

WILBRAHAM PARKS & RECREATION DEPARTMENT
SPEC POND RECREATIONAL FACILITY
2012 FACT SHEET

The Spec Pond Recreational Facility is tobacco free.

In order to further protect the health of our families, the pavilion, beach, parking lots and field areas are now smoke-free areas.
Smoking is not allowed anywhere within the boundaries of the Spec Pond facility.

Thank you for your cooperation.

The Town of Wilbraham is proud to offer outstanding facilities at the Spec Pond Recreational Facility for events such as church and corporate picnics, birthday and graduation parties, reunions, showers, weddings, and other types of outdoor gatherings.

The outdoor facility can be reserved by adults age 21 and older on weekends from May through early September. Non-holiday weekday evenings (Monday -Thursday) can be reserved at a discounted rate as availability allows. Town sponsored events have priority.

The overall pavilion area can facilitate up to 200 people during beach season and up to 250 people off season.

The area is open from 9:00AM and closes at dusk.

The park like facility includes:

- An open sided pavilion with picnic tables accommodating about 95 people (Up to 150 people fit under the roof)
- A kitchen with sinks and a refrigerator/freezer (No stove or oven). Outlets are available for crock pots, etc.
- Restrooms (one is handicap accessible)
- A covered barbeque pit for grilling (Renters must supply charcoal -20lbs. is recommended)
- A horseshoe pit. (Horse shoe kits may be rented for \$10.00 with a \$25.00 security deposit)
- A small play area for young children

- **The basketball courts and fields are not included** in the rental, but special arrangements may be made prior to rental. There is an additional fee to rent the courts, and/or ball fields. Check with the Parks & Recreation Dept. for more information.
- **The beach is not included** in the pavilion rental. Anyone in your party wishing to use the beach or swim will be considered as any other beach patron and must check in with the lifeguards and pay the appropriate daily rate. No swimming will be permitted outside regular beach hours or outside the designated beach swimming area. Bulk passes are available for larger groups at a discounted rate. Check with the Parks & Recreation Dept. for more information.
- **Inflatables** are not allowed except under certain conditions and must have approval prior to rental.
- **Alcohol:** Wine and beer only is allowed and only when an event is catered by an approved caterer with the appropriate insurance, the required alcohol permit (\$45.00), and meets all other standards set by the Town of Wilbraham. Check with the WPRD.

A fee is charged for the rental of the Spec Pond facility according to which facilities are being reserved and the number of attendees. These rates are determined at the time you reserve the facility. In addition to the rental fee, a \$250.00 security deposit is required and will be refunded after the facility has been inspected for post-event conditions and the keys have been returned. During your event, the number attending will be confirmed by a staff person. If the number of attendees exceeds the number you have paid for, the difference will be subtracted from your security deposit.

Reservations for the Spec Pond area will be taken beginning in January within the calendar year. Once reservations are confirmed, refunds will not be given unless the date can be filled with another event. A \$25.00 cancellation fee will be charged even if the date is filled with another event.

Those interested in reserving the Spec Pond Facilities should understand their responsibilities include:

1. Requesting and processing appropriate paper work with the Parks & Recreation Department.
2. Securing, if deemed necessary, all permits and licenses through the Wilbraham Selectmen's office.
3. Submitting proper payment and security deposit(s) with the rental contract.
4. Obtaining the key a few days prior to the scheduled event from the Parks & Recreation Office.
5. Providing appropriate clean-up of the facility when the event is finished.
 - There is a trash bin on the premise. Renters must place all rubbish in the bin at the close of the event.
 - Cleaning supplies and brooms are located in the pavilion to assist in the post-event clean up.
 - A complete clean-up checklist will be issued when keys are picked up.

If you have any questions regarding the rental of the Spec Pond facility or if you would like to rent the area, please call the Wilbraham Parks & Recreation Department during regular business hours at 596-2816.

W ILBRAHAM PARKS & RECREATION DEPARTMENT
APPLICATION PROCEDURE FOR THE RENTAL/USE OF THE
SPEC POND RECREATIONAL AREA

NOTE: The

rental contract must be received by the WPRD within seven (7) of days of your phone reservation in order to reserve the requested date. If it is not received within seven days, the date will be released.

Please carefully review the following information and instructions.

1. Complete the enclosed application. It must be signed by a duly authorized officer of your club, organization or company or by the individual over 21 who is responsible for fulfilling the contract terms. Any youth event must be chaperoned by an appropriate number of adults. This will be confirmed by the WPRD at the time of the rental.
A \$25.00 'urgent' fee may be assessed if your rental application is received within two weeks of your reservation.
2. Return completed contract with appropriate checks.
 - One check for \$250.00 is payable to the Town of Wilbraham. This is a refundable security deposit and will be returned to you after the post-event inspection is accepted, the keys are returned, and the attendance number in your party has been validated.
 - A second check is payable to the Town of Wilbraham for the confirmed rental fee. A bank check is required if confirmation is within 14 days of rental. (See attached invoice).
 - A third check maybe required if you are reserving any of the options listed on the second page of the attached invoice (beach bands, ball field, basketball courts, etc.).

These rental checks will be deposited two weeks prior to the event. **Once reservations are confirmed, refunds will not be given unless the date can be reserved with another event at the same rate. A \$25.00 cancellation fee will be charged even if the date is filled by another event.**

3. **Beer and wine only are allowed, and only if the event is catered by an approved caterer with the appropriate insurance and meets the standards set by the Town of Wilbraham. The caterer must secure a permit through the Wilbraham Selectman's Office.** To apply for a beer/wine permit the caterer must:
 - a. Submit a copy of the caterer's \$1,000,000.00 Certificate of Insurance Indemnification Liability to cover alcohol related claims. **This is mandatory.**
 - b. **At the time of application,** request must be made for a "special alcohol service license' (section 14) form from the Wilbraham Selectmen's Office. It must be completed and submitted with the rental application.
 - c. Submit a separate check for \$45.00 for the alcohol license. Make check payable to The Town of Wilbraham.

Please be sure that sufficient time (two weeks) is allowed prior to the event for the necessary approval.

4. A Sunday Entertainment License may be required for events which charge admission on Sundays. The general fee is \$10 to the Town of Wilbraham and \$10 for each activity to the Commonwealth of Massachusetts, depending on the hours of operation. The selectmen's office has applications and will assist in determining the fee. **Allow at least three weeks for processing of applications for Sunday Entertainment.**
5. All applications for rentals are reviewed by the Parks & Recreation Director and then submitted to the Wilbraham Police Chief for his review. In the event it is deemed necessary to have a police officer(s) on duty, it is the responsibility of the applicant to call the Police Department one to two weeks in advance of the event to make arrangements for hiring police officers. The fee for the officer(s) is to be paid the next working day after the event. Make checks payable to the "Town of Wilbraham", c/o Treasurer's Office, 240 Springfield St., Wilbraham, MA 01095.
6. It is necessary for you to call the Parks & Recreation Office a day or two (weekdays only) prior to the event to schedule a time to meet with the Office staff and to get the keys to the facility. The WPRD office is not open on the weekends.
7. If you have any questions regarding any part of the application or procedure, please call the Parks & Recreation Department, M-F, 8:30AM-4:30PM at 596-2816.

WE WISH YOU GOOD WEATHER AND A GOOD TIME!



SPEC POND RENTAL APPLICATION

All groups or individuals (over 21 years of age) planning to hold an activity at the Spec Pond Recreational Facility must complete this application and submit it to the Parks & Recreation Office. Please review the attached procedure information sheet. If not complied with, permits and licenses will not be issued. Permits must be picked up at the Town Office Building prior to the event.

NOTE: This contract must be returned within seven (7) days of the date confirmation (by the WPRD) in order to reserve the requested date. If it is not returned within seven days the date will be released.

DATE SUBMITTED: _____ **DATE REQUESTED:** _____

NAME OF ORGANIZATION OR INDIVIDUAL _____
(Must be age 21 or older) (PLEASE PRINT)

"In consideration of our organization/family using Spec Pond property, we agree for ourselves and our organization/family to hold harmless and not to sue the Town of Wilbraham, servants, agents, employees, officers, officials, representatives, insurers, and/or assignees for any injuries or property damage we may suffer or incur while utilizing or going to or from the Spec Pond facilities. I understand we/our organization is responsible for leaving the facility clean and orderly or we/our organization will forfeit the \$250.00 security deposit"

AUTHORIZED SIGNATURE _____ **TEL:** _____
_____ **CELL:** _____
PRINT NAME / DULY AUTHORIZED

ADDRESS _____
(STREET, CITY, ZIP)

EMAIL ADDRESS: _____
(Reservation confirmation will be emailed to you - please print clearly)

TYPE OF EVENT _____

DATE OF EVENT _____ **TIMES** _____ **# OF PEOPLE** _____

FACILITY NEEDED: PAVILION ___ **FOR AN ADDITIONAL FEE, IF AVAILABLE:** FIELD ___ BEACH ___ COURTS ___
(See page 2 of the enclosed invoice)

WILL EVENT INCLUDE BEER/WINE? _____ (Regulations apply, see attached procedure info sheet for details)

WILL EVENT REQUIRE A TENT? _____ (A permit (\$30.00 fee) must be obtained from the Building Inspector and a prior inspection of the tent and approval is needed from the Fire Dept.)

WILL EVENT REQUIRE A SUNDAY ENTERTAINMENT LICENSE? _____ (See attached procedure info sheet for details)

SIGNATURE OF PARKS & RECREATION DIRECTOR: _____

RECOMMENDATION OF CHIEF OF POLICE: _____

SIGNATURE OF POLICE CHIEF: _____ **DATE:** _____

NOTE: YOU ARE RESPONSIBLE FOR ALL ARRANGEMENTS IN ADVANCE CONCERNING KEYS, PERMITS AND POLICE COVERAGE (as deemed necessary).

SPEC POND RECREATIONAL FACILITY GUIDELINES

(Signature Required Below)

1. **SECURITY DEPOSIT:** A security deposit of \$250.00 is required with all reservations. After your event, there will be an inspection of the grounds and facilities you utilized. Your security deposit will **not** be returned if there is any damage or abuse to the grounds or facilities or if the grounds and facilities are not left in a clean and orderly condition. The WPRD Director has the sole authority to determine if it is necessary to keep the deposit to cover any neglect as well as to charge any additional amount necessary for any damage not covered in the original \$250.00 security deposit.

NOTE: The use of staples/staple guns is strictly prohibited in the pavilion area for stapling table covers to the picnic tables, stapling banners to the walls, etc. Removing staples, repairing holes, etc. is timely and a portion of your security deposit will kept for our time to do this. Possible alternatives would be duct tape, Scotch brand reusable adhesive strips, etc.

2. **SHELTER/ SEVERE WEATHER:** If severe weather is predicted, it is the responsibility of the individual who was authorized to rent the facility to monitor the weather predictions and determine the most appropriate action plan to secure the safety of the event participants.

- In case of impending severe weather and if time permits, event participants may be directed to return home or to a safer shelter.

3. **PARKING - MAXIMUM CAPACITY:**

- The authorized individual is also responsible for maintaining proper parking throughout Spec Pond, and abiding by all other rules and regulations listed throughout this contract.
- Patrons cannot be bussed into the facility without prior approval from the WPRD Director.
- During the beach season, beach patrons have parking priority.

Available parking during beach season:

- Pavilion Lot = 10 – 15 Spaces
- Basketball Courts = 20 – 25 Spaces
- Beach 10 – 15 Spaces

MAXIMUM RENTAL CAPACITY = 150-200

Available parking during off-season:

- Pavilion Lot = 10 – 15 Spaces
- Basketball Courts = 20 – 25 Spaces
- Beach = 40 – 45 Spaces

MAXIMUM RENTAL CAPACITY = 200-250

4. **TENTS:**

- Tents can only be placed next to the pavilion, between the pavilion and grill pit and only with an authorized permit.
- Tents must be approved by the Wilbraham Building Inspector and tents are inspected by the Fire Department.
- No tents are allowed on fields or parking lots.

5. **COOKING/FIRES:**

- All cooking must be confined to the grill pit in the picnic grove. Fires of any kind are not permitted.
- Do not remove coals from the grill after your event. We will do this when there is no risk of fire.

6. **INFLATABLES:**

- Inflatables of any kind are not allowed except under certain conditions and with prior approval. Check with the Parks & Recreation Department for more information.

The authorized individual is responsible for abiding by all other rules and regulations listed throughout this contract.

I have read, understand, and agree to the above information:

SIGNATURE OF AUTHORIZED CONTACT PERSON

TOWN OF WILBRAHAM PARKS & RECREATION DEPARTMENT

45C POST OFFICE PARK, WILBRAHAM, MA 01095

INVOICE FOR SPEC POND PAVILION RENTAL- PAGE 1

▶See attached page for other rental options ◀

TODAY'S DATE: _____

REQUESTED RENTAL DATE: _____

Authorized Individual: _____

Below are the 2012 rental rates. Rates are based on the number of guests using the facility. A Department staff member will take an attendance count at your event. Any adjustments in rental cost will be taken from the security deposit you have left with the WPRD.

Pavilion rental includes the pavilion, grill pit, and horseshoe areas only. Please see page two of this invoice for additional options (fields, basketball courts, beach, etc.)

	<u>Attendance</u>	<u>Resident</u>	<u>Non-Resident</u>
Mon. –Thurs.	Under 50	\$50.00	\$100.00
	50-100	\$75.00	\$125.00
	100-150	\$100.00	\$150.00
	Over 150	To Be Determined	To Be Determined
Fri.-Sunday and Holidays	Under 50	\$100.00	\$200.00
	50-100	\$150.00	\$250.00
	100-150	\$200.00	\$300.00
	Over 150	To Be Determined	To Be Determined

(If booking within 14 days, payment by bank check only) TOTAL RENTAL FEE DUE: _____

Security Deposit (Required)	All Events	\$250.00	\$250.00
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SECURITY DEPOSIT DUE: _____

Before mailing this completed pack, please check the following:

- I have included a check for the rental amount, as determined by the above chart. (Bank check required if sending check within 14 days of rental)
- I have included a separate check for any additional options requested. (See options invoice attached)
- I have included a separate security deposit check for \$250.00.
- I have included the completed and signed application.
- I have included the completed and signed Park Guidelines Form.
- I have included a separate check for permits and/or licenses if required.

"In consideration of our organization/family using Spec Pond property, we agree for ourselves and our organization/family to hold harmless and not to sue the Town of Wilbraham, servants, agents, employees, officers, officials, representatives, insurers, and/or assignees for any injuries or property damage we may suffer or incur while utilizing or going to or from the Spec Pond facilities. I understand we/our organization is responsible for leaving the facility clean and orderly or we/our organization will forfeit the \$250.00 security deposit and may be responsible for any additional cleaning or repair deemed necessary as a result of our family/organization causing destruction to the Spec Pond facilities."

I have read and understand all of the above information and have enclosed the appropriate checks.

Signature: _____

Date: _____

Make checks payable to: Town of Wilbraham

Mail completed paperwork to: Parks & Recreation Dept., 45C Post Office Park, Wilbraham, MA 01095

SEE 'RENTAL OPTIONS INVOICE' PAGE FOR INFORMATION ON FIELD AND BEACH RENTAL

TOWN OF WILBRAHAM PARKS & RECREATION DEPARTMENT
 45C POST OFFICE PARK, WILBRAHAM, MA 01095

INVOICE FOR SPEC POND RENTAL OPTIONS:

TODAY'S DATE: _____ **REQUESTED RENTAL DATE:** _____

Authorized Individual: _____

OPTIONS:

	<u>RESIDENTS</u>	<u>NON-RESIDENTS</u>	<u>AMT. DUE</u> (CHECK)
BASKETBALL COURTS: \$5.00/ Hour <i>(Subject to availability)</i>		\$10.00/Hour- Hours Requested: _____	_____
MULTI-PURPOSE FIELD: \$35.00/Hour <i>(Subject to availability)</i>		\$50.00/Hour- Hours Requested: _____	_____
BASEBALL FIELD: \$25.00/Hour <i>(Subject to availability)</i>		\$40.00/Hour- Hours Requested: _____	_____
PICNIC KIT: \$10.00 <i>(\$20.00 deposit required at time of pick-up)</i>		\$10.00 _____	_____

PARTY PACKAGE: Rent a field and a pack of beach bands and receive 10% off the options total!

BEACH: Those in your party wishing to use the beach or to swim must enter the beach by the concession stand and pay the appropriate daily rate. However if you wish to purchase discounted group rates you may do so by purchasing a pack of beach bracelets in the following amounts:

Circle your preference: 25pk @ \$75.00 50pk @ \$150.00 75pk @200.00 100pk @ \$250.00

NOTE: Bracelet packs must be purchased two weeks in advance and are refundable only if beach does not open due to inclement weather and the unused bracelets are returned.

TOTAL DUE: _____

These options are subject to availability and are non-refundable. You will be notified whether they will be reserved for you once your rental application has been approved. Should one of these options not be available, you will receive a refund on that option.

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I have read and understand all of the above information and have enclosed a separate check for any options checked above:

Signature: _____ Date: _____

Make checks payable to: Town of Wilbraham
 Mail completed paperwork to: Parks & Recreation Dept., 45C Post Office Park, Wilbraham, MA 01095