

MAPLES FARM PARK HOMESTEAD AND PROPERTY POLICIES AND PROCEDURES

Maples Farm Park is located at 45 Bozrah Street (Rte. 163), Bozrah, CT. The property was purchased by the town of Bozrah in 2007 for the purpose of providing town residents a location for local community events and as a gathering place.

The homestead is location on 31 acres of farmland and woodlands. The homestead was built in the 1850's and was fully renovated in 2008. The homestead is suitable for groups of 48 people or less for celebrations and meetings. The homestead and property are available for rental 7 days per week 10 AM-10 PM. The grounds provide ample space for small or large outdoor recreational events. The grounds are used to host the Bozrah Farmers Markey Friday nights from 4 PM to 7 PM, July through October. The property is available upon approval for individual and groups all other times that do not conflict with the Bozrah Farmers Market schedule.

Reservations:

Individuals who wish to reserve the homestead, grounds, or both may do so by completing an application. Applications are available at the Bozrah Town Hall, 1 River Road, Bozrah. The town hall is open on Tuesdays, Wednesdays and Thursdays. The number for the town hall is (860) 889-2689. To be considered a "complete" application, payment for rental and security deposit must be submitted with the application. Incomplete applications will not be accepted.

The rental of property or homestead must be sponsored by Bozrah resident. The individual who reserves the property or homestead shall be responsible for the condition of the homestead and/or property following the event and prompt return of the key.

Applications will be reviewed at the next monthly meeting of the Maples Farm Park Commission following receipt of the application. The Maples Farm Park Commission meets the first Tuesday of every month. Applicants are encouraged to attend the meeting to answer any questions the commission may have regarding the application. The Commission will approve, disapprove, or table the application and notify the applicant of the Commission's decision within 48 hours of the Commission meeting.

Maples Farm Park Commission reserves the right to disapprove events that are inconsistent with the intended purposes of the property as determined by the Maples Farm Park Commission. Family atmosphere is the expected decorum at Maples Farm Park. Disruptive or Abusive behavior will not be tolerated.

Reservations are only secured after a completed application is approved by the Commission.

Bozrah Community Groups

Bozrah Community groups wishing to use the homestead on a recurring basis for meetings may do so by completing an application as set forth above. Reservations for recurring meetings will be approved for six month intervals and will require payment of a semi-annual maintenance fee, set annually by the Commission. The fee shall be used to maintain and clean the homestead and the grounds. Every six months thereafter, a community group wishing to continue using the homestead or grounds shall resubmit an application and the required yearly fee.

Payment

Security deposit of \$150 for homestead or property (refundable if property or homestead is left in proper order and key is returned).

Maintenance and cleaning fee for community groups applying for recurring use will be determined by the Commission based on use and frequency.

Homestead rental fee: \$100

Property rental fee: \$150

Both homestead and property: \$200

Security deposits, fees, and signed applications are due at least 30 days in advance of the event date. If an application is received less than 30 days prior to the event, the security deposit, fees, and signed application are due at the time the application is made. If the application is denied by the commission the security deposit, maintenance, and cleaning fees will be returned to the applicant within 7-10 days.

Payment of the maintenance and cleaning fee may be made in cash, money order, or check made out to "Maples Farm Park."

Security deposits will be returned to the applicant upon satisfactory inspection of the grounds after use. At the discretion of Maples Farm Park Commission, all or part of the security deposit may be retained to compensate for any damages, lost keys, or additional clean-up costs attributable to the renter.

A refund of the security deposit will be provided to the renter in the event of inclement weather, if the applicant provides notice at least 24 hours prior to the time of the event. The security deposit may also be applied to a rental at a future date, depending on availability.

If a renter cancels the event with at least two weeks' notice, the deposit and any fees paid shall be returned to the renter. If cancellation takes place less than two weeks prior to the event, 25% of the rental fee will be retained as a cancellation fee.

MFPC reserves the right to waive the security deposit or any applicable fee based on the function of the event (charitable/non-profit) as are determined by the MFPC.

Set-up

The applicant shall indicate in the application the amount of time needed for set-up prior to the event. Set-up times can be no earlier than 9:00 AM, the day of the event. Access to the grounds may be limited if there are multiple events scheduled for the same day. The Commission will do their best to accommodate applicant's requests for set-up times more than one hour prior to the applicant's event.

The renter is responsible for providing and setting-up of tables, chairs and other items for their event.

Break-down and clean-up

The renter is responsible for leaving the grounds in good condition and repair. What is brought in must be brought out. The renter shall also take down and put away furniture, signs, and other equipment from the event. Clean-up must be completed by 10 PM the day of the event.

Trash cans are available on the grounds, however, MFPC is not responsible for the disposal of trash. Trash cans shall be lined with heavy trash bags. For large outdoor events, groups larger than 200 or more, additional trash cans and port-a-lets must be arranged for and paid for at the renter's expense.

The renter is responsible for removal of all equipment and trash within two hours of the conclusion of the event. Failure to promptly remove equipment and trash within two hours may result in loss of security deposit (see, Homestead List of Usage Requirements).

Damages

The renter shall not cause or permit the grounds to be used for purposes other than intended by the MFPC as set forth in the MFP Commission statement and the stated purpose indicated on the renter's application. The renter shall not cause or permit the homestead or grounds to be damaged.

Indemnity

The renter agrees that he/she will indemnify, defend, hold harmless the Town of Bozrah and its employees, volunteers, and offices from and against any and all damage, loss, claims, suits, demands, actions, fines, liabilities, cost and expenses (including without limitation reasonable attorney fees) arising out of or in connection with damage to the homestead or property or injury to persons (including death) which arises out of the renter's use of the facility, including any acts or omissions by the renter, its agents, contractors, employees, invitees, servants, or subcontractors. Renter shall provide the Town of Bozrah with immediate notice of any injury or damage to person or property in, to or around the homestead or property of which it is aware.

Outdoor fires

The Bozrah Fire Marshal must approve any outdoor fires (pig roasts, BBQ, etc.).

Smoking

The homestead building is a non-smoking facility. Smoking is permitted on the MFP grounds in designated areas.

Animals

Farm animals may be on the grounds for the Farmers Market/Agricultural purposes with permission from MFPC. Animals are not permitted in the homestead. Dogs are permitted on the grounds. Dogs must be kept on a leash at all time. Owners are responsible for controlling their dogs. The owner is responsible for any injury to another person or animal caused by their dog. Owners are responsible for cleaning up after their pet or farm animals.

Parking

Parking is available for approximately 30 vehicles in the gravel parking lot to the left of the homestead and a handicapped drop off spot on the right side of the homestead near the ramp. Additional parking is available in the rear of the property. The renter is responsible for setting up the safety signs and cones on the street for large events (groups larger than 200 or more). Signs and cones are available at the homestead. The renter is responsible for providing parking lot attendants for events in excess of 200 persons.

Alcoholic beverages

Alcoholic beverages may be served on the grounds of MFP with prior approval of the MFPC. The renter is responsible for hiring or providing a bartender or caterer who has and provides a copy of the proper permits and liability insurance required by the State of Connecticut to serve alcohol. Any and all use of alcoholic beverages is limited to applicable local, state, and federal laws. Under no circumstances shall anyone under the age of 21 be permitted to consume alcohol.

Public Safety

There is no phone available at MFP. For communication in case of an emergency the renter is required to provide a cell phone number and have a cell phone with them on the day of the event or activity. The number should be provided on application form.

Homestead

Catered events need to be provided by licensed and insured caterers. The homestead does not offer a licensed commercial kitchen.

Please ask if you have something to display inside the homestead so we may determine the least damaging and most convenient method of allowing the display without causing unnecessary damage to the building. Items shall not, under any circumstances, be attached to the walls, doors or woodwork.

The upstairs of the homestead is off limits. The second floor is a private office space. Renters are not permitted upstairs.

A handicapped bathroom is available on the first floor.

Please see homestead usage list attached to the renter's application for further instructions.

Noises

Music and loud noise shall cease no later than 9:00 PM.

Trails

No motorized vehicles are permitted in the trails or woods.

Questions

Call the Town Hall and a member of Maples Farm Park Commission will get back to you.

We welcome you and ask that you remember that this is a nonprofit function of the town of Bozrah. Maples Farm Park is organized by Maples Farm Park Commission volunteers. There are no paid positions (i.e. cleaning crew, event planner) and most of what is available has been made available for by donations and grants. Please respect the hard work and diligence of the townspeople of Bozrah for enabling us to all enjoy this beautiful place.