

Town of Warren

50 Cemetery Rd
Warren CT 06754
860-868-7881



Rental Application
Warren Woods
251-255 Brick School Rd
Warren CT 06754

Name of Applicant/Organization: _____

Address: _____

Contact Person: _____ Driver's License #: _____

Telephone # _____ Email Address: _____

Additional Contact Person: _____ Driver's License #: _____

Telephone # _____ Email Address: _____

Date(s) Requested: _____ Time Period of Event: _____

Activity to be held: _____ Approximate Number of Attendees: _____

Indemnification Policy

I, _____, the applicant, agree to act in accordance with the Town of Warren agreement for the rental of Warren Woods (Fiddler's Pond) as stated in the rental application.

I, _____, am requesting the use of Warren Woods and agree I will indemnify and save harmless the Town of Warren and its officers, agents and employees in all claims, damages, losses, judgements and litigation expenses arising out of injuries of persons (including death) sustained or alleged to have been sustained by the officers, employees of the Town of Warren or by any officers or agents of the applicant or by and participant or spectator. The same indemnification will apply to any alleged acts or omissions by the applicant or any participant, spectator, employee or volunteer resulting in damage to real or personal

Property in connection with the use of the site named above. The applicant further undertakes to reimburse the Town of Warren for any damage to its real or personal property occurring in connection with the use of the site named above, by the applicant.

Signature of Applicant: _____ Date: _____

FOR OFFICE USE ONLY

Deposit: \$300 ☐ \$500 ☐ Check # _____ Date Received: _____

Fee: \$800 ☐ \$1,000 ☐ \$2,000 ☐ \$3,000 ☐

Fee Check # _____ Fee Date Received: _____

Application:

Approved ☐

Denied ☐

Rental Procedure

For information regarding available dates and to arrange a tour of the facility, please contact Heather Perssonatti at (860) 868-7881 ext.116 or Colleen Frisbie at (860) 868-7881 ext.103.

To rent Warren Woods, please return the enclosed application (page 1) and the full security deposit check payable to the Town of Warren with the application. A check payable to Town of Warren 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, deposit and insurance are due with the completed application.

Keys to the facility may be picked up at the Warren Town 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 the day after the event. For weekend rentals, keys must be returned on Monday between 9:00am and 12:30pm 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 mailed to the applicant.

Cancellation Policy

Cancellations made more than 60 days prior to event will receive a full refund of fee paid, less a \$50 cancellation fee. Cancellations made 20 to 60 days prior to the event will receive a refund of 50% of their fee paid. Cancellations made within 20 days of the event will not receive a refund. Security deposit will be refunded for any cancellation period made.

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 \$500,000,
- Or a combined single limit of \$1,000,000.

Insurance should be in the applicant's name and must 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 Warren Town Hall may be able to assist in obtaining appropriate insurance coverage through our Insurance Company, but please check with your homeowners insurance first to see if you have a "blanket" coverage clause.

Visit <https://app.gatherguard.com/?v=0501-1340>

Venue ID Code: 0501-1340 Answer Questions and click – get a quote

If you decide to use our insurance company, you will be able to pay for the policy by credit card and a copy of the COI will be directly sent to the Town Hall by the insurance company.

Rental Rates

One-Day Rental

- In-Town Rate: \$800/day plus \$300 security deposit
- Out-of-Town Rate: \$1000/day plus \$500 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 \$300 security deposit
- Out-of-Town Rate: \$3000/weekend plus \$500 security deposit

Rules and Regulations

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. 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 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. Payment of police officer is the responsibility of the applicant.
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 green trash containers located against the restroom facility wall. All Recyclables are to be placed in the blue containers located against the restroom facility.
 - 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 green 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 outdoor/lawn 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 \$300.00 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 full security deposit.

Description of Facility:

Located at 251-255 Brick School Road. The Warren Woods (Fiddlers Pond) 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) Men and Women's Handicap restrooms
- 3) Fireplace
- 4) Kitchen area with gas range and commercial refrigerators
- 5) Deck overlooking Fiddler's Pond,
- 6) 14, 8' long tables and chairs,
- 7) Outdoor/lawn furniture: 12, 6ft round tables and chair
- 8) Multi-use space with half-walls and roof,
- 9) Open-air pavilion with 10, 10ft picnic tables
- 10) Additional Restroom building
- 11) Park grounds
- 12) Parking is available in the large field adjacent to the Park Entrance