



## NORTHWEST PARK PAVILION RULES AND REGULATIONS

**Please note: The full rental fee and deposit is due at the time of application.**

**No parties over 150 people are allowed without special permit**

The Pavilion Coordinator will contact renters 48 hours before rental. The coordinator will meet renter the day of the rental, open the pavilion and go over rental rules.

### A. Description

The Pavilion is an open-sided covered structure, fifty-five feet (55') in diameter with a concrete floor and electric power (110v) available from outlets located on the pavilion support posts. The picnic area is equipped with portable picnic tables which comfortably seat 130 people. Attached to the pavilion are rest rooms and a kitchen/serving room with a window which opens to serve the pavilion picnic area. Adjacent to the Pavilion is a fifty foot (50') x fourteen foot (14') pier/observation deck which extends sixteen feet (16') into Union Pond at a height of eighteen feet (18') above the water.

The kitchen/serving room is equipped with a refrigerator, freezer, six burner electric stove with oven and a stainless steel food preparation table. Electric power (110v) and hot and cold running water are available in the kitchen /serving room.

There is no phone available at the pavilion.

The Town owns a 48" stainless steel mobile outdoor gas char broiler/grill which Pavilion users may rent (cleaning supplies and cooking/grill utensils are **NOT** provided). User groups may provide their own gas grills. No charcoal grills are permitted.

Parking is available in the Northwest Park parking lot. 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. **No parking is allowed at the Pavilion or along the access way during your event.**



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**Recreation Division**

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## B. Pavilion Reservation - Information and Requirements

### 1. Resident/Non Resident Application Periods

Manchester groups, organizations, businesses and individuals may submit facility use applications beginning the first Monday in February for the year. Beginning the first week of February, both resident and non resident applications will be accepted.

### 2. Facility Use Applications

Facility applications are available online at [reonline.townofmanchester.org](http://reonline.townofmanchester.org) or by contacting the Recreation Division main office.

Completed applications along with full rental fee must be submitted online.

Applications will be processed in the order which they are received. Once an application is processed, preliminary approval may be given. Final approval cannot be given until the security deposit and insurance certificate (if required, please see #10) are received.

### 3. Weekend/Holiday Use

The pavilion may be reserved Fridays, Saturdays, Sundays, and holidays from the end of April through October. Set up may begin no earlier than 8:00 A.M. and the area must be cleaned and **vacated no later than 8:00 P.M.**

### 4. Weekday Use

The pavilion may be reserved Monday through Thursday at the start of May through mid-October. Set up may begin no earlier than 8:00 A.M. and the area must be cleaned and **vacated no later than 8:00 P.M.**

### 5. Rain

Because the Pavilion is covered and can be used during inclement weather, refunds are not normally issued due to weather conditions. Requests for refunds due to weather conditions must be made in writing to the Director of the Department.



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6. Fees

Rental fees will be assessed in accordance with the Town Northwest Park Pavilion fee schedule. ***The full rental fee and deposit are due at the time of application.***

7. 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 will be given for cancellations received less than thirty (30) days prior to the event.

8. Security Deposit

A security deposit of \$200 is required from all pavilion users. The security deposit must be received along with the pavilion rental fee and the completed application.

The security deposit will be refunded if there is no damage to the Pavilion or surrounding park area caused by the group if these rules and regulations are followed or if the Pavilion is not used. Please allow 3 to 4 weeks after use date for security deposit refund. Credit card refunds will be made within one week of rental.

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.

9. Hold Harmless Agreement

All applicants are required to sign the hold harmless agreement which is part of the facility use application/agreement



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10. Insurance

Individuals and nonprofit groups applying to use the pavilion for family and social events are not required to provide liability insurance. All other applicants 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.

11. Supervision

The user is responsible for the control and supervision of all people in attendance at the event. 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 the department or his/her designee, the user may be denied any further facility use permits.

12. Staffing

During all events, a pavilion coordinator paid for by the Town will be on call for use of the pavilion at Northwest Park. Depending on the nature of the pavilion activity, the Director of Leisure, Family and Recreation or his designee or the Chief of Police or his 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.

13. Facility Inspection

The person from the user group responsible for the event must be in attendance. This person and the Town's Pavilion Coordinator will inspect the pavilion before and after the event. This person is responsible for contacting and meeting with the Pavilion Coordinator for an inspection before leaving the pavilion.



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14. Revoking or Suspending Permit

The Director or his designee or the Chief of Police or his 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.

**C. Rules and Regulations**

1. Park Use - Pavilion users are free to use other areas of the park including the trails, sand volleyball courts, playground and open grass areas. Pavilion users may not use the Little League or baseball fields. A separate permit is required to use the fields.
2. Parking - All Pavilion users must park in the Northwest parking lot.
3. 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 your event.
4. Trash/Recycling - Trash containers will be provided. Recycling is required and separate containers will be provided for recyclable materials. It is the responsibility of the user group to monitor the containers during their use.
5. Cleanup - It is the responsibility of the user group to clean the Pavilion (and serving room/kitchen if used) leaving it at the end of their use in the same condition it was at the start of their use. Rest rooms must be picked up; however, the Town will be responsible for cleaning the rest rooms.
6. Restrooms - The Pavilion restrooms are available to all park users during private functions.
7. Decorations - All decorations, banners, signs, etc. must be approved in advance by the Director of Parks and Recreation or his designee. **Use of nails, tacks, tape or other fasteners on any part of the building is prohibited and may risk loss of deposit if used.**
8. Music - Music is permitted but must be kept at a reasonable level. No sound systems or DJs are permitted without advance approval of the Director or his designee.

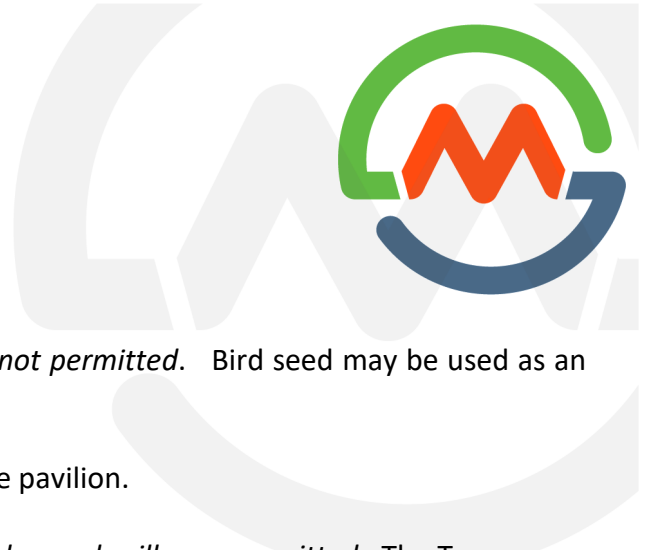


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9. Confetti/Balloons - *Use of confetti or balloons are not permitted.* Bird seed may be used as an alternative.
10. Picnic Tables - Tables may not be removed from the pavilion.
11. Grills - Users may provide their own gas grills - *no charcoal grills are permitted.* The Town owns a 48" stainless steel mobile outdoor gas char broiler/grill which user groups can rent. (Cleaning and cooking/grill utensils are **NOT** provided).
12. Tablecloths - If tablecloths are used, they may be attached to tables with tape.
13. Pets - Pets are not allowed in the Pavilion area.
14. 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 DEP advises that fish from Union Pond should not be eaten.
15. Lawn Chairs/Blankets - Users are welcome to bring lawn chairs and blankets.
16. Supervision - The user is responsible for the control and supervision of all people in attendance at the event. Youth groups are not allowed at the Pavilion without adult supervision.
17. Alcohol - the consumption of alcohol is prohibited at the Pavilion and in all other areas of Northwest Park.



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## NORTHWEST PARK PAVILION FEE SCHEDULE

User Group	Fri./Sat./Sun. & Holiday Use	Weekday Use (M-Th.)
Town of Manchester/ Manchester B.O.E. Activities*	0	0
Manchester Nonprofit Groups & Organizations	Half day: \$400 Full day: \$600	Half day: \$300 Full day: \$400
Resident Private Uses, Individuals, Groups, Organizations or Businesses	Half day: \$500 Full day: \$800	Half day: \$350 Full day: \$500
Nonresident Private Uses, Individuals, Groups, Organizations or Businesses	Half day: \$600 Full day: \$1,000	Half day: \$500 Full day: \$800

*\*B.O.E. will reimburse the Town for the direct cost of any Town staff required to supervise their event or clean the Pavilion after their use.*

*Rental availability is based on rental time blocks; 8 AM – 1 PM, 2 PM-8 PM. If you wish to rent the facility for a full day you will be charged for two time blocks.*

### Additional Fees

#### **Grill Fee**

The Recreation Division's gas charbroiled/grill may be rented by non-profit/resident groups for \$75.00 and non-resident groups for \$150.00. The grill fee is in addition to the Pavilion rental fee.



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