

PLEASE READ!

For anyone who reserves the Windsor Town Hall on Saturdays, please **DO NOT** park on the side of the building facing the Post Office in front of the loading dock. The Post Office Gets deliveries on Saturdays and the truck utilizes the area to back up to the door. Also, please **DO NOT** block the water house as it needs to be accessible to residents.

Event insurance is **required** to use the building. Evidence of this insurance must be provided to clerk staff prior to receiving a building key for the event. This new requirement is to protect the town and other residents should any injuries or property damage occur. Insurance can be obtained as a writer to homeowner's insurance or through a program the Town partners with – GatherGuard.

<https://app.gatherguard.com/?v=0419-586>

Town's Venue ID code: 0419 586

Requirements:

- ☐ Remove your trash, **which includes the bathroom trash.**
- ☐ Tables and chairs need to be wiped down.
- ☐ **No** alcohol or tobacco on the premises.
- ☐ **Do not** leave doors open during your event.

- ☐ Before leaving make sure:
 - All windows are closed
 - All lights are off
 - Heat is turned down to 55
 - Sweep & mop the floor
 - **MAKE SURE EXTERIOR DOORS ARE LOCKED WHEN LEAVING!**

Please make sure to read **all** the rules for the Town Hall and abide by them so we can continue this service for Windsor Residents.

THANK YOU!!! 😊