

## 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. PAVILION IS NOT AIR CONDITIONED!

### 2023 RENTAL FEES AND CONTRACT POLICIES

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 2023 season starting Monday, February 6, 2023, 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 renter's 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 4:00 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 renter's policy. 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 the lock the bathrooms 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 UPON 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 & WOMEN'S RESTROOM DOORS ARE LOCKED INSIDE PAVILION. DO NOT LOCK RESTROOM DOORS ON THE OUTSIDE!!! MAKE SURE THE WINDOWS ARE LOCKED.
- 4) MAKE SURE BOTH ENTRANCE DOORS OUTSIDE THE PAVILION ARE LOCKED.
- 5) FIREPLACE WILL TURN ITSELF OFF AT 8:00PM (IF FIREPLACE IS ON).
- 6) RETURN KEY IN GOLD DROP BOX LOCATED ON MAN DOOR AT THE BACK OF THE BUILDING BEFORE LEAVING.
- 7) PLEASE REMOVE GARBAGE AND PLACE IN THE DUMPSTER.
- 8) YOUR SECURITY DEPOSIT WILL BE MAILED BACK AFTER THE PAVILION IS INSPECTED & KEY IS RETURNED.