

Warren Woods Rental Information & Application

Description of Facility:

Located at 255 Brick School Road, the Warren Woods is a Town park with a dining hall, open-air pavilion, and spacious grounds and is ideal for events such as picnics, family get-togethers, and weddings. Please note that the grounds are open to Town Residents at all times from dusk to dawn.

Rental of the Warren Woods includes use of the following amenities:

- 1) Dining hall which seats 99 people,
- 2) Kitchen area with gas range, commercial refrigerator and freezer,
- 3) Deck overlooking Fiddler's Pond,
- 4) 14, 8' long tables and chairs,
- 5) Multi-use space with half-walls and roof,
- 6) Open-air pavilion, and
- 7) Park grounds.

Ample parking is available in the large field adjacent to the Park entrance.

Rules

1. Cars are to be parked in field adjacent to the entrance to the Warren Woods.
2. Large wedding-style tents may only be set up in certain designated areas and upon approval of the Warren First Selectman. A Building Permit must be obtained from the Building Inspector.
3. Applicants must adhere to all Fire Codes and Regulations.
4. All music must end by 9 P.M. All people in attendance (including the renter) need to be cleaned up and out by 10 P.M. If you have rented the facility for the entire weekend you may clean up the next day otherwise all cleanup must be done by 10 P.M. on the day of the rental. Any legitimate noise complaints after 9 P.M. will result in forfeiture of your deposit.
5. No alcohol is to be left outside overnight; doing so will result in the forfeiture of your deposit. The sale of alcoholic beverages is prohibited
6. The presence of a police officer or person with arrest authority is required for all events with 100 or more people and where alcohol is served. The police officer is to be present during the hours that alcohol is served.
7. Overnight camping is allowed for events where the facility has been rented for the weekend or two or more consecutive days. Pitch tents are only allowed in the following areas: near the "band shell" and "vendor" area, in the field below the Pavilion and in the parking area. Tents are not allowed in the area adjacent to Fiddler's Pond and along the entrance road to the left, in order to limit the disruptions for town members not involved with the weekend event. RVs and trailers are to remain in the parking area.

8. Restrooms
 - a. Toilet paper, paper towels, and soaps will be provided.
 - b. The restrooms are to be left clean.
9. General Clean-Up
 - a. Renters are responsible for cleaning all facilities and grounds at the end of the event. All refuse is to be placed in the blue trash containers located against the restroom facility wall.
 - b. Any signs and/or decorations that have been placed along roadsides must be removed as part of the final clean-up.
10. Bonfires are strictly prohibited.
11. No tape, tacks, staples or nails of any kind are to be used on the walls, posts, tables or parts of any structure.
12. Kitchen
 - a. All cleaning supplies are the responsibility of the renter
 - b. The kitchen floors, stainless steel counters and sinks and refrigerators are to be cleaned with a disinfectant at the end of the event.
 - c. The Stove, Ovens and Grill are to be thoroughly cleaned if used.
 - d. All garbage must be placed in the blue containers located against the outer wall of the restroom facility.
13. Tables and Chairs
 - a. Picnic tables may not be removed from the Pavilion for any reason.
 - b. Dining room tables and chairs must remain in the dining room at all times and be folded up at the end of the event.
 - c. All deck furniture is to be returned to the storage area after use.
14. At the discretion of the Town of Warren a fee of up to \$200.00 may be attached to your rental for an onsite person to supervise your event to ensure all rules and regulations are followed.

Failure to comply with the approved permit and the rules and regulations of the Warren Woods will result in the forfeiture of your security deposit.

Rental Rates

One-Day Rental

- In-Town Rate: \$800/day plus \$300 security deposit
- Out-of-Town Rate: \$1000/day plus \$300 security deposit

Weekend/Wedding Package Rental

(Runs from Friday at 3:00 p.m. to Sunday at 3:00 p.m.)

- In-Town Rate: \$2000/weekend plus \$500 security deposit
- Out-of-Town Rate: \$3000/weekend plus \$500 security deposit

Rental Procedure

For information regarding available dates and to arrange a tour of the facility, please contact Colleen Frisbie at (860) 868-7881ext. 103.

To rent Warren Woods, please return the enclosed application (page 4) and the full security deposit check payable to the Town of Warren within 20 days of receiving application. A check payable to Warren Park and Rec for the full amount of rental fee is due 60 days prior to event, and the insurance certificate is due 30 days prior to event. If application is received less than 60 days prior to event, all fees and insurance are due with the completed application.

Keys to the facility may be picked up at the WarrenTown Hall during regular business hours the day of your event. For weekend events, the key must be picked up between 9:00am and 12:30 p.m. on Thursday. Keys are to be returned to the Warren Town Hall on the day after the event or on Monday between 9:00am and 3:00pm or may be left in the Warren Town Hall mailbox “incoming slot”. There is a \$50.00 **cash** deposit for the keys. Key deposit will be refunded when the keys are returned. There is a \$10.00 late fee for each day the keys are not returned. If keys are returned to the mailbox, a refund check of \$50.00 will be processed the following Monday and mailed to you by Wednesday.

Cancellation Policy

Full refund of fee and security deposit is allowed if notice of cancellation is received within 120 days of the scheduled event. Thereafter, 50% of the fee and the full security deposit will be refunded.

Insurance Requirements

Applicants are required to provide a valid Certificate of Insurance evidencing coverage as follows:

- Bodily Injury Liability of \$1,000,000,
- Property Damage Liability of \$100,000,
- Or a combined single limit of \$1,000,000.

Insurance should be in the applicants name and should cover the entire time that the facility is rented. The “Town of Warren” must be added as an additional insured. The insurance policy is due within 30 days of the event.

The WarrenTown Hall may be able to assist in obtaining appropriate insurance coverage.

Clean-Up After the Rental

Please clean all the buildings and grounds that were used during the course of your rental. If the facility is not left clean, deductions will be made to the security deposit as appropriate.

Town of Warren
Attn: Colleen Frisbie
50 Cemetery Rd
Warren, Connecticut 06754

Application for Permit for Use of Warren Woods

Applicant Name or Organization: _____

Individual to Contact: _____

Title or Position: _____

Address: _____

Street Name

Town

State

Zip

Contact Information: _____

Tel

Fax

E-mail

Date of Use: _____

Date

Start Time

End Time

Activity or Use: _____

Attendance Estimate: _____

Types of alcoholic beverages to be dispensed or consumed (please circle):

None

Wine

Beer

Hard Liquor

The undersigned applicant, and the person signing on behalf of an applicant which is an organization, assume full responsibility that the applicant and those in attendance will abide by the Regulations for the Use of Warren Woods, and by any conditions contained in the approval of this application.

The undersigned acknowledge receipt of a copy of the Regulations for Use of Warren Woods, which Regulations are incorporated by reference in this Application.

Date: _____

Name of Applicant (print)

Signature of Applicant or Person signing on behalf of Applicant Organization

Name and title of person signing on behalf of Organization (print)

Application (circle one)

APPROVED

DENIED

Authorization by: _____

Fee: \$_____ Check #_____ Deposit: \$_____ Check #_____

Insurance Policy: Received _____