

Conditions & Responsibilities for Shade Structures & Pavilions

• 560 High Street Clinton, MA 01510 | Office Visits by Appointment Only | 978-365-4140 •

Included Facilities: Savage Field & Philbin Memorial Shade Structure

Booking Requirements

- **Bookings are on a first come, first served basis. There are no holds prior to receiving a signed rental agreement, \$100 refundable CASH security deposit, and the total hourly rental fee.** CLINTON PARKS AND RECREATION is unable to reserve your date without ALL the above materials submitted. All rental payments must be made via cash, check, or card.

PLEASE NOTE: A small processing fee is required for all credit and debit cards. All checks can be made payable to: "Town of Clinton".

Payment of \$100 Security Deposit

- The security deposit will only be returned if ALL outlined conditions are followed, and *the space is left how it was prior to your rental.*
- If there are damages and/or an unclean space left behind, the renter's security deposit will be forfeited.
- All security deposits must be remitted in cash.
- In the instance that a deposit is forfeited, a representative from the Parks & Recreation Department will reach out to the renter via email to provide notification and explanation of the rental violation.

**PLEASE NOTE:* If cash deposits are NOT picked up within 60 days of the rental the cash will be deposited as a donation to the department. Any bounced checks will require a cash payment and an additional \$35.00 bounced check fee will be charged and restrictions will be placed on your account.

Rental Fees

- The rental fee is required for *all reservations.*
- **The Clinton Resident fee is \$20/hr.**
- **The Out-of-Town fee is \$40/hr.**
- All set up and tear down time **must** be included in the reservation block, any additional time spent at the location impeding on other rentals outside of the designated time *will result in one's deposit being forfeited.*

Site Decoration

- Functions are limited to what can be hung from rafters or held in place through clamps or rubber bands.
- Use of nails, tacks, screws, staples, or any other item that will result in holes on the outside building are strictly prohibited.
- Renters must remove ALL decorations within designated rental time.

PLEASE NOTE: The following items are NOT allowed anywhere on the premises: glitter, smoke machines, inflatable water devices, silly string, commercial tents.

Rental Policies & Rules:

- Shade Structures & Pavilions are available to rent 7 days a week 8:00am-8:00pm.
- Prior authorization from the CPR office will be needed for occupancy over 35 people.

- Electricity is included in your facility rental and can be used for the duration of your reservation (Savage Only).
- All parks are open to the public so the facility will not be closed during your event, however with the rental agreement from the department you will have the ability to exclusive use of the facility/space designated for your rental and may kindly ask the public to vacate the space during your rental time.
- Renter must be present during the rental and is responsible for their guests during the time of the rental. If an illegal or dangerous situation occurs, please call 911 or the Clinton Police Department at 978-365-4111.
- Bonfires, BBQ Grills (charcoal or gas), use of open flames (candles & fireworks) are PROHIBITED. NO exception.
- Any commercial tents, inflatables, etc. must be sandbagged down, nothing may be staked into ground.

*PLEASE NOTE: Equipment such as inflatables require a copy of liability insurance from rental company or the renter, if equipment is privately owned. Prior department approval is required in advance.

Facility Cleaning/Trash/Equipment Removal

- As previously stated, all set up and tear down time must be included in the reservation block, any additional time spent at the location impeding on later rentals *will result in one's deposit being forfeited.*
- Any additional time needed must be added to your rental time at least one week prior and will be charged accordingly.
- TRASH POLICY is carry in/carry out, renters are required to dispose of their own garbage and bring their own trash bags. Excess trash left at the end of the event will result in one's security deposit being forfeited.
- Renters are NOT allowed to drive/park on any fields.

Town, County, State, & Federal Laws

- Renter agrees to comply with all applicable Town, County, State, and Federal laws and shall conduct no illegal act on the premises.
- Renter shall not serve/sell alcohol on premises at any time; *this is a dry facility.*
- CPR Facilities are always DRUG FREE and non-smoking. NO EXCEPTIONS. *This includes tobacco, and vaping of any kind.*
- Facilities are in residential areas; please be mindful of the neighbors.
- Since parks are public, all music played must be appropriate for all ages.

Cancellation Policy

- Renters must cancel 14 business days prior to the rental date for a *department credit in the full amount.*
- IF the reservation is canceled within 14 business days prior to rental, BOTH the \$100 security deposit and the remitted payment, will be kept and cashed as a donation to the department.
- IF an event is canceled by the department, an option to reschedule will be available or you will receive *a full reimbursement.*

Weather Policy

- If you would like to reschedule an event due to predicted weather, you will be required to reach out to the department at least 24 hours prior to your rental, during posted business hours and you may reschedule at no cost, but a refund will not be provided.
- If you do not request a reschedule prior to the event, and it is a rain out, no reimbursement or credit will be issued.

Park/Open Space Rental Form

Do you have a RecDesk account? Yes No

Event Information:

Event Type: _____ Est. Number of Guests: _____

Please provide a brief description of your event, include any special details such as use of inflatables, musical performers, etc.:

Will any outside vendors/entertainers be present? Yes No

**If yes, we will need proof of insurance from the company prior to your rental date.*

Event Date:

Event Start Time: _____ Event End Time: _____

**Please be sure to include time needed for set up/clean up.*

(Total Hours: _____ x Hourly Fee: _____ = Total Due: \$_____)

Primary Contact Information:

Full Name:

Address:

Phone Number: _____ Can you receive text messages? Yes No

Email Address: _____

Alternate/Emergency Contact:

Name: _____ Relationship: _____

Phone Number: _____ Email: _____

Rental Agreement Acknowledgement

* Please do not hesitate to contact our office with any questions about the above rules prior to your event during our posted business hours.

- (Initial): _____ If a cash security deposit and is not picked up within 60 days of the rental I agree and understand that the balance will be deposited as a donation to the department

- (Initial): _____ Any damages above and beyond the security deposit will be charged to the renter. If not paid the Clinton Police Department will be involved.

- (Initial): _____ I have read and understand that ALL policy and procedure must be followed in order to receive my rental deposit and have the eligibility to rent in the future regardless if otherwise stated in the description.

All Fire Department, Police Department, and Parks & Recreation, and Board of Selectmen rules and regulations pertaining to the use of the Parks & Recreation property must be strictly followed. The user will be held responsible for all damage to the facility and/or equipment, furniture, etc. therein. A fee will be charged to the user if cleaning is needed after use. Children must always be supervised. User is responsible for making sure the facility is clean and left as it was found. User also agrees to comply with the above statements of rules and regulations. **The CPR reserves the right to decline any rental requests depending on failure to comply with agreed upon policies, conflict of interest and/or nature of the event.**

By signing below, I acknowledge that I have read and understand all the terms & conditions that apply and agree to adhere to all rules & responsibilities put forth by the Clinton Parks & Recreation Department for the duration of the rental process.

(Print Name)

(Signature)

(Today's Date)

Office Use Only

Deposit Received: _____ Form of Payment: Cash Card Check # _____ Date: _____ Staff Initials:

Amount Received: _____ Form of Payment: Cash Card Check # _____ Date: _____ Staff Initials:

Deposit: Returned Kept If kept please detail reason below:

