

**Recreation Department
Pavilion Request
363 South Street, Northborough**

FACILITY USE APPLICATION FOR PAVILION RESERVATIONS

Applicant is responsible for reviewing the rules and regulations listed on the back of this form.

The use of the park *for profit* is **not allowed**.

There is a reservation fee for all functions.

All reservations must be paid in full by time of booking. **Dates will not be held over the phone.**

Group Name/Organization/Business: _____

Contact Person Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

E-mail address: _____

Program /Activity: _____ Number of People attending: _____

Date and Time of Activity: _____

Date Of Use: _____

Signature _____ Date: _____

RESERVATION FEE

- Non-profit organizations & Residents: \$125.00/for 6 hour block *for up to 50 people*
- For-profit organizations & Non-Residents: \$150.00/ for 6 hour block *for up to 50 people*
- **There are no refunds, please plan accordingly.**
- Invoices payable by check or online by credit card.
- Checks payable to the Town of Northborough must be included with application.
- Please mail all checks to the Recreation Dept. 63 Main St. Northborough, MA 01532

Office use only Check # _____ Amt: _____ Permit Sent: _____ Denied: _____ Date: _____

**NORTHBOROUGH RECREATION
FACILITY PERMITS RULES & REGULATIONS AGREEMENT**

- No more than 50 people for each booking.
- The Pavilion is now rented out in 6-hour increments. 10 am – 4 pm.
- Pavilion may be used during allotted time slot, no earlier and no later.
- The use of the park for profit is not allowed.
- Vendors or food/ice cream trucks are allowed in the park. Please note people using the park will stop by to purchase food from the vendor. Since it is a public park, we cannot allow vendors to be for your parties' use only.
- The Recreation Department is responsible for scheduling the pavilion.
- Application fee must accompany the request form.
- Please keep a copy of your approved permit with you during use.
- Grilling is allowed but the park does not have grills. Grills must always be attended to and placed away from structures and trees.
- No Charcoal grills.
- Alcohol and glass containers are not permitted.
- Trash will be emptied by DPW at 4pm.
- Rain dates are not scheduled in advance. Please call the office ahead of time to reschedule due to inclement weather.
- Inflatables ('bouncy houses') are not permitted due to liability.
- **No hanging anything on the pavilion with tacks/nails or tape.**

By reserving the facility, you agree to follow the rules above. Please sign below to ensure you understand town regulations.

By signing below, I agree to the rules stated above and agree to be responsible for the activity/function stated on this permit. I understand that I am responsible for enforcing these rules and making sure that the park is clean after the function. Failure to do so will result in a damage deposit and/or loss of future reservation privileges. I understand that the department reserves the right to cancel this reservation because of maintenance issues, scheduling conflicts, natural disasters, public health emergency and other issues beyond human control.

Please initial

_____ I understand that if more than 50 people attend you will be charged another \$100.

_____ I understand that weather cancellations are not made in advance.

_____ I understand that we are responsible for cleaning our own trash. Trash will be picked up by the DPW at 4pm. If any other trash is left behind it is my responsibility to carry it out of the park.

_____ I understand that there are no refunds and rescheduling for inclement weather must be done in advance.

SIGNATURE: _____ **Date:** _____