

NORTHWEST PARK PAVILION RULES AND REGULATIONS

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. If a phone is desired, the user group must provide a cell phone.

The Town owns a 72" stainless steel mobile outdoor gas charbroiler/grill which Pavilion users may rent (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.**

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 July for the following calendar year. The resident application period will continue through February. Beginning the first week of March, both resident and non resident applications will be accepted.

2. Facility Use Applications

Facility applications are available at the Park and Recreation Office in Center Springs Park, the Park and Recreation Office in Northwest Park, the Community Y Recreation Center, the Mahoney Recreation Center and the Customer Service Center in Town Hall.

Completed applications along with full rental fee must be returned to either the Center Springs Office or the Northwest Park Office. 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 Saturdays, Sundays and holidays from mid April through October. Set up may begin no earlier than 9:00 a.m. from mid April through May, and mid August through October, the area must be cleaned and vacated by sunset. From June through mid August, the area must be cleaned and vacated by 6:00 p.m.

4. Weekday Use

The Pavilion may be reserved Monday through Friday from mid April through May and from mid August through October. Set up may begin no earlier than 9:00 a.m. and the area must be cleaned and vacated by sunset.

Note: Monday through Friday, June through mid August, the Pavilion is reserved for Town sponsored activities and for events sponsored by baseball groups using the Northwest Park fields.

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 Parks & Recreation.

6. Fees

Rental fees will be assessed in accordance with the Town's Northwest Park Pavilion fee schedule. ***The full rental fee is 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 (*New procedures*)

A security deposit of \$200 is required from all Pavilion users. The security deposit must be received at least thirty (30) days prior to the event date and will be deposited. Final permit approval will not be given until the security deposit is received. If the security deposit is not received by the designated time, the reservation will be canceled and 50% of the application fee will be refunded.

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.

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.

Also, if the 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.

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 Parks and Recreation or his designee, the user may be denied any further facility use permits.

12. Staffing

During all events, a Park Supervisor 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 Parks 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 Park Supervisor will inspect the Pavilion before and after the event. This person is responsible for contacting and meeting with the Park Supervisor for an inspection before leaving the Pavilion.

14. Revoking or Suspending Permit

The Director of Parks and Recreation 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.

15. Waiver Requests

Groups may apply for a waiver of fees or other permit conditions. Waiver requests must be submitted in writing to the Director of Parks and Recreation and specify the reason for the request. Waivers may be issued by the Director of Parks and Recreation or his designee.

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 dropoff. ***No parking is permitted at the Pavilion or along the access way.***
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.
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 of Parks and Recreation or his designee.
9. Confetti - *Use of confetti is not allowed.* Bird seed may be used instead.
10. Picnic Tables - Tables must be returned to the Pavilion prior to leaving the facility.
11. Grills - Users may provide their own gas grills - *no charcoal grills are permitted.* The Town owns a 72" stainless steel mobile outdoor gas charbroiler/grill which user

groups can rent (\$75 per use for residents. \$100 per use for non-residents.).
(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.

**NORTHWEST PARK
PAVILION FEE SCHEDULE**

	Sat./Sun. & Holiday Use	Weekday Use
Town of Manchester/ Manchester B.O.E. Activities*	0	0
Manchester Nonprofit Groups & Organizations	175	75
Resident Private Uses, Individuals, Groups, Organizations or Businesses	200	100
Nonresident Private Uses, Individuals, Groups, Organizations or Businesses	300	200

* 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.

Note: The Park and Recreation Department's gas charbroiler/grill may be rented by resident groups for \$75 and non resident groups for \$100. The grill fee is in addition to the Pavilion rental fee.

FEES:

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