

Town of West Hartford Department of Human & Leisure Services
WESTMOOR PARK AMPHITHEATER, FIRE PIT RENTAL

Today's Date _____ Date of Event _____
Time of Rental _____ Children's ages _____
of adults attending _____ # of children attending _____
Purpose of Rental _____ Organization _____
Contact Person _____ Home Phone _____
E-mail _____ Cell Phone _____
Address _____ Business Phone _____
City _____ State _____ Zip Code _____ Fax# _____

Contract Conditions

1. Rental is specific to the amphitheater and fire pit.
2. Time on the contract indicates time in and out of the park. You will be billed for any time exceeding that indicated above.
3. Supervision of children is the responsibility of the renting party.
4. Smoking and the consumption of alcoholic beverages in the park is prohibited.
5. The Town of West Hartford, Westmoor Park reserves the right to decline or cancel this rental, or to require a cash deposit or bond.
6. 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.
7. The Town of West Hartford, Westmoor Park accepts no responsibility for lost articles or responsibility in the event of accident or injury to any person on the grounds.
8. 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 no damage has occurred.
9. Rental fees must be paid in full no later than 2 weeks prior to the rental date.
10. If a rental is cancelled 2 weeks prior to the rental date a full refund of your deposit and fees will be made.
11. Cancellations made less than 2 weeks prior to the rental will result in a 50% loss of the deposit.
12. Cancellations made with less than 24 hours notice or no shows will result in loss of the entire deposit.
13. The fire ring available for group use at Westmoor Park's amphitheater is a 30 inch diameter metal ring:
*All fires must fit within the metal fire ring. *The wood stack for all fires must not exceed 20 inches above the ground level of the fire ring.
*Only "Fire logs", wood, kindling, paper or a small amount of "fire starter fluid" to ignite the wood may be burned in the ring. Trash piles, plastics, or potentially explosive materials are prohibited. *Flames from fires should not exceed 36 inches in height. *Starting, extinguishing and monitoring the safety of the fire is the responsibility of the renter. *If a campfire is found to be larger than the specified size or it is deemed to be unsafe by park staff; it is subject to being fully extinguished and the group may be asked to leave the property with forfeiture of their security deposit.

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 THAT MIGHT OCCUR.

Signature _____ Date _____

OFFICE USE ONLY

Fees: Amphitheater & Fire Pit _____ Other Fees _____

Lookup name: _____

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** _____