

**Warren Park and Recreation Commission
7 Sackett Hill Road
Warren Connecticut 06754**

Warren Woods

Thank you for your interest in renting Warren Woods for your event. Rental of Warren Woods includes use of the open-air pavilion, the main dining hall, and spacious grounds. The dining Hall seats 99 people and includes use of 14, 8' tables and chairs. Adjacent to the dining hall is a spacious kitchen with gas range and two refrigerators. The dining hall opens onto a deck overlooking Fiddlers Pond. The kitchen opens out to a multi use area with half walls and a roof. The Pavilion has twelve picnic tables. Tents may be set up with permission. All Fire Codes and Regulations must be adhered to. Ample parking is available in the field next to the Warren Woods.

To reserve the Warren Woods, please return the enclosed application, and signed information sheet (page 3), along with security deposit. Checks should be made out to "Warren Park and Rec.". Returned checks are subject to a \$30.00 fee. The applicant is required to provide a valid Certificate of Insurance evidencing coverage as follows; Bodily Injury Liability \$1,000,000.00, Property Damage Liability \$100,000.00 or combined single limit of \$1,000,000.00. "Town of Warren" must be added as an additional insured for the entire time of rental. The insurance must be in the applicant's name. The sale of alcoholic beverages is prohibited.

Balance of rental fee is due 10 days before your scheduled event. Cancellation Policy is as follows: Full refund of deposit is returned if we are notified of cancellation 120 days before the scheduled event. Less than 120 days notice will result in a 50% refund of the deposit.

Wedding/Wedding Reception rentals will be for the weekend, Friday afternoon through Sunday afternoon.

Non resident rate is \$1500.00, (plus deposit and insurance certificate). Resident rate applies to Warren residents only.

For a tour of the Warren Woods or for more information please call Park & Recreation Commission at 860-868-7781 extension 117.

Upon approval by the Warren Park and Recreation Commission for the use of the Warren Woods Facility the following rules are to be followed along with the regulations pertaining to the use of the Warren Woods.

FAILURE TO COMPLY WITH THE APPROVED PERMIT AND THE FOLLOWING RULES AND/OR ANY OF THE REGULATIONS PERTAINING TO THE USE OF WARREN WOODS WILL RESULT IN FORFEITURE OF DEPOSIT AND MAY RESULT IN DENIAL OF FUTURE APPLICATIONS.

1) NO tape, tacks staples, screws or nails of any kind are to be used on walls, posts, tables or parts of any structures for any purpose.

2) KITCHEN;

- a) All cleaning supplies are the responsibility of the renter b) Kitchen floors, stainless steel counters and sinks, and refrigerators are to be cleaned with a disinfectant.
- c) Stove, all ovens, and grill are to be thoroughly cleaned
- d) All garbage must be placed in proper containers outside

3) RESTROOMS

- a) Paper towels, toilet paper and soap will be provided
- b) All rest rooms are to be left in a sanitary manner

4) TABLES AND CHAIRS

- a) Dining room tables and chairs must remain in the dining room at all times.
- b) Picnic tables must be returned to pavilion if moved
- c) All deck furniture is to be returned to the storage area

5) GENERAL CLEAN UP

- a) All persons using the Warren Woods shall be responsible for cleaning up after themselves and disposing of trash in the proper containers. This includes bottle tops and cigarette butts. Renters are responsible to leave buildings and grounds clean after their use
- b) All signs and/or decorations put up for the event, including those roadside, must be removed as part of final clean up.

Upon approval by the Warren Parks & Recreation Commission for the use of the facilities the following rules are to be followed along with the regulations pertaining to the use of the Warren Woods.

1) TABLES & CHAIRS

- a) picnic tables will not be removed from pavilion for any reason.
- b) dining room tables and chairs must remain in the dining room at all times.
- c) all deck furniture is to be returned to storage area.

2) NO tape, tacks, staples, or nails OF ANY KIND are to be used on walls, posts, tables or parts of any structures for any purpose.

3) KITCHEN

- a) all cleaning supplies will be the responsibility of the renter.
- b) kitchen floors, stainless steel counters and sinks, and refrigerators are to be cleaned with a disinfectant.
- c) stove, all ovens and grill are to be thoroughly cleaned.
- d) all garbage must be placed in proper containers.

4) RESTROOMS

- a) toilet paper, paper towels and soaps will be provided.
- b) restrooms are to be left in a sanitary manner.

5) GENERAL CLEANUP

- a) all persons using the Park shall be responsible for cleaning up after themselves and disposing of trash in the proper containers. In addition, renters who use buildings and other park areas shall see that all is clean upon completion of their use including: picking up refuse, placing refuse in proper containers, cleaning up of kitchen, and general cleaning up of grounds.
- b) all signs and/or decorations that have been placed along roadsides must be removed as part of your final clean-up.

6) FAILURE TO COMPLY MAY RESULT IN DENIAL OF FUTURE APPLICATIONS.

Town of Warren
Parks and Recreation Commission

Application For Permit For Warren Woods Use

Person or Organization Making Application: _____

Address _____ Phone _____
Street Town Zip

Title or Position: _____

Address _____
Street Town Zip

Date of Use: _____

Time: From: _____ To: _____

Activity or Use: _____

Attendance Estimate: _____

Types of alcoholic beverages to be dispensed or consumed (please circle):
Hard Liquor Wine Beer None

The undersigned applicant, and the person signing on behalf of an applicant which is an organization, assume full responsibility that the applicant and all those in attendance will be 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 the 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 or Organization

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

Application (circle one) APPROVED DENIED

Park & Recreation Authorization by: _____