the event.** The coordinator on duty is **NOT** responsible for cleaning up after an event or moving equipment other than the grill. If you have special needs for your event, you must make it clear to the Lead Pavilion Coordinator (rward@manchesterct.gov).

Depending on the nature of the pavilion activity, the Director of Leisure, Family and Recreation or his/her designee, or the Chief of Police or his/her designee, may require additional Town staff to assure a safe secure environment. The user group will be responsible for the cost of any additional staff.

Insurance

*Individuals and nonprofit groups applying to use the pavilion for family or social events (that have fewer than 135 participants) are not required to provide liability insurance. **All other applicants/organizations must provide the Town of Manchester with a current and valid certificate of liability insurance.***

The certificate at a minimum must be in the amount of \$2,000,000 policy aggregate with a \$1,000,000 limit per occurrence. The certificate must state the date and time of the event, identify the Northwest Park Pavilion and list the Town of Manchester as additional insured. The insurance

certificate must be received at least thirty (30) days prior to the event date. Final approval will not be given until the hold harmless agreement and insurance certificate are received.

If the insurance certificate is not received by the designated time, the reservation will be canceled and 50% of the application fee will be refunded.

Revoking or Suspending Permit

The Director of Leisure, Family and Recreation, or his/her designee, or the Chief of Police or his/her designee, may revoke or suspend the permit of any person or group at any time upon determining that the terms of the permit have been violated or that such revocation or suspension is reasonably necessary for the purpose of preserving peace, safety, and welfare of any person or preserving the pavilion and park from damage.

A refundable security deposit of \$200 is required from ALL pavilion users. The security deposit must be received along with the pavilion rental fee after an approved and completed application. **Please allow 3 to 4 weeks after use date for security deposit refund.** Credit card refunds will be made within one week of rental and could appear sooner; checks and cash will need to be processed by the credit office and will be mailed out to the address listed on

Forfeiture of Refund -

The user group is responsible for any damage to equipment, furnishings, buildings, field areas, or surroundings not attributed to normal wear and tear. The cost of repairing such damage will be deducted from the security deposit.

If the user group causes damage to the Pavilion and/or surrounding area in excess of the security deposit, the Town will bill the group for the additional cost of repairing the damage.

If rules and regulations are not followed, causing increased costs to the Town for labor or services, those amounts can also be deducted from the security deposit.

*****Breaking any of the Rules and Regulations that are listed in this document could result in the full loss of your Security Deposit*****

Rules

1. Alcohol

The consumption of alcohol is prohibited at the pavilion and in all other areas of Northwest Park. This will result in an automatic full loss of deposit and potential immediate termination of event.

2. Supervision

The applicant is responsible for the control and supervision of all people in attendance at the event. This means if an attendee of the event breaks a rule, it is the responsibility of the renter group.

Youth groups are not allowed at the pavilion without adult supervision. If the operation or supervision of any scheduled activity is determined to be unsatisfactory by the Director of Leisure, Family and Recreation or his/her designee, the user may be denied any further facility use permits.

3. Facility Inspection

There will be a facility inspection **before AND after** the event. The renter must meet the coordinator on duty at the start of the rental. This designee and the town's pavilion coordinator will inspect the facilities together. At the end of the event, the renter is responsible for contacting and meeting with the pavilion coordinator for a final inspection before leaving the pavilion. **The Pavilion closes promptly at 8pm. The Pavilion, kitchen, and bathrooms must be cleaned and vacated NO LATER than 8pm.**

If the coordinator notices trash, debris, or anything that needs to be cleaned, it is the responsibility of the renter to pick up.

4. Park Use

Pavilion users are free to use other areas of the park including the trails, sand volleyball courts, playground, and open grass areas (as available, these spaces are open to the public on a first come, first served basis). Pavilion users may not use the Little League or baseball fields.

5. Parking

All pavilion users must park in the Northwest Park parking lot

Loading/Unloading: Cars and small trucks are permitted to drive up to the pavilion via the paved maintenance access way for the purpose of unloading and loading supplies and for handicapped drop-off only. **No parking is permitted at the pavilion or along the access way during an event.** *This includes food trucks, ice cream trucks, DJs, entertainment, ETC.*

6. Trash/Recycling

Trash containers will be provided. It is the responsibility of the user group to monitor the containers during their use. If more trash barrels are required during an event, additional barrels may be moved from behind the Pavilion.

Trash bags for recycling are encouraged. Trash can go directly into bins provided (no trash bag), and recycling can be bagged, then properly disposed of by the coordinator on duty at the end of the reservation.

7. Clean-up

It is the responsibility of the user group to clean the pavilion (and kitchen/bathrooms; if used) leaving it in the same condition as it was at the start of their use. The town does NOT provide cleaning supplies.

This clean up includes the areas of the park surrounding the Pavilion. If a group leaves trash in another part of the park, the user group is responsible for it. (Example: If group attendees litter cups or bottles in the parking lot when they leave, it will be documented, and the user group may be penalized)

Restrooms must be picked up; however, the Town will be responsible for cleaning the rest rooms.

8. Decorations

All decorations, banners, signs, etc. must be approved in advance by the Director of Leisure, Family and Recreation, or his/her designee (Lead Pavilion Coordinator). Use of nails, tacks, tape or other fasteners on any part of the building or tables is prohibited and may risk loss of deposit if used.

Confetti/Balloons

Use of confetti or balloons are not permitted. Bird seed may be used as an alternative.

9. Music

Music is permitted but must be kept at a reasonable level. No sound systems or DJs are permitted without advanced approval from the Director of Leisure, Family and Recreation (or Lead Pavilion Coordinator).

10. Picnic Tables

Tables may not be removed from the pavilion. There will be 10 tables for the 2023 season. Each table is 6' in length and are chained together in groupings of two.

11. Grills

Users may provide their own gas grills - no charcoal grills are permitted.

The Town owns a 72" stainless steel mobile outdoor gas char broiler/grill which user groups can rent. (Cleaning and cooking/grill utensils are NOT provided).

12. Swimming/Fishing

Swimming is not allowed in Union Pond. Fishing is not allowed from the pier. Fishing is allowed from the banks of the pond. All state fishing license requirements apply. Connecticut DEEP advises that fish from Union Pond should not be eaten.

13. FAQs/Non-Negotiables

Northwest Park Pavilion does allow for outside entertainment to be brought to the park, but certain things are not allowed.

Outside entertainment that requires a vehicle must follow all rules and regulations as well. This means a Food Truck will not be allowed to park on the Pavilion driveway. They must park in the Parking Lot and attendees will have to walk to the food truck. This is non-negotiable.

Bounce houses are not allowed. This rule applies to slip and slides and anything that could damage the grass/area around the park. There is not a hose to use.

DJs/Music is allowed, but it must be family appropriate and must be at a reasonable volume. If you have any questions or concerns, contact the Pavilion Coordinator. This could effect your security deposit return.

Gender Reveals are allowed at the Pavilion, but cannot be done with confetti, smoke, dust, glitter, or anything that could pollute the park and area around.

Fireworks of any kind (sparklers, fountains, aerial) are NOT ALLOWED.