

## 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 years of age and have a copy of their current homeowners or renters insurance.
- The Town of Lancaster Recreation Department will require a \$300.00 security deposit TWO WEEKS prior to the rental 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. Security deposits will be returned within 72 hours of rental after inspection of the pavilion has been made. A permit must also be obtained for use of alcohol on the premises which can be obtained at the Town of Lancaster Recreation Department when security deposit is due.
- 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. Office hours will also be available on Saturdays from 8:30 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 outside the door at the Westwood Pavilion.
- Pavilion hours of operation are anytime between 10AM and 10PM. The person booking the Pavilion is responsible for 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 lock the bathrooms and outside doors and leave the key in the gold drop box outside the Pavilion.

- No bounce houses are allowed at any of the Town Parks.
- 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.

WESTWOOD PARK PAVILION RENTAL CONTRACT

Date: \_\_\_\_\_

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

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

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

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

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

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

ALCHOL PERMIT: \_\_\_\_\_ YES \_\_\_\_\_ NO

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

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.

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

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TOTAL FEE: \_\_\_\_\_

RECEIPT #: \_\_\_\_\_

DATE OF SECURITY DEPOSIT FEE AMOUNT: \_\_\_\_\_

RECEIPT #: \_\_\_\_\_

DATE OF ALCOHOL PERMIT: \_\_\_\_\_

USER AGREEMENT FOR WESTWOOD PARK PAVILION

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

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

\_\_\_\_\_  
(Date)

Evidence of my Homeowners' or Renters' Insurance is attached.

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

Please Print Name and Address Below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated: \_\_\_\_\_