

Town of West Hartford Department of Human & Leisure Services  
**WESTMOOR PARK BIRTHDAY PARTY/ROOM RENTAL CONTRACT**

Today's Date \_\_\_\_\_ Date of Event \_\_\_\_\_ Birthday Child's Name \_\_\_\_\_ Age \_\_\_\_\_

Rental Time: 10a.m.-12p.m.  1p.m.-3p.m.  Ages of children attending \_\_\_\_\_

# of adults attending \_\_\_\_\_ # of children expected \_\_\_\_\_

Actual # of children attending \_\_\_\_\_ Please initial to confirm #: Staff \_\_\_\_\_ Renter \_\_\_\_\_

Contact Person \_\_\_\_\_ Home Phone \_\_\_\_\_

Email \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address \_\_\_\_\_ Business Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Please choose party package: Basic  Deluxe

**Contract Conditions**

1. Room rental is specific to the room(s) stated above.
2. Maximum occupancy of Hunter room is 45 people per the Fire Code.
3. A maximum of 30 participating children (including siblings) are allowed for birthday parties.
4. Time on the contract indicates time in and time out of the building. The room/space cannot be occupied by members of your group outside of the time indicated on this contract. You will be billed at the rental rate of \$75 per hour for any time exceeding the time indicated on the contract.
5. Proper supervision of children while at Westmoor is the responsibility of the renting party - a minimum of 2 adults per 10 children.
6. All groups are responsible for set up and clean up of the room. This includes wiping down tables, vacuuming, and disposal of trash to the dumpster located in the parking lot.
7. **With the Deluxe Package**, Westmoor staff will assist with setting up and taking down the tables and chairs. Staff will carry trash to the dumpster and vacuum the Hunter Room at the end of the party.
8. Smoking and the use of alcoholic beverages in or around the facility is prohibited.
9. The Town of West Hartford and/or Westmoor Park reserves the right to decline or cancel this rental, or to require a cash deposit or bond.
10. Any cost resulting from damage to the property occurring as a result of the lessee's use of the facility will be borne by the lessee.
11. The Town of West Hartford, and/or Westmoor Park accepts no responsibility for lost articles or responsibility in the event of accident or injury to any person on the grounds or in the building.
12. A security deposit in the amount of \$75 is required at the time of reservation. This deposit will be returned after the rental date assuming the room is cleaned as stated, time of occupancy in and out of the room is observed, and no damage has occurred.
13. Rental fees must be paid in full no later than 2 weeks prior to the rental date.
14. If a rental is cancelled 2 weeks prior to the rental date a full refund of your deposit and fees will be made.
15. Cancellations made less than 2 weeks prior to the rental will result in a 50% loss of the deposit.
16. Cancellations made with less than 24 hours notice or no shows will result in loss of the entire deposit.
17. Helium balloon releases are not permitted at the park due to the hazards balloons pose to wildlife.

**IN CONSIDERATION OF THE USE OF WESTMOOR PARK, I CERTIFY THAT THE INFORMATION PROVIDED IS ACCURATE. I ACCEPT FULL RESPONSIBILITY FOR THE CONDUCT OF THE GROUP AND ANY DAMAGE TO EQUIPMENT IN THE FACILITY OR THE FACILITY ITSELF.**

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY**

Fees: Basic Birthday Party - \$175 Deluxe Birthday Party - \$200

Additional rental time @ \$75 per hour: \_\_\_ hrs. x \$75=\$\_\_\_

Fees based on max. of 15 children. Each additional child (over 12 months) is \$5. # of add'l children \_\_\_ x \$5 = \_\_\_

**Total Rental Fee** \_\_\_\_\_

Deposit rec'd date \_\_\_\_\_ Deposit check # \_\_\_\_\_

Scheduled \_\_\_\_\_ Initials \_\_\_\_\_ RecDesk date \_\_\_\_\_ Initials \_\_\_\_\_

**Payment due date** \_\_\_\_\_ Payment date \_\_\_\_\_ Payment Check # \_\_\_\_\_ Amount paid \_\_\_\_\_

MC/V # \_\_\_\_\_ Exp. Date \_\_\_\_\_ Security Code \_\_\_\_\_ Name on Card \_\_\_\_\_