

**TOWN OF WINCHENDON
AGREEMENT FOR THE USE OF
WINCHENDON COMMUNITY PARK & OTHER RECREATION AREAS**

Recreation Office, 109 Front Street

Winchendon, MA 01475

Phone: 978-297-5410 Email: Tnewton@Winchendon-ma.gov

A parks use agreement is required when your group is larger than 25 people and/or you would like to reserve any area of the park for your exclusive use. Permits will not be available @ WCP or GAR Park during dates that have sponsored recreation events. Hours of use will be limited from Dawn to Dusk unless an approved special request accompanies the application. Dates are reserved on a first come first serve basis with an approved application and received payment. If event requires overflow parking in the soccer field the entire park rental fee will apply.

USER INFORMATION:**Application Date:** _____

1. Group/Event Name (to be defined as User): _____

2. Organization: _____ ☐ Resident ☐ Non-Resident ☐ Non-Profit

3. Event Date: _____ Proposed Rain Date: _____

4. Event Description: _____

5. Contact #1: Name: _____ Telephone: () _____
 Address: _____ Cell #: () _____
 _____ Email: _____

Contact #2: Name: _____ Telephone: () _____
 Address: _____ Cell #: () _____
 _____ Email: _____

Number of people expected at event: _____ Hours of Use: _____
 (Additional Porta Potty Fees may apply) (Dawn til Dusk)

Has Group/Event used the park or property previously: ☐ Yes ☐ No

If so, what was the name of the Group/Event: ☐ Same as Above ☐ Other: _____

Park/Property Area(s) Requested for Use. Check all that apply:

- ☐ Trails ☐ Soccer Field ☐ Gazebo ☐ GAR Park ☐ Field at end of cul de sac
☐ Amphitheater ☐ Entire Park ☐ Bike Path/Grout Park
☐ Other (specify): _____

Event Times (including set-up, teardown and cleanup). User must provide the Town with an Event Schedule prior to the event. ☐ Completed

Start Date: _____ Time: _____ am/pm

End Date: _____ Time: _____ am/pm

Will you be charging a fee to attend this event? _____ If so, how much? _____

Will food or beverage be served? _____ If yes, be specific _____

Will alcohol be served? _____ Has a permit been attained? _____

Do you want to use our Alcohol Vendor? _____ Has the fee been paid? Y/N
(Fee of \$100 applies)

Will you need access to electricity? _____

Will you have any of the following entertainment? Check all that apply: ☐ Completed

☐ Music ☐ Concert ☐ Dance ☐ Exhibition ☐ Cabaret ☐ Public show

☐ Car show ☐ Other Entertainment: (specify) _____

Other Equipment/Supplies being used (responsibility of the User). Must provide the Municipality with a map indicating all locations prior to event: ☐ Completed

☐ Fencing ☐ Stakes being driven into ground or any other surface

☐ Other: (specify) _____

CANCELLATION POLICY: If you cancel a facility/field reservation 30 days prior to your event date you will receive a 50% refund. If less than 30 days' notice is given, no refund will be issued.

****Refunds are not issued due to weather related conditions.**

The lessee or user of the facility/field will hold the Town of Winchendon and all its legal agents harmless from any problem resulting from the leasing or utilization of the premises. The Town of Winchendon reserves the right to cancel any permission, whenever, in its discretion, such cancellation seems advisable & permits are subject to change.

The applicant, through its authorized representative whose signature appears below, agrees to be the responsible party and agrees to comply with all the terms and conditions as contained in this agreement for the use of town property.

Signature of Applicant: _____ Print Name & Title: _____

Smoking is not allowed in any public buildings.

For Office Use Only

Date, time and facility available and approved: _____

Recreation Coordinator Signature

Application approved with the following conditions: _____

Payment Received _____ Yes _____ No
In the amount of: \$ _____

Certificate of Insurance Required _____ Yes _____ No

(Certificate is to name the Town of Winchendon as an additional insured. Certificate shall be sent to the Town Manager's Office at least 48 hrs. prior to the event date).

Town Staff Required _____ Yes _____ No
In the amount of: \$ _____

(If yes, the applicant agrees to pay a minimum of four hours' time and one-half pay per union contract. Check made payable to the Town of Winchendon 48 hrs. prior to date of event).

Detail Police Required: _____ Yes _____ No

(If yes, the applicant will make request to the Police Chief and pay the detail rate in accordance with union contract. The Police Department will invoice the applicant).

Entertainment Permit: _____ Yes _____ No

(If yes, the applicant will Fill out permit and submit it to get on BOS agenda for approval and pay fee 30 days prior to event date).

Board of Health Permit: _____ Yes _____ No

(If yes, the applicant will complete and submit all permit paperwork and fee to the Board of Health at least 30 days prior to event date).

1 Day liquor license: _____ Yes _____ No

(If yes, the applicant will complete all permit paperwork and submit to the Town Managers office to get on the BOS agenda at least 30 days prior to event date).

TERMS & CONDITIONS

1. Users of town property must leave the area used clean and orderly.
2. If furniture is moved, it shall be done with care to prevent any damage to the Town property and furniture returned to its original position.
3. Users of town property cannot charge an admission fee without prior approval to do so.
4. If refreshments are served, the applicant is responsible for providing all equipment for set up and disposal of trash. The town does not have any kitchen- like facilities for use. The applicant is responsible for obtaining the necessary permit(s) through Board of Health
5. Use of candles or open flames of any kind are prohibited.
6. Programs may not disturb neighboring businesses or homeowners.
7. The Town of Winchendon is not responsible for any material or equipment left behind or broken during a function, unless it is proven the Town is responsible through its gross negligence. Any incidents are to be reported by the next business day to the Town Manager's Office.
8. It is the responsibility of the applicant to apply for permits required by the Board of Selectmen and other Local Departments.
9. No alcoholic beverages are to be served or consumed on town property unless proper permitting is obtained. One day liquor permits are granted only through the permitting process of the Local Licensing Authority (Board of Selectmen) according to Town Bylaw Article 18, Section 18.3 as amended May 24, 2004.
10. The Town of Winchendon reserves the right to revoke use of town property privileges at any time and in the best interest of the Town.
11. Any publicity announcing events held on town property must clearly state that the Town is not a sponsor of such event.

WINCHENDON COMMUNITY PARK RULES

The Town of Winchendon welcomes and encourages the use of this park and facilities as resources for social, educational, leisure and recreational uses. This park is here for your enjoyment. Please be respectful of others in conduct and speech. Follow these rules for the best use of our facilities and enjoyment by all..

The rules and regulations hereinafter enumerated are the official rules and regulations to guide users of this park and recreation area in proper conduct for the enjoyment of all other users of park and recreation areas and for the preservation of community property.

ANIMALS

- Animals must be leashed, shall not excite fear or otherwise disturb others.
- Excrement must be picked up and removed from the property using tools or supplies provided by the animal's handler.

RESTRICTED ACTIVITIES

- Hunting or Trapping of any kind
- Engaging in any type of fighting for sport, entertainment, or arguments is not permitted
- Engine powered models, toys and drones are not permitted
- Overnight camping or sleeping is not permitted (unless authorized by Park Committee)
- Soliciting for sale, soliciting contributions or begging is not permitted

REMOVAL and DAMAGE to PROPERTY

- Removal, damage or defacing of buildings, structures, natural features, trees, plants, flowers and lawn areas is prohibited.

GLASS BOTTLES & CONTAINERS

- Glass bottles and containers are prohibited within Winchendon Community Park

TRASH and REMOVAL

- All trash generated while in the park shall be properly disposed of in receptacles provided by the Town of Winchendon
- If there are no receptacles provided, the park user will remove all trash from the park
- In the rare case the receptacles are full and overflowing, the user will remove all trash from the park and not add to the problem

DEPOSITING of MATERIALS

- Discarding of materials in parks or park dumpsters is prohibited.
- Dumping of Yard Waste in the park is strictly prohibited

FIRES

- Fires in the park are prohibited (unless prior approval is received from the Park Committee) and then fires will only be allowed in designated areas and in grills. Grills must be attended to at all times. Fires and coals must be doused and properly disposed of before the park user leaves the park. Firewood must not be cut or gathered in the park. (NO OPEN FIRES ALLOWED)

WEAPONS

- No unlawful possession of firearms, other deadly weapons, BB guns, archery equipment, including cross bows, pellet guns, explosive devices or fireworks are permitted in the park.

COMMERCIAL ACTIVITIES

- No person may conduct commercial activities, charge admission or operate games of chance. Advertisements, handbills, placards or posters of any description are not permitted.

VEHICLES/TRAFFIC

- Motor vehicles, motorcycles and mopeds are not permitted off the main roads and parking areas.
- All motorized vehicles must remain on the paved roadways within the park.
- Mini-bikes, dirt bikes, ATVs, and snowmobiles are not permitted in the park.
- A vehicle left in the park overnight is subject to citation and tow.
- Vehicle maintenance other than repairs necessitated by an emergency are not permitted.

CONDUCT/BEHAVIOR

- Persons may not act in a dangerous, disruptive, offensive or noisy manner affecting the safety, peace and good order of the park and park visitors.
- Loitering in cars, parking areas, and any other area within the park is not permitted.

The rules and regulations as set forth above are hereby determined to be necessary to protect the health, safety and morals of the community and its inhabitants. The Winchendon Police Department have the authority to arrest, issue citations, issue trespass warnings, and ban from the parks any person or persons in violation of these rules and regulations.

**TOWN OF WINCHENDON
FEE SCHEDULE FOR THE USE OF
WINCHENDON COMMUNITY PARK & OTHER RECREATION AREAS**

Recreation Office, 109 Front Street

Winchendon, MA 01475

Phone: 978-297-5410 Email: Tnewton@townofwichendon.com

Rental Fee Schedule AD=All day

Location	Resident -4hrs	Resident- AD	Non Resident- 4hrs	Non Resident- AD
Soccer Field (Exclusive use or 25+ ppl)	50	100	100	150
Amphitheater (includes Cul de sac)	100	200	200	400
Trails (exclusive use only)	25	50	50	75
Field by cul de sac (Exclusive use or 25+ ppl)	50	100	100	150
Entire WCP	500	750	750	1000
Gazebo (Exclusive use or 25+ ppl)	50	100	100	150
Entire GAR Park	100	200	200	300
Non Profit-Weekday/ Non-Holiday**	Cost to Operate + \$15	Cost to Operate +\$25		
Non Profit- Weekend/ Holiday**	Resident Rate w/ no charge for overflow parking	Resident rate w/ no charge for overflow parking		
Additional Fees: ***	\$100 per hour for amphitheater productions-sound tech	Additional Porta Potty Rentals will be \$155 per unit	Staff Rate for 4hrs is \$155 additional-if applicable	Alcohol Vendor Use Fee \$100

** Non-profits can use our Alcohol vendor for no cost

*** Five dates per season (May-Oct) will be given at no charge on lottery basis for a 4hr duration on a weekday, non-holiday or a Sunday as long as no additional cost are incurred. i.e. extra porta potty cleaning, DPW trash detail ect...

Applications must be in by April 1st, 2023 to be considered for the lottery.
Only one date per organization can be requested.

