TOWN OF WINDSOR
TOWN GREEN RENTAL RATES

Town of Windsor, Windsor Town Green can be reserved on a first come first serve basis. The Windsor Town Green can only be reserved by non-profit organizations. A completed application along with a security deposit and application fee is due to reserve date and at time application is submitted.

Security Deposit (refundable) $1500

Application fee (non-refundable) $55

Fee Schedule Category

1. Non-Profit Organizations
    a. Only resident and non-resident non-profit organizations may rent the Town Green.
    b. Resident and non-residents have an IRS Code 501(c) determination letter.
    c. Government agencies (city, county, state and federal) fall under this classification for the purpose of determining rates and fees.

Fee Schedule

Fees for the Town Green are based on a combination of a fixed amount for the rental of all or a portion of the Town Green, various permit fees, a maintenance fee based on the length of the event, and a cleaning fee.

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

Maintenance Fees

Event Duration Category	**Fee**
Up to 12 hours	$308
12-24 hours	$565
24-36 hours	$822
37-48 hours	$1,079
49 hours or more	$1,336

Road Closures with Parking Signs/Parking Lot Closures

Category	**Resident Per Event Non-Profit**	**Resident Per Event Business**	**Non-Resident Per Event Business/Non-Profit**
Library Parking Lot use	$234	$260	$287
Huerta Gym Parking Lot	$234	$260	$287
Duvander Lane Closure	$234	$260	$287
Market Street Closure	$234	$260	$287
Emily Rose Court Closure	$234	$260	$287

Special Event: Vendor/Concession

Category	Resident Per Event Non-Profit	Resident Per Event Business	Non-Resident Per Event Business/Non-Profit
Event Booth	$138	$153	$167

Additional Fees

Transfer Fee	$40 per request
Banner Permit *(Exchange Bank)*	$76 per banner period/application

Facility Attendant Fees $45 per hour

Reservation Policy – reservations are accepted and valid upon the following:

1. Completion of Town application.
2. Deposit and the application fee submitted to the Parks and Recreation Department.
3. Reservations may be made up to one (1) year in advance.

Cancellation Policy

1. If a reservation is canceled sixty (60) days or more prior to event, 50% of the deposit will be returned.
2. If reservation is canceled between thirty-one (31) and fifty-nine (59) days prior to event, no deposit will be returned.
3. If reservation is canceled thirty (30) or fewer days prior to event, the deposit and all fees paid will not be returned.
4. Refunded deposits (or a portion thereof) will be mailed within six (6) weeks after cancellation.