

TOWN OF WEST HARTFORD DEPARTMENT OF HUMAN & LEISURE SERVICES
WESTMOOR PARK BIRTHDAY PARTY/ROOM RENTAL CONTRACT

Today's Date _____ Date of Party/Rental _____

Time of Party/Rental _____ Childrens' ages _____

of adults attending _____ # of children attending _____

Rooms Requested _____ Purpose of Rental _____

Organization _____

Contact Person _____ Home phone _____

Cell Phone _____ e-mail _____

Address _____ Business phone _____

City _____ State _____ Zip Code _____ FAX _____

Contract Conditions

1. Room rental is specific to the room(s) stated above.
2. Maximum occupancy: Hunter room, 45 people; cabin, 25 people.
3. A maximum of 20 participating children (including siblings, etc.) is allowed for birthday parties.
4. Time on the contract indicates time in and out of the building. 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. Children accompanying adults must be supervised at all times.
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. Smoking and the use of alcoholic beverages in or around the facility is prohibited.
8. The Town of West Hartford, Westmoor Park reserves the right to decline or cancel this rental, or to require a cash deposit or bond.
9. 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.
10. 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.
11. A damage 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 and no damage has occurred.
12. Rental fees are required to be paid in full no later than 2 weeks prior to the rental date.
13. If a rental cancellation is made 2 weeks prior to the rental date a full refund of your deposit and fees will be made.
14. Cancellations made less than 2 weeks before the rental will result in a loss of 10% of the deposit.
15. Cancellations made with less than 24 hours notice or no shows will result in loss of the entire 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 TO EQUIPMENT IN THE FACILITY OR THE FACILITY ITSELF.

Signature Date

OFFICE USE ONLY

Fees: birthday party: res \$120 nonres \$140 Other fees _____

Lookup name: _____ Household ID# _____

Deposit rec'd date _____ Deposit check # _____

Scheduled _____ initials _____ retrac date _____ initials _____ reservation# _____

Payment date _____ Payment Check # _____ Amount paid _____

MC/V # _____ exp. date _____