

## **WESTMOOR PARK FACILITY RENTAL REMINDERS**

- \* Rental is specific to the location and/or room(s) as stated on the contract.
- \* Time on the contract indicates time "in" and "out" of the designated building or area by members of your group. You will be billed for any time exceeding the contract. A fifteen minute grace-period is allowed on either end of the scheduled time for set-up and clean-up of the party.
- \* Cancellations made less than 2 weeks before the rental will result in a loss of 50% of the deposit.
- \* Cancellations made with less than 24 hours notice or no-shows will result in loss of the entire deposit and/or fee.
- \* A maximum of 45 people (total) are allowed in the Hunter Room/Kitchen during the rental (per fire codes).
- \* Decorations may be taped to the center pole, windows, tables and chairs. Please do not tape things to the walls.
- \* Food & beverages are permitted in the Hunter Room & Kitchen ONLY.
- \* Clean up of any/all contracted rooms & locations is the responsibility of the renter (with the exception of the Deluxe Party). The contracted areas will be inspected upon departure and the deposit forfeited if there is any damage or the location(s) or its contents are not returned to its original condition. We provide disinfectant cleaner, towels, trash bags and vacuum cleaner for the kitchen and meeting room.
- \* Renters using the kitchen have access to the appliances only; stove, microwave, refrigerator, and freezer. Please bring your own utensils, coffee maker, teapot, cups, tablecloths, napkins, food and drink.
- \* Children must be supervised at all times, and the supervision of children is the sole responsibility of the contact person on the contract. Appropriate, respectful behavior is expected of everyone at all times.
- \* Please remember that Westmoor Park is an environmental, horticultural and agricultural education facility. Please do not pick flowers or remove other foliage from the gardens, fields, or forest. Please be respectful of the animals and their habitats at Westmoor Park. Helium balloon releases are not permitted at the park due to the hazards balloons pose to wildlife.
- \* The following are prohibited at Westmoor Park by town ordinance: picnicking, pets, smoking, alcohol, and off-road bicycling.
- \* Payment is due two weeks prior to reservation date. Payment by MasterCard, Visa, cash and checks are accepted. Checks are payable to Westmoor Park.

The office is open Monday through Friday from 9 a.m. to 4:30 p.m.

Westmoor Park, 119 Flagg Road, West Hartford, CT 06117

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