Kindly complete the rental agreement contract and return it to the Winsted Recreation Department. All paperwork and payment in full must be returned to the office by the 4th Friday of the month in order for your date(s) to be held and your request to be reviewed by the Recreation Board. Once your request is reviewed by the Recreation Board, the staff at the Recreation Department will notify you of the decision. Rental fees and deposits will be refunded in full, should your request be denied. The Recreation Board meets on the first Wednesday of the month at 7:00pm at the Town Hall. A representation from your organization must be present at the meeting to answer any questions. All request dates must be a minimum of one month in advance. If the board is not meeting or during covid a request must be made to the recreation director by email. Please check with Winsted Police Department at 860-379-2721 regarding police coverage. They will provide you with fees and any other information and with Fire Marshall Steve Williams at 860-379-3818 should you need to arrange for fire watch or tents. Please be sure to indicate yes or no on the Facility Request Application as to whether you have arranged these services. Please note facility rental fees listed below.

**VENDOR RENTAL FEES AND REQUIREMENTS**

ALL CHECKS MUST BE MADE OUT TO TOWN OF WINSTED.  
Payment must be made in full for all hours requested. 
Application fee: $100.00 per day 
Additional Vendor Fee: $100.00 per day 
Refunds will not be granted within 30 days of event date(s). 
Maintenance fee refundable after event if acceptable $300.00 and a $50.00 per hour for cleanup after will be applied if necessary. 
All lessees are responsible for proper permits and must have permit on hand upon request. 
Note: All groups and organizations must fill out usage form, any group that is affiliated with town of Winchester will be waived of fees.  **All groups that are not vendors must fill out forms for usage and can be subject to fees associated with clean up or police.**  
Special Events exceeding 500-3000 people also need special permit from Board of Selectman per Ordinance 116 
**Insurance:** Minimum insurance needed is $1,000,000.00 (One Million Dollars-general liability). In remarks block of policy, it must read: “Town of Winchester, and its employees and agents, as additional uninsured.” Effective dates of event must be on policy. 
**Trash & Clean-Up:** it is expected that East End Park will be returned to its original condition. All trash must be placed in the containers. The lessee is responsible for all trash removal.  
**Note:** East End Park Rules and Regulations must be strictly adhered to by profit and non-profit organization lessees. Violations may jeopardize future rentals.  **NO SIGNS ARE PERMITTED FOR ADVERTISEMENT INSIDE OR OUTSIDE OF THE PARK.**
East End Park
Facility Request Application

Applicant’s Name: ____________________________________________

Sponsoring Organization_____________________________

Address: ____________________________________________ Phone (Day)______________ (Eve)___________

Function: __________________________________________________

Email: _____________________________________________________

Date(s) Requested: ____________________________

Arrival Time: ____________________________

Departure Time: ____________________________

Will you be using the Bandstand? _____________ Yes ________________NO

Number of Persons Expected: _______________

Will food/other items be sold? _______________

Will admission fees be charged? _______________

Fire Department required? _______________

Police Department required? _______________

Please be mindful that the Park includes Memorials of Fallen Soldiers.
Please continue to honor these during your event.

The signing of the facility use application shall constitute (upon approval) an acknowledgement by the group or organization of acceptance of responsibility for any damage to the facilities and/or equipment resulting from such use. The parties using the Winsted Recreation Department facilities shall be responsible for the conduct of the people who attend and are participants at the event and for any infraction of the rules and shall pay all costs associated with repairs to the facility caused by the above parties. The Winsted Recreation Department reserves the right to judge the adequacy of the supervision. If in their judgement additional personnel may be assigned and the costs will be passed on to the sponsoring group. As agent for the above-named group, I have read and understand the rules and regulations regarding use of Winsted Recreation Department facilities, and I take full responsibility for enforcing them while the above-named group uses the facilities. All of State of Connecticut Executive Orders issued related to Covid-19, including but not limited to social gatherings, social distancing, sanitation, and facemask use must be followed.

Signature of Applicant: ____________________________ Date____________________

OFFICE USE ONLY

DATE RECEIVED: ________ Date of Recreation Meeting: ______ Approved:______ Denied:_______ Fee:_____

OFFICE USE ONLY

Insurance form received: _________ Payment received: _______ Check #_______ Cash: _____ Amount due_____

Recreation Department Signature: ____________________________ Date: __________________