

TOWN OF WINDHAM
PARKS & RECREATION

DUNDEE PARK GROUP RESERVATION REQUEST

Contact Name: _____ DOB: _____

Organization/Resident: _____ Phone: _____

Address: _____ Town: _____ Zip: _____

E-mail (Required): _____

Purpose of Function: _____ Expected Attendance: _____

Reservation Date(s): _____ Time: _____ - _____

Reservation Location: Beach Pavilion Grove Pavilion Picnic Area

1. Must have 20+ people to make a reservation and to receive the \$3 group rate, unless authorized by the Parks and Recreation Department.
2. Reservations must be made 72 hours in advance to secure your picnic spot.
3. **Reservation is not guaranteed until approved online by the Parks and Recreation Department.**

Private Group

- We require a \$60 deposit that must be paid within 72 hours in order to guarantee reservation (first 20 people is paid for with deposit)
- Groups with more than 20 people; upon arrival the park attendant will hold a debit/credit card to pay off remaining balance. See park attendant when leaving park to confirm group numbers, pay balance and return your card to you.

Public Group (rec. camps, group homes, etc.)

- Group will be invoiced after visit.

I _____ hereby release the town/city of Windham, its employees, officials and agents from any and all liability of loss or damage to personal property that, my child or I may experience in connection with activities sponsored by Windham Parks & Recreation.

By signing my name as a representative for the group on this reservation request form, I acknowledge acceptance of the Dundee Park User Agreement/Policy form. The use shall be limited to the purposes for which it is intended. Activities which endanger persons or property are prohibited. The removal, injury or damage of anything natural or physical within any facility is strictly prohibited.

I understand there are risks of physical injury in participating programs and/or using recreational facilities. I hereby consent to emergency medical procedures deemed appropriate or necessary on behalf of myself or my child. I further authorize any medical personnel to administer any required emergency medical treatment in the event that a guardian/family member cannot be reached. Windham Parks & Recreation does not provide accident or hospitalization insurance for participants. All participants are advised to have adequate personal coverage.

I consent to the use of my or my child's photo, video, artwork etc. by the department for flyers, presentations etc.

The Windham Parks and Recreation Department reserves the right to refuse services to participants in the administration deems necessary for the safety of the participant, other participants, or staff.

SIGNATURE

DATE

TOWN OF WINDHAM
PARKS & RECREATION

DUNDEE PARK USER AGREEMENT & POLICY

Dundee Park User Agreement

1. Renters follow all park guidelines and beach rules listed below:

NO SMOKING on the premises

NO PETS

NO alcoholic beverages

NO unsupervised children under 12 years

For Your Safety, Please DO NOT:

- Bring glass containers to the beach
- Throw sand or rocks
- Feed or chase the ducks
- Chicken fight or rough house
- Use foul language
- Bring boats into the swimming area
- Swim outside the buoy lines or hang on the buoys or lines
- Block the line of sight of the lifeguards with tents or umbrellas
- Leave trash or your belongings on the beach
- Use regular diapers on your child in the water, only swim diapers are allowed
- Turn your music up so loud that it disturbs other patrons

While on the Float, Please DO NOT:

- Do flips, run or push off the float
Swim to the float wearing a lifejacket unless you have an adult with you
- Swim under the float - It is off limits!
- Block the ladder or jump off it
- Bring non-wearable flotation devices onto the float

2. Follow lifeguard and Dundee staff directions.
3. Parents are responsible for the supervision of their children at all times, even when lifeguards are on duty.
4. Although we will do our best to provide lifeguard coverage during peak hours, we are unable to guarantee lifeguards will be on duty during your visit.
5. Please promptly leave Dundee Park at closing time.
6. To cancel a reservation, contact the Parks and Recreation office at 892-1905 (M-F) or Dundee Park at 893-2415 (S-S).

Dundee Park Reservation Policy

1. Must be at least 18 years of age to make a reservation.
2. Must have 20+ people to make a reservation and to receive the \$3 group rate, unless authorized by the Parks and Recreation Department.
3. Reservations must be made 72 hours in advance to secure your reservation spot.
4. Making a reservation request does not guarantee your reservation until approved by the parks and recreation department and the \$60 deposit has been paid (for private groups).

Private Groups

- \$60 deposit is required when reservation request is approved and must be paid within 72 hours in order to guarantee reservation (first 20 people are paid for with deposit and any additional will be \$3 per person).
- Groups with more than 20 people; upon arrival the park attendant will hold a debit/credit card to pay off remaining balance. See park attendant when leaving the park to confirm group numbers, pay balance and return your card to you.

Public Groups (rec. camps, group homes, etc.)

- Will be invoiced after visit.

Rain Date Policy

1. Public groups may pick 1 rain date for the season.
2. Private user groups may be approved for a rain date on a case to case basis pending availability.

Cancellation Policy

1. For any cancellation call the Parks and Recreation office, M-F at 892-1905. During weekend reservation, for cancellations after 4pm call Dundee Park at 893-2415.
2. Dundee will call user(s) if Dundee closes due to weather.
3. Reservations cancelled by the user 72 hours before the reservation, 100% of the deposit will be refunded, minus the processing fee.
4. Reservations cancelled (Dundee closed) due to weather or unforeseen circumstances, contact the Parks and Recreation office for refund or to reschedule reservation, 100% of the deposit will be refunded, minus the processing fee.
5. Deposit refund cannot be guaranteed if user does not cancel 72 hours before reservation.

Season Pass Policy

1. Season pass allows 15 passenger max. vehicles unlimited visits during the season.
2. Purchase sticker season pass at the Parks and Recreation office, at Dundee Park or online (pick up sticker pass at office or Dundee if purchased online).
3. **Windham residents may request an additional pass for a household with multiple vehicles; non-residents may request a second pass at half price for a household with multiple vehicles.**
4. Sticker pass must be put on the front left side of your car windshield.
5. Attendant may check any pass holder ID for any information that does not match. Pass will no longer be valid if discrepancies are found.
6. Season pass cannot be used for reservation payment.
7. Passes cannot be given away at the end of the season.

*By signing your name as a representative for your group on the reservation form, we acknowledge your acceptance of this agreement/policy. The use shall be limited to the purposes for which it is intended. **Failure to comply with the above will result in loss of privileges.***