

TOWN OF WEST HARTFORD DEPARTMENT OF HUMAN & LEISURE SERVICES
WESTMOOR PARK POLICIES AND FEES
REVISED 12/30/20

Section 1: Westmoor Park facilities available to outside groups are the Hunter Room and Kitchen, and the Amphitheater and Fire Ring.

Section 2: The Westmoor Park facilities shall be available to organizations listed below with priority granted in the following order:

a) Official town functions, hearings and meetings.

b) Non-profit educational, fraternal, social and religious groups. Priority is given to groups whose primary function is the promotion of outdoor education, conservation, horticulture, natural science, agriculture or crafts.
To qualify under this section the organization must present a copy of the organization's non-profit exempt status.

c) Private Persons or individuals.

d) Activities of a commercial nature that in the opinion of the Director are beneficial to the community.

Section 3: Smoking is prohibited anywhere on Westmoor Park property, including the buildings and grounds.

Section 4: The use of alcoholic beverages is prohibited.

Section 5: The kitchen is primarily for use by park functions. When organizations rent a room and employ a caterer, the caterer or the lessees shall be expected to furnish all necessary supplies and equipment.

Section 6: The Town of West Hartford reserves the right to require groups to have on file such insurance certificates as may be deemed necessary before permitting use of the facilities.

Section 7: The Town of West Hartford reserves the right to require any lessee to provide police and/or fire protection when deemed necessary. Any expense incurred for inspections or personnel shall be borne by the lessee.

Section 8: The Town of West Hartford reserves the right to decline rental of the facilities or to cancel rental of the facilities.

Section 9: Facilities will be reserved only in the name of an adult who represents approved organizations and who agrees to be responsible for any damage to equipment, furnishings and building.

Section 10: Time charged on a rental agreement is for **time in and out of the building, not solely the duration of an event.**

Section 11: No rental shall be made without the presence of a custodian or a supervisor assigned by the Department of Leisure Services. Additional attendants, i.e., parking lot attendants, rest-room attendants, cleaning personnel, will be assigned if necessary with out-of-pocket cost billed to the lessee.

Section 12: Miscellaneous illegal acts in parks, playgrounds, open space areas and flood plains as outlined in Section 128.3 of the West Hartford Town Ordinances shall be in effect at Westmoor Park as well as rules and regulations governing operating policies public parks.

Section 13: The grounds at Westmoor Park shall be open for walking and passive recreation from 7:00 a.m. to dark. Exceptions may include supervised park programs and approved facility rentals.

Section 14: Dogs are prohibited anywhere in the park.

Section 15: No picnicking except by permit, written consent of appropriate Westmoor Park staff or in conjunction with town sponsored programs.

Section 16: Active sports, including but not limited to the following: baseball, soccer, football, golf, kickball, or other activities using a ball or other hard object, unless it is in conjunction with a program, sponsored and supervised by park personnel are prohibited.

Section 17: Removal of natural items from the park or the Bugbee Flood Control Reservoir is prohibited, unless the Park Naturalist grants permission.

Section 18: Ice skating is prohibited.

Section 19: (a) **GROUP TOUR FEES:**

West Hartford Resident Schools/Groups Program Fees:

\$100 per hour/per group(class) up to 20 Preschoolers and younger

\$100 per hour/per group(class) up to 30 Elementary School age & up

Scout Group Program Fees:

\$8 per hour/per person (including adults and siblings, etc.)

Non-resident Schools/Groups Program Fees:

\$125 per hour/per group(class) up to 20 Preschoolers and younger

\$125 per hour/per group(class) up to 30 Elementary School age & up

Off Site Programs:

\$.45 per mile to and from any location outside of West Hartford
in addition to normal program fees

Group Policies:

Two (2) adults are required per group for supervisory responsibilities.

Two (2) Teachers and/or chaperones per group are free and not counted towards the group size limits.

Extra adults, siblings and/or children who attend programs with students (such as in

scout groups), will be counted as participants and therefore included in the group (class) size when determining program fees.

Groups exceeding the above stated maximum sizes will be broken into smaller multiple groups and charged accordingly.

Additional information is contained in the School Program Brochure.

Programs canceled at a group's request less than 7 days in advance will be billed for the full program fee.

Payment by MasterCard, Visa, check or cash 7 days in advance of the program is requested. Make checks payable to Westmoor Park.

Section 19: (b) RENTAL FEES

Hunter Room and Kitchen

(Maximum group size for room rentals is 45 people)

Official town functions, hearings, meetings, town department use as defined in Section 2a.	\$0
Non-profit community organizations as defined in Section 2b per hour.	\$30.00
Other organizations as defined in Sections 2c, d per hour.	\$75.00
Out-of-pocket custodial expenses start at:	\$20.00 /hour

Amphitheater and Fire Ring

All groups per hour: \$25.00

Section 19:(c) BIRTHDAY PARTIES

West Hartford Residents	\$150.00
Non-Residents	\$175.00

The rental period for a party is defined as the scheduled 'time-in' through the 'time-out' occupation of the building with a grace period of 15 minutes prior for set-up and 15 minutes following for clean-up (the group tour maximum is 20 children for tour).

The Town of West Hartford reserves the right to require that all fees be paid in advance. A **deposit of \$75 is required at the time of the reservation** which would be used to cover the cost of repairs of damages caused by the lessee or to cover the cost of extended use of the facility. Full payment is due 2 weeks prior to the rental date.

Cancellation less than 7 days in advance, occupation of the Hunter Room for more than 30 minutes

on either side of the approved hours on the rental agreement, or damage to property will result in forfeiture of deposit.

Maximum Hunter Room occupancy, 45 people, including children.

Please refer to the Room Rental contract agreement for additional information.

Section 20: COMMERCIAL RENTALS

Any group renting rooms at Westmoor Park Hunter House that anticipates making a profit of any kind are subject to the following town policy:

Twenty-five percent of any amount realized from admissions or any other income from the activity shall be paid to the Town of West Hartford after facility labor, rental fees and other allowable expenses have been removed from the gross income. This amount will be payable to the Town of West Hartford within one week after the event date.

Checks are made payable to:

The Town of West Hartford

Mail checks to:

Westmoor Park
119 Flagg Road
West Hartford, CT 06117-2325.

Section 21: RENTAL PROCEDURE

Requests for the use of Westmoor Park should be directed to the Westmoor Park office at: Westmoor Park, 119 Flagg Road, West Hartford, CT 06117-2325., (860)-561-8260

(a) A "Rental Agreement" form must be filled out and approved at least 2 weeks in advance; before an event can take place.

(b) Rentals may not be scheduled for those holidays or days when the facility may be closed.

(c) Rentals are accepted on a first-come/first-served basis. First priority is given to scheduled educational programs, classes and tours.

(d) Hunter Room and Kitchen availability:

Monday through Thursday

5:00pm – 9:30pm

Saturday and Sunday

9:00am – 3:30pm

(Evening rentals are not available between June 15 and August 31.)

Rental period is 'the time-in' until the 'time-out' of the building.

FACILITY RENTAL CONTRACT REGULATIONS:

1. A maximum of 45 people (including children) are allowed in the Hunter Room/Kitchen during the rental.
2. Use of the kitchen is included in room rental fee.
3. Rental is specific to the facility/room(s) as stated above.
4. Time on the contract indicates time in and out of the building/facility. Members of your group will not be allowed in the room/building before the time indicated above. You will be billed for any time exceeding that indicated above.
5. Supervision of children is the responsibility of renting party.
6. All groups are responsible for set up and clean up of the facility/room. This includes wiping down tables, vacuuming, etc., and disposal of trash to the dumpster located in the parking lot.
7. The use of alcoholic beverages on Westmoor Park property whether in or around the facility is prohibited.
8. Smoking is prohibited anywhere in the buildings, barnyard, farm area, etc.
9. The Town of West Hartford, 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, 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 damage deposit in the amount of \$75 for meetings or \$75.00 for other rentals with programs provided by the park is required at the time of reservation. This deposit will be returned after the rental date assuming the room is cleaned as stated and no damage has occurred.
13. Short Term Reservations are made on a first-come/first-serve basis. The damage deposit and completed rental agreement is required to book the facility. Full payment is due 2 weeks prior to the reservation, and is a separate fee from the deposit.
14. Long Term Reservations are made in cycles; January-June and September-December. A damage deposit check and completed contract are required to hold the rental space. At the end of each cycle your payment becomes due. After the payment has been processed your damage deposit will be returned along with your receipt. To rent the room for the up-coming cycle you must request a *new* contract and have it completed in full with a *new* damage deposit check.
15. If applicable, the lessee will provide (with contract) both tax exempt number **and** a copy of the tax exempt certificate. Lessee will also provide membership roster: Tax Exempt # _____ Membership Roster _____
16. If a rental is cancelled 2 weeks prior to the rental date a full refund of your deposit and fees will be made.
17. Cancellations made less than 2 weeks before the rental will result in a loss of 10% of the deposit.
18. Cancellations made with less than 24 hours notice or no-shows will result in loss of the entire deposit and/or fee.
19. A Permit for Group Use of Public Parks is required for groups visiting Westmoor Park.
20. Groups of 8 or more interested in visiting Westmoor Park must call in advance during business hours to schedule their visit.

Westmoor Park hours of operation:

Barnyard	9am – 4pm	every single day	(all year round including holidays)
Grounds	7:00am to dusk	every single day	(all year round including holidays)
Nature Center	9am – 4:30pm	Monday—Friday	(except holidays)
	9am – 4pm	Saturday—Sunday	(except holidays)
Office	9am – 4:30pm	Monday—Friday	(except holidays)
Location	Westmoor Park 119 Flagg Road West Hartford, CT 06117		
Telephone	860-561-8260, fax: 860-236-3815		
Email	westmoorpark@westhartfordct.gov		
Website	westmoorpark.org		