

CRYSTAL POND PARK

2022 RENTAL PROGRAM

(www.crystalpondpark.com)

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Two Rental Packages are being offered for the 2022 Rental Season: a Large Event Package and a Small Event Package. If your intended event does not fit either of these categories, you may inquire about a customized rental package.

LARGE EVENT PACKAGE

Type of Event: Wedding, Vow Renewal Service, Family Reunion, etc.

Rental Period: Either two full days (e.g., all day Saturday and Sunday), or one half day, one full day, followed by one half day (e.g., Friday afternoon through Sunday noon). The half day prior to the event is typically used for decorating and setup. The half day following the event is typically used for cleanup.

Facilities Included: Dining Hall, Kitchen, and Lakeside Cabin

Maximum Number of Attendees: 130

Rental Fee: \$1,650 – if the Renter is a resident of either Woodstock or Eastford

\$2,000 – if the Renter is a non-resident of Woodstock and Eastford

Insurance: The Renter is required to purchase a supplemental insurance policy covering the event. If purchased through the TULIP portal for Crystal Pond Park, this policy typically costs an additional \$120 - \$140 depending upon the specifics of your event.

Rental Deposit: \$400. After 7 days this deposit becomes non-refundable. If you cancel your rental, the deposit will be forfeited. The deposit guarantees the dates that you have selected. It will be later credited towards your Rental Fee. Your Rental Agreement must be signed and returned, the supplemental insurance policy purchased, and all fees must be paid in full three weeks prior to your rental event.

SMALL EVENT PACKAGE

Type of Event: Birthday Party, Bridal Shower, Graduation Party, etc.

Rental Period: 4 hours. Your event will typically last 1-2 hours. The facilities will be available to you an hour or two prior to the event for decorating and prep, and an hour following the event for clean up.

Facilities Included: Dining Hall and Kitchen

Maximun Number of Attendees: 50 guests

Rental Fee: \$250 – if the Renter is a resident of either Woodstock or Eastford
\$500 – if the Renter is a non-resident of Woodstock and Eastford

Insurance: There is no requirement for purchasing additionl insurance.

Rental Deposit: \$100. After 7 days this deposit becomes non-refundable. If you cancel your rental, the deposit will be forfeited. The deposit holds the date that you have selected. It will later be credited towards the applicable Rental Fee. The Rental Agreement must be signed and returned, and all fees must be paid in full three weeks prior to your rental event.

FACILITIES

DINING HALL: The Dining Hall is a large room (48'x48') with wall-to-wall windows on three sides with views of Crystal Pond. It contains a large stone fireplace (not for use during events) and has an inviting, comfortable, rustic feel, with bright, but dimmable LED lighting. Maximum dining capacity is 120. The rental includes: 120+ cushioned chairs, twelve (6') wooden benches, thirteen large (4'x6') wooden tables, three (5') round tables, three rectangular (4'x5') folding plastic tables, and two rectangular (2½'x6') folding plastic tables. The Dining Hall is handicap accessible and has ADA-compliant men and women's bathrooms.

KITCHEN: The kitchen is adjacent to the Dining Hall. It has a ten-burner gas range, a gas-fired flat top griddle, a large 3-door refrigerator and chest freezer. The kitchen has plenty of counter space for prepping food, and a service window to the Dining Hall. It has a triple-basin dishwashing sink and a separate sink for hand washing. A large BBQ grill is also available for outdoor use.

LAKESIDE CABIN: The Lakeside Cabin (13'x19') is recently renovated with a private porch overlooking the shores of Crystal Pond. It contains a table, chairs, small refrierator and two fold-up cots with mattresses (39"x78"). (Bring your own bedding.) The Lakeside Cabin is included in the Large Event Rental Package. It is often used as a retreat for the bridal party. Overnight sleeping (4 persons max) is allowed during your rental period. The cabin has electricity but no plumbing.

GENERAL RENTAL INFORMATION

- The Park's rental season (for buildings) begins May 1st and ends October 31st.
- The Park buildings have no AC or heat. Plan your use accordingly.

- When paying by check, make your check payable to “Crystal Pond Park Commission”. Mail checks and signed Rental Agreements to: CPPC - Town of Woodstock, 415 Route 169, Woodstock, CT 06281. Please include the date(s) of your event on the memo line.
- Smoking is prohibited in all buildings.
- The recreational use of cannabis is prohibited on Park property per town ordinance.
- If approved by the Park Commission, guests of the Renter may bring alcohol for their own consumption (BYOB). Alternatively, the Renter may provide and serve alcohol to guests of legal age, or hire a bartender to serve alcohol supplied by the Renter. There shall be no sales of alcohol to guests at any event. The Renter is responsible for the control and the results of all alcohol consumption at the event.
- Quiet hours at the Park are from 10 pm to 8 am.
- The general public will be allowed to use all Park property (beach area, trails, disc golf course, parking lot, etc.) that is not rented to the Renter. The Renter and guests will have exclusive use of only the facilities specifically rented for the event.
- The Renter is responsible for ensuring that guests park only in designated areas.
- The Renter is responsible for any damage to Park facilities resulting from the rental event.
- The Renter is responsible for cleaning up rented facilities following the event and disposing of the trash.

11/3/2021