



Town of Randolph Application for Park Use

128 Pleasant Street
Phone: (781) 961-0930

RESERVATIONS ARE ON A FIRST COME FIRST SERVE BASIS.

Applicant(s) Information

| | | | |
|---|--|-----------------|--|
| Name/Responsible Party | | | |
| Organization/Company Name | | | |
| Address | | | |
| City, State, ZIP Code | | | |
| Driver's License or MA I.D. Number (Copy of I.D. Required) | | | |
| Home Phone | | Cell Phone: | |
| Fax Phone | | E-Mail Address: | |
| Tax Exempt No | | Web Address: | |
| Alternate Contact Person | | Cell Phone: | |
| Home Phone | | E-Mail Address: | |

Activity Details

| | | | |
|--|------------------------------------|--------|--|
| Type of Activity: | Is this a company activity? YES NO | | |
| Date: | Park: | | |
| Times Available (Please Circle One) Renters are not allowed to set up/breakdown outside of their scheduled time 8:00AM-1:00PM 1:30PM-6:30PM | | | |
| Maximum Attendance | Adults: | Youth: | Total: |
| <i>Note that any vehicles parked on North Main Street at Powers Farm will be ticketed unless parking has been directed by the Randolph Police Department</i> | | | |
| Will you be using a grill. | YES | NO | Power's Farm Only (Propane only no Charcoal/wood) |
| Will food be at your activity? | YES | NO | If yes, review Food Safety Guidelines |
| Will you have a Bounce House? | YES | NO | How many? |
| Is this activity a fundraiser? | YES | NO | If yes, explain: |
| Will money be charged or exchanged? | YES | NO | If yes, explain: |
| Will there be amplified sound? | YES | NO | If yes, explain: |
| Will your activity include entertainment? | YES | NO | If yes, explain: |
| Is this a private event? (see definition) | YES | NO | A private event is one with a known and specified guest list; a public event is open to the general public and advertised through posters, social media, word-of-mouth, etc. |

RICC Memberships receive a 10 % discount on rental fees.

| PARK/FACILITY | Number | Restroom | Traffic Detail | Deposit X 2 for Non-Residents | | Non-Profit | | Private |
|-----------------|--------|----------|----------------|-------------------------------------|---|------------|----|---------|
| Williams Gazebo | 0-50 | No | No | \$125 | + | \$126 | OR | \$182 |
| Powers Farm | 0-50 | Yes | No | \$125 | + | \$138 | OR | \$193 |
| Powers Farm | 50-150 | Yes | Yes \$325 | \$150 | + | \$275 | OR | \$330 |

Rules and Regulations

| | |
|--|--|
| Initial ____ | The rental permit does not prohibit use and/or access by the general public to the property and parking areas during functions. |
| Initial ____ | Permits & responsible party/applicant must be on site for the duration of the event and permit must be produced on request of Town personnel. |
| Initial ____ | All debris and trash must leave the site when the event is completed. No trash may remain on site. |
| Initial ____ | Any vehicle parked on North Main Street WILL be ticketed unless parking has been directed by the Randolph Police |
| Initial ____ | Cooking is allowed by propane gas grill ONLY at Power's Farm. No grills beneath the pavilion. |
| Initial ____ | In case of emergency or for reasons beyond the Town's control, the Town reserves the right to cancel the scheduled activity prior to use without liability. Refunds will be made if cancellation by the Town is necessary. |
| Initial ____ | In case of general maintenance or vandalism the picnic tables and equipment may be removed at any time prior to your reservation without liability. |
| Initial ____ | For each fee based reservation that is cancelled, a \$50 administrative fee will be assessed. If the cancellation is made later than five (5) days before the event date the entire fee is non-refundable. During questionable weather, applicant may request rescheduling three (3) days prior to the reserved date no later than noon. All cancellations, adjustments or rescheduling must be submitted by the responsible party listed on the "Application for Park Use." Additionally, the Park Permit must be surrendered to the Recreation Office. |
| Initial ____ | "The Responsible Party agrees to fully indemnify, defend, and save harmless, the Town of Randolph, its officers, agents, employees, and volunteers from and against all actions, damages, costs, liability, claims, losses, judgments, penalties and expenses of every type and description, including, but not limited to, any fees and/or costs reasonable incurred by the Town of Randolph's staff attorneys or outside attorneys and any fees and expenses incurred in enforcing this provision (hereafter collectively referred to as "Liabilities"), to which any or all of them may be subjected, to the extent such Liabilities are caused by or result from any negligent act or omission or willful misconduct of the Responsible Party in connection with its use of Town of Randolph facilities. This shall be a continuing release and shall remain in effect until revoked in writing. |
| Separate Waiver signed? Yes or No | |

Agreement and Signature

I the undersigned representative have read the rules and regulations with reference to this application and am duly authorized by the organization to submit this application on its behalf. The information contained herein is complete and accurate.

Name (printed)

Signature:

Date

Payment Information

Amount Due:

Check or Money Order#

Cash

Visa/MasterCard #:

Exp Date:

CVC Code:

Authorized Signature:

OFFICE USE ONLY

Approved:

Date:

cc: Police Fire Clerk

REFUND INFORMATION

Name:

Organization/Company Name:

Address:

Phone

City, State, ZIP:

Amt:

Type

Date

By



Park Permit Policies

The Town of Randolph parks and related facilities were built for the enjoyment of Randolph residents of all ages and their guests. The following regulations governing the use of the properties are designed to ensure that all visitors will find them pleasant and not be denied full enjoyment.

Town of Randolph facilities are in the public domain and do not require a permit for general use. However, a Parks Permit allows the Town to avoid use conflicts for facilities/structures, make necessary preparations and schedule personnel appropriately.

1. Reservations

Town of Randolph parks and facilities are in the public domain and accessible to all visitors without permit. However, certain venues may be reserved for private functions.

- a. ***To secure a reservation this application must be received by the staff at the Randolph Intergenerational Community Center at least 10 days in advance of any function.***
- b. ***Reservation is not confirmed until the applicant receives an email from the Town of Randolph confirming the reservation. A confirmation email may take up to one week to receive.***
- c. ***Parks and facilities MAY NOT be reserved for functions held on July 3rd, 4th, & the 3rd Saturday in October.***
- d. ***The application constitutes a legal contract and must be signed by a responsible individual at least 18 years of age and an authorized representative of the group renting the venue.***
- e. ***The individual affixing his/her signature assumes responsibility and liability for the group he/she represents.***
- f. ***Reservation requests must be accompanied by the required deposit and fee in the form of cash, credit card or check.***

2. Fees

- a. ***Deposit*** - a security deposit of \$125 or \$150 (\$250 or \$300, for Non Residents) is required for each reservation and is due at the time of reservation. Deposits will be returned in full if post inspection reveals that the venue has been left in good condition including removal of trash. If damage to the venue is such that the deposit is not sufficient to restore it to good condition, the applicant shall be liable for the balance.

b. Rental

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Rules

- c. *Permit* - the permit holder **MUST be in possession** of the permit on the day/time of the function and be prepared to produce it upon request by representatives of the Town of Randolph. Failure to produce a valid permit on request will result in expulsion from the venue and forfeiture of any deposit.
- d. *Time* - the rental date is considered to be chosen date of rental. All activity, including clean-up, must be completed by chosen venue time as indicated on permit.
- e. *Alcohol* - **alcoholic beverages are NOT allowed without a permit granted by Town Council.**
- f. *Cooking/food* - the use of fire pits, charcoal grills and any open flame is prohibited. Propane gas grills may be used in the designated cooking area at Powers Farm. NO COOKING is allowed beneath the pavilion. Grills may not be used at Williams Gazebo unless specially permitted by the Director of Community Programming in which case a \$400 fee will be added to pay for a Fire Department Detail.
- g. *Decorations* - all decorations to the property may be secured ONLY by tape. Tacks, nails, etc. are not allowed at any venue. Staking signs into the ground is prohibited.
- h. *Parking* - Parking is allowed in spaces allocated for public parking only. No parking spaces are included in the reservation of the facility. Vehicles parked on North Main St. will be ticketed - unless a police detail had directed parking to the area.
- i. *Noise/Conduct* - facilities are provided for the enjoyment of all visitors. Understand that loud music/noise, conduct which infringes upon the rights of others, is harmful to the venue, wildlife and/or neighbors will not be tolerated.
- j. *Restrooms* - Restroom facilities (including Porta Potties) are not available at the Williams. Restroom facilities are only available at Powers Farm.
- k. *Clean Up* - Any group using the venue is expected to perform a reasonable clean-up before leaving. Failure to clean-up appropriately may result in forfeiture of future rental rights and will result in forfeiture of deposit. Minimum clean-up shall consist of:
 - i. Removal of all food and beverages
 - ii. Picking up and removing all trash from the site (no trash or debris may remain on site)
 - iii. Wiping down tables
 - iv. Removal of all decorations tape etc. and equipment
- l. *Other*
 - i. Bounce houses – inflatable “Moon Bounces” may be used at Powers Farm

3. Cancellations/Refunds

- a. If the reservation is cancelled within 5 business days or more prior to the event a \$50.00 clerical fee shall be deducted from the deposit.
- b. If less than 5 days is given, the entire deposit shall be forfeited.
- c. Refunds will be granted in the case of inclement weather subject to review of the Town.
- d. Emergency cancellations are subject to review of the Town of Randolph.
- e. The Town of Randolph reserves the right to cancel any permitted event providing a full refund and an alternate date.