

# CRYSTAL POND PARK

## 2024 RENTAL PROGRAM

([www.crystalpondpark.com](http://www.crystalpondpark.com))

CONTACT PERSON – Elizabeth Murphy: [crystalpondpark@gmail.com](mailto:crystalpondpark@gmail.com)

Two Rental Packages are being offered for the 2024 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:** An event that runs over several days or requires additional time for setup and cleanup, such as a 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, Lakeside Cabin, and Lakeside Pavilion (1 day only).

**Maximum Number of Attendees:** 120

**Rental Fee:** \$1,650 – if the Renter is a resident of either Woodstock or Eastford  
\$2,400 – 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 GaitherGuard portal (<https://app.gatherguard.com/?v=0501-1194>) for Crystal Pond Park, this policy typically costs an additional \$120 - \$280 depending upon the specifics of your event.

**Rental Deposit:** A deposit of \$400 will secure your dates. 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. Please make your check payable to “Crystal Pond Park Commission” and mail it to “Crystal Pond Park Commission, Woodstock Town Hall, 415 Route 169, Woodstock, CT 06281-3039”. Please put the dates of your rental event on the check’s memo line.

Your Rental Agreement must be signed and returned, the supplemental insurance policy purchased, and all fees paid in full three weeks prior to your rental event.

## SMALL EVENT PACKAGE

**Type of Event:** Birthday Party, Bridal Shower, Graduation Party, Large Group Meeting, 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 set up, and an hour following the event for clean up.

**Facilities Included:** Dining Hall and Kitchen

**Maximum 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 additional insurance.

**Rental Deposit:** A deposit of \$100 will secure your date. 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. Please make your check payable to “Crystal Pond Park Commission” and mail it to “Crystal Pond Park Commission, Woodstock Town Hall, 415 Route 169, Woodstock, CT 06281-3039”. Please put the date of your rental event on the check’s memo line.

The Rental Agreement must be signed and returned, and all fees must be paid in full two 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. Recommended maximum dining capacity is 120. However, if open space for dancing, etc. is needed, a plan for no more than 80 seated guests is much more comfortable. The rental includes: 114 cushioned chairs, ten (6’) wooden benches, four (4’) wooden benches, ten large (4’x6’) wooden tables, eight (5’) round plastic tables, three rectangular (4’x5’) folding plastic tables, and five rectangular (2½’x6’) folding plastic tables. The Dining Hall is handicap accessible and has ADA-compliant men and women's bathrooms. The Dining Hall has heating and air conditioning. However, due to the rustic nature of the building (i.e., no insulation) the AC will take the edge off the heat but is not able to fully air condition the building on the hottest of days.

**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 a 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 refrigerator, two folding beds with twin mattresses and one folding bed with a full mattress. (Bring your own bedding.) The Lakeside Cabin is included at no additional cost 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. Potable water is available at the exterior faucets on the Dining Hall. A portable toilet is available near by.

The Lakeside Cabin can also be rented independent of the Dining Hall with the following stipulations: Rental rate = \$50 per day. Additional insurance is not required. Reservations will not be accepted more than 6 weeks out. No reservation deposit is required, but a signed rental agreement is required, and the full rental fee must be prepaid.

**LAKESIDE PAVILION:** The attractive timber-framed pavilion covers a concrete patio (26' x 34') for picnicking, partying, wedding ceremonies, etc. One-day use of the Pavilion is included in the Large Event Package.

Electricity to the Pavilion is turned on whenever the Pavilion is rented, providing electrical outlets and overhead lighting for after-dark use.

Individual Rental Rate = \$150/day. When not rented, the Pavilion is available to the public on a first-come, first-serve basis. However, you are able to reserve and rent the Pavilion along with the Small Event Package if desired, or as an individual rental for \$150/day.

**BALL FIELD & COMMUNITY PAVILION:** The ball field and adjacent pavilion can be reserved for exclusive use. Rental fee = \$100/day for Eastford & Woodstock residents. \$150/day for non-residents.

**DISC GOLF COURSE:** The Disc Golf Course can be reserved/rented for tournaments or private group play. Contact [crystalpondpark@gmail.com](mailto:crystalpondpark@gmail.com) for availability and rental rates.

### **GENERAL RENTAL INFORMATION**

- The Park's rental season (for buildings) begins May 1<sup>st</sup> and ends on October 31<sup>st</sup>.
- The facilities are not available for rental during the July 4<sup>th</sup> holiday period, due to expected heavier than normal use of the Park by the general public.
- The Dining Hall has limited AC and heat. Plan your use accordingly.

- When paying by check, make your check payable to “Crystal Pond Park Commission”. Mail checks and your signed Rental Agreement to: Crystal Pond Park Commission – Woodstock Town Hall, 415 Route 169, Woodstock, CT 06281-3039. 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 properties (pavilions, beach area, trails, disc golf course, parking lot, etc.) which are 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. Parking along the roadside or in a manner which would prevent the easy access of emergency vehicles is prohibited.
- The Renter is responsible for any and all 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.

6/12/2024