TOWN OF WINDSOR

Parks and Town Green "Successful Event" Handbook



Parks and Recreation Department
9291 Old Redwood Highway Bldg. #300D
Windsor, CA 95492

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www.townofwindsor.com
Office hours: Monday - Thursday 7am to 6pm

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Co-Ed Soccer League Play at Wilson Ranch



Skateboarder enjoying Pat Elsbree Skate Park

Welcome! Since incorporating, the Town of Windsor has many community and neighborhood parks to offer where family, friends, and the community can gather for memorable celebrations, sporting events, or small family picnics.
We continually strive to provide the best customer service by helping you prepare and set up the necessary accommodations for your event. This ***"successful event"*** handbook is designed to make the rental experience of our parks a positive one for our customers.

Community Parks:

Esposti Community Park*, 6000 Old Redwood Highway*
- Hardball field, softball field, soccer field, picnic area and restrooms

Hiram E. Lewis Park, *9680 Brooks Road South*
- Group picnic area, barbeque stoves, lighted tennis courts, bocce ball courts, soccer fields, softball field, play area for children ages 2 to 5 years and play area for children 5 to 12 years, concession stand, and restrooms.

Keiser Community Park, *700Windsor River Road*
- Large group picnic area (shaded), outdoor stage area (shaded), smaller group picnic area, baseball field, four softball fields, play area for children ages 5 to 12 years, walking trails, barbeque stoves, electrical access, concession stand and restrooms. This park is irrigated with recycled water.

Pat Elsbree Skate Park, *9680 Brooks Road South*
- Enclosed skate park with concrete bowl, rims, and restrooms.

Wilson Ranch Soccer Park, *7955 Cameron Drive*
- Five soccer fields (two of which are lighted fields), concession stand, small picnic area, barbeque stoves, and restrooms. This park is irrigated with recycled water.

Windsor Town Green, *701 McClelland Drive*
- Bandstand and Pavilions. Shade Tree Bosque area, lawn areas, fountain, children's play area for ages 2 to 5 years and 5 to 12 years. Electrical access, parking and restrooms (Huerta Gym).

Park Sites Continued

Acorn Park, *7543 12th Hole Drive*
- Play area for children 2 to 5 years old.

Lakewood Meadows Park, *9150 Brooks Road South*
- Separate play areas for children ages 2 to 5 years, and 5 to 12 years. Volleyball court setup, lighted basketball court, bocce ball courts, large turf area, walking paths, picnic area with barbeques.

Los Robles Park, *10860 Rio Ruso Drive*
- Open turf area, group grill, picnic tables, horseshoe pits, swings, play area for children 2 to 5 years.

Michael A. Hall Park, *431 Jane Drive*
- Play area for children ages 2 to 12 years, picnic area, oak grove, swings and volleyball setup.

Old Vineyard Park, *8452 Stomper Drive*
- Separate play areas for children ages 2 to 5 years, and 5 to 12 years. Open grass area, sitting benches, walking and jogging paths. This park is irrigated with recyclable water.

Pleasant Oak Park, *302 Sugar Maple Lane*
- Quarter-acre dog park, a protected wetland area, two volleyball courts, separate play areas for children 2 to 5 years, and 5 to 12 years, picnic tables, barbeques and horseshoe pit.

Pueblo Viejo Park, *45 Third Street*
- Play area for children ages 2 to 5 years, half basketball court, picnic tables, and barbeques.



Michael A. Hall Park

Quail Run Park, *7765 Foppiano Way*
- Play area for children ages 2 to 5 years, picnic area.

Robbins Park, *100 Billington Lane*
- Open play fields, picnic areas, barbeques, jogging trails, play area for children ages 2 to 5 years, and ages 5 to 12 years.

R.T. Mitchell Park, *7501 12th Hole Drive*
- Picnic tables, sitting benches and oak grove.

Shadetree Park, *8457 Shadetree Drive*
- Heritage Oak tree with sitting benches.

Starr Creek Park, *481 Decanter Circle*
- Open grass area and walking path. This park is irrigated with recycled water.

Sutton Park, *1030 Robbie Way*
- Play area for children ages 5 to 12 years, horseshoe pits, picnic tables, barbeques and basketball court.

Vintage Oaks Park, *1201 Mitchell Lane*
- Separate play area for children ages 2 to 5 years, and ages 5 to 12 years, basketball court, bocce ball courts, gazebo, picnic



Family Movies on the Green

Park Reservation and Application Process

The Town of Windsor administers the rental of all Town Parks, which are available on a first-come first-serve basis. Reservations may be made up to one (1) year in advance. Professional and friendly staff are available to assist you in finding the perfect fit for your special event. Park tours are available by appointment.

Applications may be obtained at www.townofwindsor.com or by calling the Parks and Recreation Department at 838-1260 or in person at the Parks and Recreation office at 9291 Old Redwood Highway, Building 300D. Office hours are Monday through Thursday from 7:00am to 6:00pm.

Completed applications with a deposit and non-refundable application fee may be faxed (only if paying by credit card) to (707) 838-1264, brought in person to 9291 Old Redwood Highway, Bldg 300D, or mailed to the following address: Town of Windsor, P.O. Box 100, Windsor, CA 95492.

Rental reservations will be considered for approval upon receipt of the following:

- Completed and signed Park Use Application.
- Deposit and application fee submitted to the Parks and Recreation Department.
- Advance publicity should not be done until the application has been approved.

General Information

The following helpful tips may assist you when organizing your special event:

- Keiser Community Park is the largest of all Town owned parks.
- There are public restrooms at all of the community parks. Public restrooms are not available at neighborhood parks.
- Porta-potties can be rented for event, prior approval required by Park Maintenance Superintendant.
- Trash and recycling bins are provided at each park. Recycling is strongly encouraged.
- On-site parking is available at the community parks only.
- Glass containers are NOT permitted in Town parks.
- Amplified sound is permitted at our parks with an amplified sound permit.

Frequently Asked Questions and Helpful Tips

- **Can I have jump house amenities at my event?** Yes, "temporary amenities" such as jump houses are permitted by special use permit. Approval and placement of amenities is at the discretion of the Parks and Recreation Department. Companies providing amenities will be required to meet all Town of Windsor insurance requirements.
- **Are restrooms available for use during my event?** There are restrooms facilities at all community parks and are open and available during your scheduled event. With prior approval, portalets can be rented, cost to be absorbed by renter for other locations. Approval and placement of portalet units is at the discretion of Parks and Recreation Department.

Frequently Asked Questions and Helpful Tips

- **Can I serve Alcohol at my event? If so, what type and how much?**
  Alcoholic beverage can be served at an event with a special permit, amount determined by staff. Renter must agree to provide the necessary insurance requirements. Security guards are a requirement if alcohol is served. Hard alcohol is not permitted in Town of Windsor Parks.
- **Can I have music at my park event?**
  Yes, amplified sound, including DJ's, live music and/or recorded music is permitted by special permit only. Additional fee is required for use of amplified sound. All amplified sound must cease by 9:00pm, per Noise Ordinance Title XVII, Zoning Article 3, Chapter 27.20.
- **Where can we play if fields are closed due to weather or maintenance?**
  Certain fields are designated each winter to accommodate the demand of sport groups, you may call the field hotline number at 838-5944 for information. These fields will be taken out of service in the spring when other fields are open for use.
- **Isn't Wilson Ranch an all weather field?**
  Wilson Ranch has a sand channel drainage system. This allows the fields to shed water quickly but does not mean it is an all weather field. Heavy rains can still saturate the clay soil between sand channels. If impacted with use, these channels will collapse and create a "cap". This cap blocks water from entering the channel drainage system.
- **Can I stake into the grass in Windsor Parks or on the Town Green?**
  With prior approval, staking is permitted. Park Maintenance Division designates specific areas, staking down to a maximum of eight (8) inches deep is permitted.
- **Do I need to have insurance?**
  Insurance will be required for groups of 50 or more, when alcohol is being served or amenities are brought into Town parks. If required, special event insurance can be purchased from an independent "special event" insurance company.

Frequently Asked Questions and Helpful Tips

- **Who can rent the Town Green?**
  The Town Green may only be rented/reserved by non-profit organizations hosting community wide events that strengthen community image and sense of place while supporting economic development.
- **Is there potable water on the Town Green?**
  There are two drinking fountains available, and three fresh-water hose bibs located on the Town Green, near the East, West and Central Pavilions.
- **Is there electricity available on the Town Green?**
  Yes, there are numerous 110v electrical outlets spread throughout the Town Green, three 220-service outlets at Bandstand and Pavilions, and three 50-curcuit outlets at Sparks Memorial Stage and main electrical panel.
- **Can I advertise on the Town Green?**
  With prior approval, banners and print material can be displayed in designated locations during an approved event on the Town Green. Direct solicitation on the Town Green is prohibited in accordance with the Municipal Code 5-1-260.
- **Can I use the Electronic Banner Display Program?**
  Electronic banner displays are intended to serve as a limi ted public forum to non-profit organizations for non-commercial messages in accordance with E-banner display policy. Messages can run for 1-2 or 3-4 weeks.
- **Are vendors permitted on the Town Green?**
  Yes, vendors are permitted on the Town Green with prior approval in designated locations. List of participating vendors, insurance, and/or health department permits may be required.
- **Are recycling options available during my event?**
  Trash and recycling bins are available for use in every Town park. Recycling is highly encouraged.



Park Rental Fees

PARK PERMIT FEES

Cleaning/Damage Security Deposit (refundable)

Groups of 501 and over	$500 min(case by case)
Service of alcohol or groups 151 and over	$200
No service of alcohol or groups 150 or less	$100

Application Fee (non-refundable) $61

Group Event Permit Fees

Resident Non-Profit:		**Resident Private/Business:**	
25-50 people	$146	25-50 people	$163
51-150 people	$217	51-150 people	$242
151-250 people	$483	151-250 people	$536
251-500 people	$665	251-500 people	$738
501-1,000	$950	501 - 1,000	$1,056
1,001-3,000	$1,364	1,001-3,000	$1,520
3,001 and over	$2,088	3,001 and over	$2,325

Non-Resident Private/Business/Non-Profit:

25-50 people	$179
51-150 people	$265
151-250 people	$589
251-500 people	$812
501 - 1,000	$1,162
1,001-3,000	$1,672
3,001 and over	$2,558



Non Profit Youth Sports Organization Fees

Resident: $17 per participant Non-Resident: $18 per participant

Adult Athletics Sports Fees Per Field

Resident: $50 per hour Non-Resident: $55 per hour

Additional Fees

Alcohol Use	$161 per event
Amplified Sound	$46 per event
Temporary Amenity	$81 per event
Vendor/Concessionaire	$81 per event
Facility Attendant	$45 per hour (events over 100 people)
Sport Field Lining Fee	$155 per event
Transfer Fee	$40 per request
Storage Container Fee	$102 per request per month
E-Banner Permit Fee	$76 per request
Additional Field Mowing	$282 per application

Park Rental Fees



WINDSOR TOWN GREEN

Cleaning/Damage Security Deposit (refundable)	$1500
Application Fee (non-refundable)	$55

Permit Fees:

Arbor and Pavilions	$310
Shade Tree Bosque	$310
Lawn Use	$310
Alcohol Permit Fee	$144
Amplified Sound Fee	$41

Maintenance Fees

Event up to 12 hours	$308
Event 12 to 24 hours	$565
Event 25 to 36 hours	$822
Event 37 to 48 hours	$1,079
Event 49 hours or more	$1,336

Road Closures / Parking Lot Closures
(Library parking lot, Huerta Gym parking lot, Duvander Lane,, Market Street, Emily Rose Court)

Resident Non-Profit	$234 per event
Resident /Business	$260 per event
Non-Resident Non-Profit/Business	$287 per event

Vendor/Concessionaire Booth Fees

Resident Non-Profit	$138 per event
Resident Business	$153 per event
Non-Resident Non-Profit/Business	$167 per event

Transfer Fee	$40 per request
Facility Attendant Fee	$45 per hour

Cancellation Policy

If a reservation is canceled sixty (60) days or more prior to event, 50% of the deposit will be returned.

If reservation is canceled between thirty-one (31) and fifty-nine (59) days prior to event, no deposit will be returned.

If reservation is canceled thirty (30) or fewer days prior to event, the deposit and all fees paid will not be returned.

Refunded deposits (or a portion thereof) will be mailed within six (6) weeks after cancellation.



Thank you for choosing our venue for your special event.

TOWN OF WINDSOR

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Creating Community Through People, Parks, and Programs