

## **TOWN OF LANCASTER WESTWOOD PARK PAVILION**

The Town of Lancaster Westwood Park Pavilion includes an indoor pavilion for 150 people, restrooms, an outdoor charcoal grill, picnic tables, inside fireplace and an outdoor playground. Rental of the Pavilion does not include a kitchen area but there are electrical outlets for crockpots, coffee pots, etc.

### **2018 RENTAL FEES AND CONTRACT POLICES**

MONDAY – FRIDAY	\$150.00 PER DAY/RESIDENTS - Non Refundable
SATURDAY, SUNDAY & HOLIDAYS	\$225.00 PER DAY/RESIDENTS - Non refundable

- The Westwood Park Pavilion will be available for rental for the 2018 season starting Monday, February 5, 2018 online at <http://apm.activecommunities.com/lancasterrecny>
- Reservations are restricted to the Town of Lancaster residents only. Photo ID is required for proof of residency. Renters must be at least 21 yrs. old & have a copy of their current homeowners or renters insurance.
- The Town of Lancaster Recreation Department will require a \$300.00 security deposit along with a copy of their homeowner's or renter's insurance, rental contract and user agreement. If alcohol will be on the premises an alcohol permit must also be obtained at this time. There is no cost for the alcohol permit. Security deposits will be returned within 72 hours of rental after inspection of the pavilion has been made.
- It will be necessary for all renters to come to the Town of Lancaster Parks and Recreation Department located at 525 Pavement Road to sign out a key Monday through Friday between the hours of 7:00 AM and 5:00 PM for locking and unlocking the building a few days prior to rental. At that time you can pick up your alcohol permit and bring your security deposit and a copy of your homeowners or renters policy. Office hours will also be available on Saturdays from 7:30 AM to 11:30 AM from April through August. **It is the renter's responsibility to drop off the key in the gold drop box located on the man door at the back of the building at the Pavilion.**
- Pavilion hours of operation are anytime between 10AM and 10PM. The person booking the Pavilion is responsible for the event and must be the first person to arrive and the last one to leave the event. All renters are responsible to remove trash and put in dumpster located behind the pavilion, leave pavilion broom cleaned, remove all decorations brought into the pavilion, wipe down tables and make sure the charcoal grill is extinguished. Washing dishes is prohibited in the restroom sinks and tables are not to be moved due to damage to the tables and floors. Remember to be sure to the lock the restrooms inside PAVILION & the outside doors to PAVILION. **DO NOT LOCK OUTSIDE RESTROOM DOORS!!!**
- No bounce houses are allowed at any of the Town Parks. **No Balloons.**
- Switch for the fan is in the utility closet on the top left to the left of the breaker box. Do not use high speed.
- The Westwood Pavilion is a "SMOKE FREE" facility and any damage caused by smoking will be assessed an appropriate fee.

**REMEMBER THE RETURN OF YOUR SECURITY DEPOSIT WILL DEPEND ON THE CONDITION YOU LEFT THE PAVILION.**

### **INSTRUCTIONS FOR CLOSING THE PAVILION**

- 1. MAKE SURE ALL LIGHTS ARE OFF IN THE PAVILION.**
- 2. AT CHRISTMAS TIME MAKE SURE CHRISTMAS TREE/GARLANDS ARE UNPLUGGED.**
- 3. MAKE SURE MEN'S & WOMAN'S RESTROOM DOORS ARE LOCKED INSIDE PAVILION. DO NOT LOCK RESTROOM DOORS ON THE OUTSIDE!!!!**
- 4. MAKE SURE BOTH ENTRANCE OUTSIDE DOORS TO THE PAVILION ARE LOCKED.**
- 5. FIREPLACE WILL TURN ITSELF OFF AT 8:00 PM (IF FIREPLACE IS ON).**
- 6. RETURN KEY IN THE GOLD DROP BOX LOCATED ON THE MAN DOOR AT THE BACK OF THE BUILDING BEFORE YOU LEAVE.**
- 7. PLEASE REMOVE GARBAGE AND PLACE IN DUMPSTER.**
- 8. YOUR SECURITY DEPOSIT WILL BE MAILED BACK AFTER PAVILION IS INSPECTED & KEY IS RETURNED.**

**WESTWOOD PARK PAVILION RENTAL CONTRACT**

**PLEASE PRINT**

DATE: \_\_\_\_\_

NAME OF ORGANIZATION: \_\_\_\_\_

PERSON IN CHARGE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_ CELL: \_\_\_\_\_

PURPOSE OF RENTAL: \_\_\_\_\_

ALCOHOL PERMIT: \_\_\_\_\_ YES \_\_\_\_\_ NO

EVIDENCE OF MY HOMEOWNERS' OR RENTERS' INSURANCE IS ATTACHED \_\_\_\_\_ YES \_\_\_\_\_ NO

ESTIMATED NUMBER OF ATTENDANTS: \_\_\_\_\_

RENTAL DATE: \_\_\_\_\_

The undersigned assumes responsibility for the conduct of the persons and organizations using the facility for any and all damages to Town property which may result from its use by the persons or organizations.

The undersigned further shall be responsible for the strict adherence to all rules and regulations of the Town of Lancaster.

To the fullest extent permitted by law, the event participant shall indemnify and hold harmless, and defend the TOWN OF LANCASTER, the Owner, its officials, and their agents and employees from and against all claims, or actions based upon property damage, personal injury resulting from acts, omissions, or any other matter whatsoever of the above mentioned event participant, its members, guests, and invitees, and anyone directly or indirectly employed by the event participant arising out of the personal use of the Town owned Pavilion at Westwood Park on the date of \_\_\_\_\_

\_\_\_\_\_  
Name of Person or Organization (Event Participant)

Signed: \_\_\_\_\_

Date \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY**

KEY # \_\_\_\_\_

KEY PICK UP DATE: \_\_\_\_\_ KEY RETURN DATE: \_\_\_\_\_

SECURITY DEPOSIT CHECK #: \_\_\_\_\_ SECURITY DEPOSIT CHECK RETURNED: \_\_\_\_\_