

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

- No more than 50 people for each booking.
- The Pavilion is now rented out in 4 hour increments. 10am – 2pm or 3pm – 7pm.
- Northborough sports teams may rent for 2 hour end of year parties by calling the Recreation Dept.
- The use of the *park for profit* is not allowed.
- The Recreation Department is responsible for scheduling the pavilion.
- Application fee must accompany request form.
- Please keep a copy of your approved permit with you during use.
- Grilling is allowed but the park does not have grills.
- Alcohol and glass containers are not permitted.
- Individuals reserving the pavilion are responsible for removing waste from the area (dumpsters are located in the park).
- Inflatables ('bouncy houses') are not permitted due to liability.
- **No hanging anything on the pavilion with tacks/nails or tape.**

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: | Time of Use: |
|--------------|--------------|

Signature _____ Date: _____

RESERVATION FEE

- Non-profit organizations & Residents: \$50.00/for 4 hour block *for up to 50 people*
- For-profit organizations & Non-Residents: \$65.00/ for 4 hour block *for up to 50 people*
- **There are no refunds, please plan accordingly.**
- 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

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| <i>Office use only</i> Check # _____ Amt: _____ Permit Sent: _____ Denied: _____ Date: _____ |
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