



# 2023 SPEC POND PINNEY PAVILION RENTAL APPLICATION

WPRD Office: 45C Post Office Park, Wilb, MA 01095 (413-596-2816) / Spec Pond Recreational Facilities: 5 Spec Pond Way, Wilb, MA 01095

WilbrahamRec.com

All groups or individuals (21 years of age and older) planning to hold an activity at the Spec Pond Recreational Facility must complete this application and submit it to the Wilbraham Parks & Recreation Department (WPRD). Please review the attached procedure/permitting information pages. If policies are not complied with, permits and licenses will not be issued.

**Special permits/licenses are the responsibility of the patron and must be submitted to the Selectmen's Office at The Town Office Building, 240 Springfield Street, Wilbraham, at least 5 weeks in advance of the event.**

Receipt of application by the Wilbraham Parks and Recreation Department (WPRD) is a request and does not automatically constitute a facility reservation. The application, along with security deposit and rental fee(s), is due at the time of booking. However, approval of special permits/licenses may take up to 45 business days; please plan accordingly. Application, along with security deposit and rental fee(s), for the use of WPRD facilities can be submitted by mail or in person to the WPRD located at 45C Post Office Park, Wilbraham, MA 01095.

### RENTAL INFORMATION (Required)

Date/s of Use: \_\_\_\_\_ Day/s of Week: \_\_\_\_\_ Time slot requesting: \_\_\_\_\_

(See Facility Usage Fees for time slot options, 3 hour minimum)

Type of Event: \_\_\_\_\_ Number Attending: \_\_\_\_\_

### APPLICANT INFORMATION (Required)

Private Individual  Business  Non-Profit  Other \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

(Confirmation is done via email, please print very clearly)

Address: \_\_\_\_\_

(Street, City, State, Zip)

### - AND/OR -

Name of Group/Organization: \_\_\_\_\_

Name of Person In Charge of Event: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

(Confirmation is done via email, please print very clearly)

Address: \_\_\_\_\_

(Street, City, State, Zip)

### FACILITY REQUESTED (As Available)

- Pavilion (includes kitchenette, covered patio, covered charcoal grill, bathrooms)
- Field – (a separate field rental application is required)
- Outdoor Basketball Courts – (a separate basketball court rental application is required)
- Other \_\_\_\_\_

### WPRD Use Only

► DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

SIGNATURE OF PARKS & RECREATION DIRECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

► FIELD PERMIT (as necessary) - DATE CONFIRMED: BY: \_\_\_\_\_ DATE: \_\_\_\_\_

► CONFIRMED WITH POLICE (as necessary): YES NO ► SELECTMEN APPROVAL (as necessary): YES NO

► PERMIT(S) REQUIRED? \_\_\_\_\_ Date scanned to selectmen's office: \_\_\_\_\_

► PAYMENTS RCVD:  Pavilion: \$ \_\_\_\_\_ Ck# \_\_\_\_\_ Date \_\_\_\_\_  Security Deposit: \$ \_\_\_\_\_ Ck# \_\_\_\_\_ Date \_\_\_\_\_  
 Field: \$ \_\_\_\_\_ Ck# \_\_\_\_\_ Date \_\_\_\_\_  Basketball Court: \$ \_\_\_\_\_ Ck# \_\_\_\_\_ Date \_\_\_\_\_

### Facility Usage: Groups and Fees - Please fill in the Fees Due section(s)

**NOTE: Businesses with non-Wilbraham addresses will be considered Group D.**

**Having a Wilbraham resident working at that company does not comprise business residency.**

**Select Rental Group Designation: (Please Check)**

**Group A**

- WPRD co-sponsored groups (FOR, Recreation Commission, etc.)
- Wilbraham Recreational Sports Teams

**Group B**

- Town of Wilbraham District School Organizations (classes, sport's teams not affiliated with the WPRD, etc.)
- Non-profit groups (Must provide 501c3 Number) **Non- Profit #** \_\_\_\_\_

**Group C**

- All Wilbraham groups, businesses and residents not already listed including: Fund-raising, private use and political activities (group, business, organization, etc. must be located in Wilbraham). **Only Wilbraham residents qualify for the resident rate.**

**Group D**

- All Non-Wilbraham groups, businesses, and non-Residents not already listed including: Fund-raising, private use and political activities (group, business, organization, etc. whose legal address is outside of the Town of Wilbraham)

**Please Circle Requests and Fill In Appropriate Fees: Set up and clean up time must be factored into rental hours**

RENTAL OPTIONS (3 hour minimum)	GROUP HOURLY FEE				
*Includes use of kitchenette, covered patio, grill pit and bathrooms.	A	B	C	D	*Time reserved and paid for must include set-up time, time decorating; band/caterer set-up; take-down and clean-up.
<input type="checkbox"/> <b>Weekday AM Slot: 9AM - 12:00PM</b> Not Avail July 6 - Aug 13	\$0	\$20	\$30	\$35	X _____ HRS = \$ _____
<input type="checkbox"/> <b>Weekday PM Slot: 12:00PM - 10:00PM</b> (Monday - Thursday) Not Avail July 6 - Aug 13	\$0	\$30	\$40	\$45	X _____ HRS = \$ _____
<input type="checkbox"/> <b>Weekend/Holiday Slot: 9AM - 10PM</b> (Friday (not avail July 6 - Aug 13), Saturday & Sunday)	\$0	\$35	\$45	\$50	X _____ HRS = \$ _____
*\$250 security deposit will be required for all rentals (separate check)					<b>TOTAL PAVILION FEE DUE \$ _____</b>

**ADDITIONAL OPTIONS - separate fees**

**Field(s):** separate fee, and depending on availability. Request a 'Field Rental Application'

**Outdoor Basketball Courts:** separate fee, and depending on availability. Request a 'Field Rental Application'

Court Request: # of hours: \_\_\_\_\_ Time Request: \_\_\_\_\_ until \_\_\_\_\_ *Total Fee Due:* \_\_\_\_\_

2nd Choice: \_\_\_\_\_ until \_\_\_\_\_

**PAYMENT:**

Reservation checks must be made out to: The Town of Wilbraham. Separate checks must be made for the following:

- **Pavilion Rental:** Amount: \$ \_\_\_\_\_ (bank check or money order only)
- **Security Deposit:** Amount : \$250.00 (\*separate check - personal check required for security deposit)
- **Field Rental:** A field rental application must be completed and approved (separate bank check or money order)
- **Basketball Court Rental:** A field rental application must be completed and approved (separate bank check or money order)

Rental checks (excluding security deposits) are deposited upon receipt and are refundable only in accordance with the cancellation policy outlined in the General Rules and Conditions section of this application.

I understand that this application must be approved and appropriate permits must be submitted before rental is confirmed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please insert YES or NO**



- Is this event open to the general public? \* \_\_\_\_\_
- Will alcohol be served? \* \_\_\_\_\_
- Will alcohol be sold? \* \_\_\_\_\_
- Will food be served? \* \_\_\_\_\_
- Are you using a caterer? \* \_\_\_\_\_ Name: \_\_\_\_\_ Contact Number : \_\_\_\_\_
- Will food be sold? \* \_\_\_\_\_
- Will there be amplified sound? \* \_\_\_\_\_ Please specify what type of amplified sound: \_\_\_\_\_
- Will there be entertainment of any kind? \* \_\_\_\_\_ Please Specify: \_\_\_\_\_
- Is this a charitable event? \* \_\_\_\_\_
- Will there be a suggested donation? \* \_\_\_\_\_
- Will there be an admission fee? \* \_\_\_\_\_
- Will you be using a tent? \* \_\_\_\_\_
- Please list additional event equipment you plan to bring: \_\_\_\_\_

*\*A special permit or license may be required through the Wilbraham Selectmen's Office which must be filed at least **35-45 days** prior to event. It is the responsibility of the applicant to secure all necessary permits through the Wilbraham Selectmen's Office. Please note special permit/license requirements on the town website: (<https://www.wilbraham-ma.gov/313/Business-Licenses>). The town provides a guide for planning your event and the types of permits that might be required on the website: <https://www.wilbraham-ma.gov/DocumentCenter/View/14/Planning-Your-Event---Private-Venues>*

**RELEASE & INDEMNIFICATION AGREEMENT (Signature Required)**

The applicant/person in charge is responsible for any damage, loss, accident or injury to persons or property resulting from the use of The Town of Wilbraham's facilities. Applicant shall be responsible for control and supervision of the people in attendance during the use of the facility and shall see that no damage is done to furnishings, fixtures or any part of the facility. Any violation of the Town's Rules and Regulations can result in denial of further permits and, in case of damage to a facility, financial reimbursement for repair or replacement will be demanded.

**I, the undersigned, have received and read a copy of the Town of Wilbraham's Rules and Conditions included in this packet concerning use of Town facilities and agree to comply with them. I, or my representative, agree to be present during the entire period of use of the facility by the applicant.**

In consideration of our organization/family using Town of Wilbraham 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.

Furthermore, I hereby agree that the Town of Wilbraham, its employees or officers, may act in an emergency as best fits the situation if efforts to contact me or any other responsible person fail. Renter is responsible for individuals who arrive and gain entrance to facility prior to contracted time to begin set up. The Town of Wilbraham assumes individuals arriving before scheduled entry have approval from renter and that time will be billed at the overtime rate since it has not been pre-paid.

**I understand that smoking of any kind is prohibited anywhere at the Spec Pond Recreational Facility.**

\_\_\_\_\_  
Signature of Applicant \_\_\_\_\_  
Date

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# **IMPORTANT RENTAL INFORMATION: PLEASE KEEP THE NEXT THREE PAGES FOR YOUR OWN INFORMATION ABOUT POLICIES & PROCEDURES**

Thank you for considering renting at the Spec Pond Recreational Facility. The important information below outlines the reservation procedures and the Rental Terms and Conditions for use of these smoke-free facilities from the Town of Wilbraham. Please contact the WPRD office if you have any questions regarding the information provided. 413-596-2816.

## **APPLICATION PROCEDURE**

Application, security deposit and fees are due at the time of making the reservation and must be submitted to the Wilbraham Parks & Recreation Office located at 45C Post Office Park, 01095. Applications may be submitted in person or by mail. Applicants must be at least 21 years or older.

- Reservations are taken on a first-come, first-served basis.
- Bank checks are required for rental fees.

## **GENERAL RULES AND CONDITIONS**

The Town of Wilbraham is proud to offer outstanding smoke-free 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 facility is an outdoor, open-sided pavilion.

### **Your rental includes:**

- A pavilion with picnic tables accommodating a maximum of 150 people.
- Renters are able to arrange the picnic tables as needed. Please be aware that the picnic tables may or may not be under the Pavilion at the day/time of your event, and may be arranged in a manner that is not conducive to your event, please allow enough time prior to your event for you to re-arrange tables as needed for your event. Renters are allowed to arrange picnic tables as needed for your event.
- A kitchen with sinks, ice machine 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 (three sections: renters must supply charcoal - 20-30 lbs. per section is recommended)
- An accessible playground for young children

**Note:** Other facilities at the Spec Pond Facility are also available to rent in addition to the pavilion (sport fields, courts, etc.).

- Smoking is not allowed anywhere at the Spec Pond Recreational Facility.
- Propane grills are prohibited at the Spec Pond Recreational Facility.
- It is the responsibility of the renter to secure all necessary special permits and/or licenses through the Wilbraham Selectmen's Office.
- Outdoor facilities may be rented, if available, on weekends and weekdays from May through early October. Town sponsored events have priority. The area is open from 9:00am and closes 10:00pm.
- Only the person whose name is on the rental application may make changes to the reservation. Changes must be approved by WPRD and additional fees may apply.
- **Keys must be picked up 2 – 3 days before the event. The WPRD office is open Mon-Fri, 8:30am-4:30pm (no weekends).**
- The Person in Charge must be available to WPRD staff for the duration of the event as needed. The WPRD reserves the right to full access to all activities at any time in order to insure that all Town rules and regulations, as well as County and State laws, are being observed.
- The Town of Wilbraham is not responsible for lost or stolen items and will not be responsible for any items delivered before or after the event.
- Rental time must include time spent decorating, band and caterer set-up, take-down and clean-up.
- **Trash from your event must be put in provided dumpsters.**
- The WPRD may require renter to provide safety/security personnel through the Wilbraham Police Department.
- Applicant/Person in Charge will be responsible for:
  - Damages, loss, accidents or injuries to persons or property while using Wilbraham Town property
  - Supervision and control of persons in attendance
  - Damage to furniture, fixtures or any part of the facility. Additional charges will be assessed to applicant for any damage, repair or cleaning required by the WPRD which is not covered by the \$250.00 security Deposit
  - Any serious injury or damage incurred on the WPRD premises shall be reported to staff immediately
- 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 be kept for our time to do this. Possible alternatives would be duct tape, Scotch brand reusable adhesive strips, etc.
- No refunds less than 30 days prior to event regardless of the circumstance.



## **GUESTS**

- Activities involving persons under 21 years of age must be supervised by adults with a ratio of one adult for every 15 minors. A list of chaperones may be requested seven days prior to event.
- Children are not allowed outside the pavilion area without adult supervision.
- Person in Charge is responsible for all guests' behavior. Violence, excessive drinking, loud behavior and unsupervised children are not permitted and will not be tolerated. Guests must adhere to all policies and procedures as outlined in rental contract.
- Person in charge assumes full responsibility for communication between them and attendees for events held.

## **INSURANCE, SPECIAL LICENSING AND PERMITS**

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

- **Food** – when serving to the public, when a caterer is serving food to the public, when preparing food at the facility for the public
- **Alcohol:** anytime alcohol is being consumed on Town owned property, a license is required (only wine and beer allowed). The caterer needs to secure a permit through the Town of Wilbraham. The state recommends that the caterer allows 60 days for approval of the license.
- **Entertainment** – permits required for: bounce house, music live or recorded, DJ, theater, clowns, etc.  
**Sunday entertainment: need town and state permit approval.**
- **Sunday Entertainment License** - (requires approval from the State - should apply at least 5 weeks in advance).
- **Tents** – tents of any kind must be permitted and inspected by the Wilbraham Building Department.
- **When the event is a charitable or non-profit event** – and attendance is likely to exceed 75 people.
- **When insurance certificates are deemed necessary**

**Please refer to the town website (<https://www.wilbraham-ma.gov/313/Business-Licenses>) for details on special permits and licensing**

It is the responsibility of the renter to secure required certificates, permits/licenses, etc. Special Permits/Licenses must be requested when reserving the Spec Pond Facility and submitted to the Board of Selectmen's Office **at least 5 weeks in advance**. All events on town/public property require permission from the Wilbraham Parks and Recreation Department and/or Board of Selectmen. The Selectmen review events to anticipate impact on public safety, traffic, pedestrians, etc. Inspections by the Health Department may also be required. **In the summer, Selectmen meet less frequently; early application is imperative.**

## **SECURITY DEPOSITS**

**A \$250.00 security deposit is required for all reservations, payable at the time of reservation.** The security deposit is separate from the rental fee and cannot be credited towards rent. Deposits will be returned no later than 30 days after the event if no damages or violations occur.

Security deposits will not be returned if any of the following occurs:

- The event has more than 150 attendees.
- Your event trash is not put in provided dumpsters.
- Occupation of facility beyond reserved and prepaid hours.
- Repair or replacement is required due to damages to building, furnishings or grounds.
- Equipment or furnishings is missing.
- Fire Department has to respond due to false alarm or exceeding stated capacity limits.
- Wilbraham Police or Fire have to respond due to failure to follow Town/County laws and ordinances, including but not limited to, the Town's sound ordinances and laws related to disturbing the peace.

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.

## **RENTAL FEES**

- Rental fees are due and payable at time of reservation. Reservation cannot be confirmed until fee is paid.  
Only Wilbraham residents qualify for the resident rate.
- Renters who arrive early or stay later than the reserved time will be charged for the additional time. Any facility use exceeding the prepaid time will be charged at double the hourly rate in full hour increments and taken from the security deposit.
- Time reserved and paid for must include set-up time, take-down and clean-up.
- Please understand this is an outdoor Pavilion subject to the elements and other factors (people, animals, weather, etc). Therefore we do not give refunds less than 30 days prior to event no matter the circumstance. You may arrive and the Pavilion may be dirty, picnic tables may be askew, an appliance may not be working, or other extenuating circumstances. We do our best to control these factors but being an outdoor pavilion that is rented outside of office hours we can only control so much. Please make sure to allow enough time prior to your event starting to set up, clean up, arrange picnic tables, etc.

## **RENTAL CANCELLATIONS**

- The following fees or penalties will be charged for cancellations:
  - Up to 90 days prior to event - \$30 cancellation fee
  - From 30 to 90 days prior to event - 50% loss of the Rental Fee
  - Less than 30 days prior to event – 100% loss of the Rental Fee
- In case of emergency, or for reasons beyond the control of the WPRD, the WPRD reserves the right to cancel a scheduled event. Refunds will be made available if an event is canceled by the WPRD.
- The WPRD reserves the right to cancel field reservations. The WPRD will make every attempt to provide as much advance notice of cancellation as possible.
- The WPRD reserves the right to cancel or reschedule any reservation to accommodate WPRD activities. The WPRD will make every attempt to provide as much advance notice of cancellation as possible.
- WPRD reserves the right to suspend any individual or group from using the facilities if their behavior is abusive, destructive or violates any Town of Wilbraham rules or regulations, without a refund.

## **DOGS AND OTHER PETS**

- Dogs, pets, or other animals of any kind are not allowed anywhere at the Spec Pond Facility.
- Feeding the geese is strictly prohibited.

## **CATERERS/ COOKING (Permits must be secured through the Wilbraham Selectmen's Office 5 weeks in advance)**

- Caterers must apply for any required special permits/licenses required by the Town of Wilbraham. Application must be made at the Selectmen's Office at the Wilbraham Town Hall well in advance of the rental date.
- Caterers must furnish all cooking and serving utensils and the person in charge is responsible for the caterers' time in the facility and use of equipment. The kitchen must be left in the condition that it was originally found. **Trash from your event must be put in provided dumpsters.**
- 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 longer a risk of fire.

## **ALCOHOL USE (Permits must be secured through the Wilbraham Selectmen's Office 5 weeks in advance)**

- If the event is catered by an approved caterer, they must have the appropriate insurance and meet the standards set by the Town of Wilbraham. The Town of Wilbraham Police Department will be notified of your intent to serve beer/wine.
- Renter and caterer must agree to follow all state and local laws regarding sale and consumption of alcohol.
- The caterer or individual must secure a permit through the Wilbraham Selectman's Office 30 days in advance of the event. To apply for a beer/wine permit the caterer must:
  - Submit a copy of the caterer's \$1,000,000.00 Certificate of Insurance Indemnification Liability to cover alcohol related claims naming the Town of Wilbraham as additional insured. This insurance may be arranged with your personal insurance carrier. The Certificate of Insurance must be specific to the location of the event and must be filed with the Board of Selectmen at least 5 weeks prior to the event.
  - At the time of application, request must be made for a "special alcohol service license" (section 14) form. It must be completed and submitted with the rental application at least 5 weeks prior to the event.
- Person in Charge accepts responsibility for the use of alcohol at the facility and agrees to prohibit use of alcohol to minors. Alcohol must be consumed only in the pavilion.
- Person in Charge is responsible for any guest who brings alcohol into the facility without obtaining the proper insurance and permits for alcohol. Event may be canceled immediately if alcohol is consumed without the proper insurance and permits in place.

## **DECORATIONS**

- Any decorations used at the event must be of a non-permanent nature and removed prior to the end of the event.. Push pins, tacks, nails or anything that causes holes in the walls is not allowed. 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 low tack such as blue painters tape may be used for walls, Scotch brand reusable adhesive strips, etc.
- Any signage put out side the pavilion area (balloons/signs on the street, by the fields or on the road, etc.) must be removed at the end of the event. If not, a portion of your security deposit will be kept for the time to do this.
- Confetti, birdseed, rice and other messy decorations are prohibited.
- Candles are not allowed. Battery operated flames may be substituted.
- All amplified noise requires prior written approval by the Town of Wilbraham. Contact the Selectmen's Office for noise bylaws.
- The WPRD reserves the right to suspend any individual or group from using the facilities if their behavior is abusive, destructive or violates any District rules or regulations, without a refund.

## **SEVERE WEATHER POLICIES**

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. This may include cancelling the event or adjusting the time of the event within the permitted time slot.

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

## **TENTS (Permits must be secured through the Wilbraham Selectmen's Office 30 days in Advance)**

Tents must be approved by the Wilbraham Building Inspector and tents are inspected by the Fire Department. Tents can only be placed next to the pavilion, between the pavilion and grill pit and only with an authorized permit (\$15.00). No tents are allowed on fields or parking lots

## **SPEC BEACH/AMY'S SPARKLE PARK SPLASH PAD**

All pavilion guests that wish to use the beach or spray park must enter and pay admission as daily guests. Capacity limits are in effect at the beach. It is "first come, first serve", so it is possible that all your guests may not be able to use the beach/spray park.



**KEYS FOR THE PAVILION WILL BE AVAILABLE TO BE PICKED UP  
AT THE RECREATION OFFICE 2 – 3 DAYS BEFORE YOUR EVENT.**



**\*THE REC OFFICE IS NOT OPEN ON THE WEEKENDS TO PICK UP PAVILION KEYS\***  
**(THE OFFICE IS OPEN MONDAY THROUGH FRIDAY, 8:30AM – 4:30PM)**