



Town of Buckland Recreation Area Pavilion Rental Application
66 Ashfield Road, Buckland

APPLICANT INFORMATION:

Check one: ☐ Individual ☐ Business ☐ Non-Profit Organization ☐ Other

Name of Applicant: _____ Business/Organization(if applicable) _____

Address: _____ (Proof of address may be required)

Primary Phone: _____ Email address: _____

EVENT INFORMATION:

Date requested: _____ Event type: _____ Number of guests _____

Time requested from: _____ to: _____ Availability from 9:00 a.m. to 9:00 p.m.

Please answer the following:

Is food being served? ☐ Yes ☐ No If yes, check one: ☐ Bringing own food ☐ Catered ☐ Food Truck
(additional permits and/or insurance may be required)

Is alcohol being served? ☐ Yes ☐ No (Please note that only beer and wine are allowed) If yes, a one day license may be required, please contact the Town for more instructions. A minimum of three weeks' notice must be given to the Town to process permits. Regardless of whether alcohol is being served, a one day general liability insurance is required for the event in the amount of \$1,000,000/\$2,000,000. See attached policy for more details.

Is live/amplified music (other than a personal stereo or speaker) or other forms of entertainment, like a DJ being used? ☐ Yes ☐ No (additional permits and/or insurance may be required)

****Please refer to the attached Pavilion Rental Policy for rental fees, and other requirements****

PLEASE READ AND SIGN:

As the applicant and permit holder, I have read the pavilion rental agreement and the rules and regulations and will take full responsibility in ensuring that the rules and regulations are reviewed with my guests and adhered to during the rental. I know my reservation permit will be immediately revoked if there is use of alcohol without a required permit, any illegal substance, violation of the law, and any behavior deemed inappropriate by the Town of Buckland. If at any time an unfavorable condition exists or conduct by a participant is deemed unsafe or creating a public nuisance, The Town of Buckland reserves the right, in the interest of public safety, to discontinue all activities or dismiss person(s) detrimental to the activity. As condition of use the permit holder agrees to furnish at their own expense, police detail if deemed necessary and to reimburse the Town of Buckland for any damages done to the site. I further agree to release and hold harmless the Town of Buckland, its officers, employees, agents, attorneys, board and commission members, and successors and assigns (collectively the "Town") from all liability or expense arising out of any incident occurring at the permitted facility. I further understand and agree that I must execute the attached indemnity and hold harmless agreement, as a condition of receiving a permit, releasing the Town of Buckland from all liability and expense arising out of my use of the permitted facility.

Signature of responsible party/organization: _____ Date: _____



Town of Buckland Recreation Area Pavilion Rental Policy

66 Ashfield Road, Buckland

Thank you for renting the Buckland Recreation Area Pavilion. Important information below outlines reservation procedures and the Rental Terms and Conditions for the use of this facility from the Town of Buckland. Please contact the Town via phone (413)625-6330 extension 1, or by email, adminassist@town.buckland.ma.us if you have any questions or concerns regarding the provided information.

APPLICATION PROCEDURE:

To reserve a date, renters must submit a completed application to the Town of Buckland. Rental fees must be paid within two weeks of the requested rental date. Application approval will be confirmed through email.

- Receipt of application by the Town of Buckland is a request and does not automatically constitute a facility reservation
- Reservations are taken on a first come, first served basis
- Applicants must be 21 years of age or older

GENERAL RULES & CONDITIONS:

The Town of Buckland is proud to offer outstanding, smoke-free facilities at the Buckland Recreation Area Pavilion.

Pavilion rental hours are 9:00 a.m. to 9:00 p.m. Time reserved must include set-up time, time decorating, and take-down/clean-up.

- The person named on the facility reservation will be held responsible for the following:
 - The condition of the facility and the conduct of the group using the facility. Person on the facility reservation must be present at the event the entire time.
 - Damages, loss, accidents or injuries to persons or property while using the Buckland Town property. Additional charges will be assessed to any applicant for damage, repair, or cleaning required by the Town of Buckland.
 - Any licenses/permits/insurance required to host the event. Name on application must match the name on the licenses/permits issued by the Town of Buckland.

RENTAL FEES:

- Reservations cannot be confirmed until the rental deposit is received by the Town. Only Buckland residents with a formal ID will qualify for the resident rate.
- Renters who require early arrival or stay later than the reserved time will be charged for additional time. Time reserved and paid for must include set-up, take-down and clean-up time.

	Rental Category	Monday-Thursday*	Friday-Sunday
1	Buckland resident	\$75.00 (4 hours) \$100.00 (8 hours)	\$175.00 (up to 12 hours)**
2	Private Leagues, Non-profit or community organization	\$50.00 (4 hours) \$75.00 (8 hours)	\$200.00 (up to 12 hours)**
3	Non-resident	\$100.00 (4 hours) \$125.00 (8 hours)	\$200.00 (up to 12 hours)**

*Monday holidays will be charged the Friday-Sunday rate

** A nonrefundable deposit of \$50.00 is required to secure the date

- Rental Fee includes:
 - 15 picnic tables (maximum capacity of 150)
 - Charcoal grill
 - Basketball/Pickleball Court
 - Baseball field
 - Fire pit with seating and lights (seasonally available, weather permitted)
 - Restrooms
 - Dumpster
 - Corn hole boards
 - Swimming pool is **NOT** included with your rental; pool day passes may be purchased inside the pool house on the day of your event.

INSURANCE/SPECIAL LICENSING & PERMITS

The Town of Buckland and/or the State of Massachusetts require Insurance Certificates, Special Permits/Licenses for the following:

FOOD-When serving to the general public, or when a caterer is serving food to the general public.

ALCOHOL-Anytime alcohol is being sold on Town owned property, a license is required (only beer and wine allowed), or if alcohol is being provided to the general public at no charge, a license is required. Those serving alcohol (renter, caterer, etc.) must secure a permit through the Town of Buckland. It is recommended that you allow 60 days for the approval of a license. General liability, and/or liquor liability insurance is required in the amount of \$1,000,000/\$2,000,000 is required.

ENTERTAINMENT-General Liability Insurance is required for live/recorded music, DJ, theater, etc.

OTHER-**General liability insurance coverage is required when renting the pavilion.** You may obtain this coverage from your own insurance agent, or through an online event insurance company. The Town must be named as an additional insured, and have liability coverage in the amount of \$1,000,000/\$2,000,000. Special permits/licenses are the responsibility of the renter and must be submitted to the Town of Buckland at least 3 weeks in advance.

Guidelines for Event insurance and other licensing while using the Rec Area:

Alcohol:

If alcohol is being **sold** at the event, a **one-day license** must be applied for from the Town and a **liquor liability insurance policy and general liability insurance policy** must be obtained (General liability with liability coverage for personal injury, bodily injury and property damages

including Products and Complete Operations with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate. The Town of Buckland must be named as an "Additional Insured". This would exclude an event where alcohol is being served or sold by a caterer (see the next paragraph for specifics pertaining to a caterer). Additionally, if alcohol is served to the **general public** and not a private function, a one day license is required regardless of whether the alcohol is provided at no charge or not.

If a caterer is serving or selling alcohol at the event, they must provide proof of their own state license from the ABCC and provide proof of Worker's Compensation and Employers' Liability Insurance including (i) Workers' Compensation Insurance providing statutory coverage as required by the Commonwealth of Massachusetts, and (ii) Employers' Liability Insurance coverage with limits of not less than \$500,000 per accident.

If alcohol is **BYOB or being provided at a private function at no cost** to the attendee, a special one day license would not be required, but we would require that **a general liability insurance policy** be obtained. The amount of the insurance should be \$1,000,00 per occurrence with a \$2,000,000 Annual Aggregate and The Town of Buckland must be names as an Additional insured.

If Alcohol is **not** being served, a general liability insurance policy must be obtained in the amount of \$1,000,000 per occurrence with a \$2,000,000 Annual Aggregate. The Town of Buckland must be named as an Additional Insured.

Insurance can be obtained by calling any local insurance company, or by going online to an event insurance company.

DECORATIONS

- Any decorations used at the event must be of a non-permanent nature and must be removed prior to the end of the event.
- Nothing shall be attached or fastened to any pavilion structure, wall, or surface of any means, and no tape (except the blue painter's style tape), tacks, nails, screws, push pins or similar devices may be used.
- Trash from your event must be put in the provided dumpster, or recycling bins.
- Any fire in the outdoor pit must be completely extinguished upon departure. The Buckland Fire Chief has the discretion of whether the conditions are unacceptable for a fire at any time.

Please return payment and proof of general liability insurance coverage to:

Town of Buckland Attn: Pam Guyette
17 State Street
Shelburne Falls, MA 01370

(413-625-6330 Extension 1)

For Office Use Only:

Date Received: _____ Payment: Cash _____ Check # _____

Received by: _____ Confirmation Letter Sent: _____

Balance due: _____ Copy to Pavilion: _____