



# Town of Randolph Application for Park Use

6 Carlino Way, Randolph, MA 02368  
Phone: (781) 961-0939/ Fax: (781) 961-6315

**RESERVATIONS ARE ON A FIRST COME FIRST SERVE BASIS.  
APPLICATIONS MUST BE RESERVED BY RANDOLPH REC TO SECURE DATE**

## 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:
Note than any vehicles parked on North Main Street at Powers Farm will be ticketed unless parking has been directed by the Randolph Police Department			
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.

PARK/FACILITY	Number	Restroom	Traffic Detail	Deposit X 2 for Non-Residents		Non-Profit		Private
Williams Gazebo	0-50	No	No	\$125	+	\$115	OR	\$165
Recreation Field	0-50	No	No	\$125	+	\$115	OR	\$165
Powers Farm	0-50	Yes	No	\$125	+	\$125	OR	\$175
Powers Farm	50-150	Yes	Yes \$325	\$150	+	\$250	OR	\$300

## 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 & permit holder must be on site for the duration of the event and 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 anytime 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.

## 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 (FACILITY AVAILABILITY CALENDARS ARE ACCESSIBLE AT WWW.RANDOLPHREC.COM)**

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. **Reservations can be made Monday through Friday at the Randolph Recreation Office at least ten business days (10 days) in advance of the function**
- b. **Parks and facilities MAY NOT be reserved for functions held on July 3<sup>rd</sup>**
- c. **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.**
- d. **The individual affixing his/her signature assumes responsibility and liability for the group he/she represents.**
- e. **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**

<b>PARK/FACILITY</b>	<b>Number</b>	<b>Restroom</b>	<b>Traffic Detail</b>	<b>Deposit X 2 for Non-Residents</b>		<b>Non-Profit</b>		<b>Private</b>
Williams Gazebo	0-50	No	No	\$125	+	\$115	OR	\$165
Recreation Field	0-50	No	No	\$125	+	\$115	OR	\$165
Powers Farm	0-50	Yes	No	\$125	+	\$125	OR	\$175
Powers Farm	50-150	Yes	Yes \$325	\$150	+	\$250	OR	\$300

## 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 proper request by representatives of the Town of Randolph. Failure to produce a valid permit on request will result in expulsion from the venue.
- 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 the Recreation Field or 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. No parking spaces are included in the reservation of the facility. Vehicles parked on North Main St. or Carlino Way 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 Gazebo and Recreation Field. 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 and equipment
- l. *Other*
  - i. Bounce houses – inflatable “Moon Bounces” may be used at Powers Farm and Recreation Field

### 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 event providing a full refund and an alternate date.