

RENTAL FEES for EAST END PARK

To keep the East End Park and its amenities in tip-top shape for all users, there are fees associated for all rental reservations. All fees—application fees, function fees, and security deposits—required for permits accrue specifically to a line item in the Woodstock Village budget dedicated solely to East End Park maintenance. These funds help to maintain and restore the park so that it will continue to be enjoyed by all for generations to come.

The following fees are applicable for any rental usage of the East End Park:
an **Application Fee**, a **Function Fee**, and a **Security Deposit**.

APPLICATION FEE (applicable to ALL rentals)

\$100 for each application

Applications are approved on a first-come, first-served basis. Applications generally need 10 days for processing. The application fee is nonrefundable.

FUNCTION FEE

Standard Rentals (excluding Weddings & Receptions)

The function fee is based on the number of anticipated attendees indicated in the application.

1. Woodstock resident OR Non-Profit/Charitable Organization within the towns of WCSU (Windsor Central Supervisory Union)
 - up to 50 people \$100
 - 51-100 people \$200
 - 100-175 (maximum)\$300
 2. Non-Woodstock resident OR Non-Profit/Charitable Organization outside the towns of WCSU (Windsor Central Supervisory Union)
 - up to 50 people \$300
 - 51-100 people \$400
 - 100-175 people \$500
 3. Commercial rental
Examples of commercial rentals include classes, farmers market, art show, corporate function, product promotions and/or sales, commercial film shoot, “bounce houses” or other kid activities
 - Recurring (e.g., classes)
 - Nonrecurring events
- } Rental fees may range from \$25 to \$500 at the Trustees’ discretion.

Weddings & Receptions

Weddings/Receptions have distinct fees and policies not applicable to general group reservations. We want your special day to be perfect! To ensure that everything runs smoothly, please read the policies carefully and contact the Municipal Manager’s Office with any questions (802-457-3456).

The function fee for Weddings & Receptions is based on the number of anticipated attendees indicated in the application.

1. Woodstock resident
 - up to 100 people \$500 plus \$250 security deposit
 - up to 200 people (maximum) \$750 plus \$300 security deposit
2. Non-Woodstock resident
 - Up to 100 people \$750 plus \$400 security deposit
 - Up to 200 people (maximum) \$1000 plus \$500 security deposit

SECURITY DEPOSIT

The security deposit is based on the expected number of anticipated attendees indicated in the application. The Village of Woodstock reserves the right to keep all or a portion of the paid Security Deposit, if published rules are violated in connection with the rental. Otherwise, the security deposit will be returned within 30 days after date of the rental.

| Attendance | Fee |
|------------|-------|
| 0-50 | \$100 |
| 50-100 | \$200 |
| 100-175 | \$300 |

FOOD TRUCK FESTIVALS

The fee for each food truck, trailer, or pop-up is \$150 per day. See specific POLICIES related to these.

RESERVATION POLICIES

In order to hold a requested date, an initial payment of 50% of the Function Fee is required. This amount will be applied toward the balance of the Function Fee. If the renter chooses to cancel or change the rental date, 50% of the Function Fee is transferable to an approved rental date. If the application is not approved, the payment will be refunded. Payments must be made with cash, local check, or credit card (prevailing fee will be applied).

All fees are due 15 days prior to the rental date. If a booking is made within 14 days of the rental date, the entire Function Fee must be paid at that time, in addition to the Application Fee.

However, the rental is not confirmed until all necessary pre-event fees are paid, the renter has agreed to the East End Park policies, and the application has been approved by Woodstock Village Trustees, who meet once monthly.

CANCELLATIONS & REFUNDS

Cancellations for any reason are accepted up to 48 hours before the date and time specified in the application. If notice is received in writing or by email during regular business hours of Municipal offices, more than 48 hours in advance, 100% refund of the Function Fee and Security Fee is available. The Application Fee is nonrefundable.

Within 48 hours of the specified date and time, no refund is available.

PAYMENT

Payment of Application Fee is due at the time the application is submitted. Payment of Application Fee is due at the time the application is submitted. Payment of the Function Fee and Security Deposit, along with the Certificate of Insurance, is due 14 days prior to use.

Fees are payable by cash, local check, or credit card (prevailing fee will be applied).