



Windsorland

Windsor Recreation and Leisure Services

Rental Form

Birthday Childs Name	Address
Contact Name (Parent/Guardian)	Phone # (H) (W)
Date of Event	Time of Event * 12:30pm-2:30pm 3pm-5pm 5:30pm-7:30pm (please circle)
Package # 1 2 3 (please circle)	Fee:
Name on Cake	Cheese Pizza only

I do I do not give permission for myself or my family to appear in any media coverage approved by the Windsor Recreation and Leisure Services Department

Party Pack:	<u>Resident</u>	<u>Non-Resident</u>
1.Playscape room, half of gym and bag of play equipment.	\$125.00	\$195.00
2.Playscape room, half of gym, a bag of play equipment, and birthday cake for 25 People.	\$160.00	\$230.00
3.Playscape room, half of gym, bag of play equipment, pizza and birthday cake for 25 people.	\$210.00	\$310.00

***Please note that event time includes both set-up and take down time.**

In consideration of being allowed to participate in the Town of Windsor Recreation and Leisure Services activities, the undersigned acknowledges, and agree that: The risk of injury from the activities involved in this program may be significant, including the potential for permanent paralysis and death, and while particular rules equipment and personal discipline may reduce this risk of serious injury does exist; and I knowingly and freely assume all such risk, both known and unknown. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, I hereby release and hold harmless the Town of Windsor Recreation and Leisure Services, its employees, volunteers, commissioners, sponsoring agencies, sponsors and advertisers with respect to any and all injury, disability, or death incurred while traveling to or from or participating in the above mentioned trips or activities.

Signature: _____ Date: _____

Approved By: _____ Date: _____

Payment: Check:_____ Cash:_____ Credit Card:_____ Payment Plan:_____

General Information

EVENT PLANNING

Planning an event? To insure the most successful event and enjoyment for participants, Windsor Recreation and Leisure staff members are prepared to assist group organizers with tips and a checklist of pertinent details. Be sure to call the Windsor Recreation and Leisure Services as far in advance as possible to schedule your date. Facility use and reservations are on a first come, first served basis. All parties require approval via the Party Rental Form.

IMPORTANT NOTE: Submission of the form constitutes a *reservation request only*, the reservation is not complete until fees and applicant signatures on the form are received by the Recreation and Leisure office. Please call the Windsor Recreation and Leisure Services office at (860) 285-1990 for assistance completing the form and verification that the requested date and facility are available. Payment is due in full one week after reservation was made. If payment is not paid Windsor Recreation and Leisure Services has the right to cancel your reservation. In the event that you do not show or cancel your reservation, there will be no refund granted. For a full refund a reservation must be canceled one week prior to the event.

FEES

- **Party Pack:**

*Playscape room and half of gym.	\$125.00	\$195.00
*Playscape room, half of gym and a bag of play equipment.	\$160.00	\$230.00
*Playscape room, half of gym, bag of play equipment, pizza and birthday cake for 25 people.	\$210.00	\$310.00

**** Payment is due in full one week after reservation was made. If payment is not paid Windsor Recreation and Leisure Services will cancel your reservation.**

Hours of Operation

Party Schedule: (Sept.-June)

Saturday / 12:30pm-2:30pm
3pm-5pm
5:30pm-7:30pm
Sunday / Upon Request

PROHIBITED ACTIVITIES

Some activities are prohibited altogether, such as *defacing or tampering with buildings, pollution, removal of natural resources and graffiti*. No bouncy and or inflatable equipment of any kind allowed into building.

RESTRICTED ACTIVITIES

Other activity is restricted to designated areas, such as *possession or consumption of alcoholic beverages, distribution of literature, fires and rubbish disposal*.

