

Town of Winchester Guidelines for Pavilion Use

1. Hours of use are 7 a.m. to 11 p.m.
2. Any perishable items left behind will be disposed of
3. Leave dirty towels by the sink-cleaning person will wash them.
4. Make sure all tables are washed and clean, and return to “general use layout”
5. Sweep or blow off concrete under tables and wipe / mop any spills
6. **Be sure to separate garbage from recycles (containers are available), take all garbage to dumpster** (Northwest side of building) and replace garbage bags in the trash can (bags are in a cabinet in the kitchen). Return cans to “general use layout”
7. **Please clean kitchen. Please sweep and wipe all spills on counters, in and on appliances, and on floors.**
8. Make sure the stove is off before leaving
9. **Please turn off all lights in the pavilion, kitchen, and bathrooms.** Breaker box is on northwest corner of pavilion—leave main breaker on)
10. **Lock both kitchen doors and be sure metal rolling doors on kitchen pass-through windows are closed and secured**
11. **Lock both bathrooms**
12. Decorations need to be removed from the premises immediately following the event.
13. Decorating is to be done the day of the event. An additional \$35.00 will be charged to groups wanting to decorate the evening before the day of the event.
14. Any physical damage done to the town facilities or items must be replaced or fixed by those using the facilities when damage occurs
15. **NO PARKING / DRIVING on grass.**
16. Keys shall be returned within 24 hours of facility use

If guidelines are not followed, your deposit will not be returned.

IN CASE OF EMERGENCY DIAL 911.

Non-emergency Contacts

Clerk, Holly Stevens	office 920.836.2948 or cell 920.427.8330
Darlene Bork, Facility Services	920.836.2363

Rental fees for the Winchester Pavilion for individuals or groups are identified on the current Town of Winchester General Fee Schedule. A fully refundable security deposit is required for all rentals.

Exceptions to rental fees:

- a. Government meeting, agencies, sub-units, and other organizations relating to government may use the facilities at no charge.
- b. Non-profit organizations may use the facilities for \$20.00 per use, subject to availability. Proof of non-profit status is required.

A deposit is not required of non-profits but they are responsible for following the use guidelines. If the rules are not followed, the non-profit will be billed for all associated costs of clean-up, repair, replacement, etc.

Arrangements for key pick-up can be made by calling Holly Stevens at either of the numbers listed above. Please call at least 3 days prior to your event to make arrangements for access.