

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 grounds or area by members of your group. You will be billed for any time exceeding the contract. A fifteen minute grace-period for set-up and clean-up will be allowed.
- * Cancellations made less than 2 weeks before the rental will result in a loss of 10% 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 48 people (total) are allowed in the Hunter Room/Kitchen during the rental (per fire codes).
- * A maximum of 25 people (total) are allowed in the cabin 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.
- * If food and/or beverages are present or served, regardless of whether it is prepared at Westmoor Park, kitchen rental is required as part of the room rental & fees are adjusted to include kitchen. Food & beverages are permitted in the Hunter Room & Kitchen ONLY.
- * Clean up of any/all contracted rooms & locations is the responsibility of the renter. 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.
- * Tables & chairs may be rented at an additional cost for groups renting the specific outdoor areas.
- * Children accompanying adults must be supervised at all times. Supervision & discipline of children are the sole responsibility of the attending adults. 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.
- * 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 of Mastercard, Visa, cash & checks are accepted. Checks are payable to Westmoor Park.

Call Westmoor Park at (860)561-8260, Monday through Friday, 9am through 4:30 pm, or fax us at (860)236-3815, with questions. Our email address is: westmoorpark@westhartford.org. Send correspondence to: Westmoor Park, 119 Flagg Road, West Hartford, CT 06117-2325