

# **WICKHAM PARK--RULES & REGULATIONS**

1329 West Middle Turnpike, Manchester, CT 06040 (860) 528-0856

- Our vehicle entrance fees to the Park are \$7/car on weekdays, \$9/car on weekends. Fees for vehicles such as buses, limousines, and passenger vans (not including mini vans) are available upon request. Guests for Cabin, Emerald Room, or garden weddings do not pay a vehicle fee.
- The speed limit throughout the Park is 15 miles per hour. As host of your event, if you could please share with your guests the need for slow travel due to heavy pedestrian traffic.
- Parking is permitted only in designated lots. No roadside parking is allowed.
- Rollerblading, roller skating, drones, scooters, skate boarding, & pig roasts are not allowed.
- Dogs are allowed and must be kept on a leash at all times but never permitted in the Aviary, Sensory Garden or playground areas.
- Consumption of food and beverages is permitted only in picnic areas.
- Live musicians, juke boxes, disc jockey systems and generators are prohibited.
- Commercial vending and solicitation are prohibited.
- Recycling is required. Designated areas will be provided with separate containers for recyclable materials. Bagged trash is to remain inside of receptacles. Park staff will remove.
- A limited amount of sports equipment is available for rental, on a first come first serve basis, at the front entrance.
- Other rules and regulations as explained by park personnel will be complied with.

## **Reservations:**

- Reservations must be made for groups over 15 people. For rates and available dates call Wickham Park. All guests for picnic reservations must exit the park by sundown.
- Activities and special events, other than those for which the park provides facilities, are prohibited unless previously approved by the Park Director. Insurance coverage may be required.
- Egg tosses and water balloon games must be cleaned up properly or fines may be incurred.
- Inflatable rental equipment is restricted to certain areas and is allowed by permit only. Notification to the park office is mandatory and must take place at least one week prior to scheduled event date. Insurance coverage is required, and proof of insurance must be submitted prior to the event for approval.
- Wedding Ceremonies are not allowed to throw rice, rose petals or confetti. Bird seed is permitted except in the Cabin area.
- Alcohol is permitted within picnic areas only. The group or organization using park facilities must control alcoholic beverages as provided, agrees that alcohol will not be sold under any conditions to group members or the public, agrees to disseminate these rules and regulations to group members, ensures that the legal drinking age is strictly observed and that any alcoholic beverage dispensed will be kept in the rental site.
- An additional deposit, varying by area reserved, is required prior to the date. This deposit will be fully refunded as long as cans/bottles are recycled in the provided containers, the area is left in a reasonably clean and undamaged manner and park rules and regulations are obeyed. If the aforesaid conditions are not met, then you will receive only a partial refund or none at all, and/or may be restricted from Wickham Park.
- There is a \$25.00 charge for all returned checks.
- Security deposit checks will be returned within three weeks after an event date.

## **Cancellations:**

- There will be no refunds given to any pavilion rentals, garden functions or Cabin packages due to inclement weather, with the exception of the Beech Grove areas. Beech Grove reservations must be cancelled by phone on the day of the event to be considered for a refund. An 80% refund may be made at the discretion of the Park. Chair rentals for garden functions will be refunded 50% in the event of cancellation because of weather.
- Except for Cabin Packages, cancellations received more than 10 weeks prior to the reservation date will be subject to a 20%, or \$15 processing fee (whichever amount is greater). A 50% refund will be given if a cancellation is received within 10 weeks but no less than 6 weeks prior to the reservation date. No refunds will be given for cancellations made less than 6 weeks prior to the reservation date. Additional fees may be required for changing the date of a previously scheduled event.