



The Stanley Park of Westfield

400 Western Ave.
Westfield, MA 01086-1191



Large Event Application

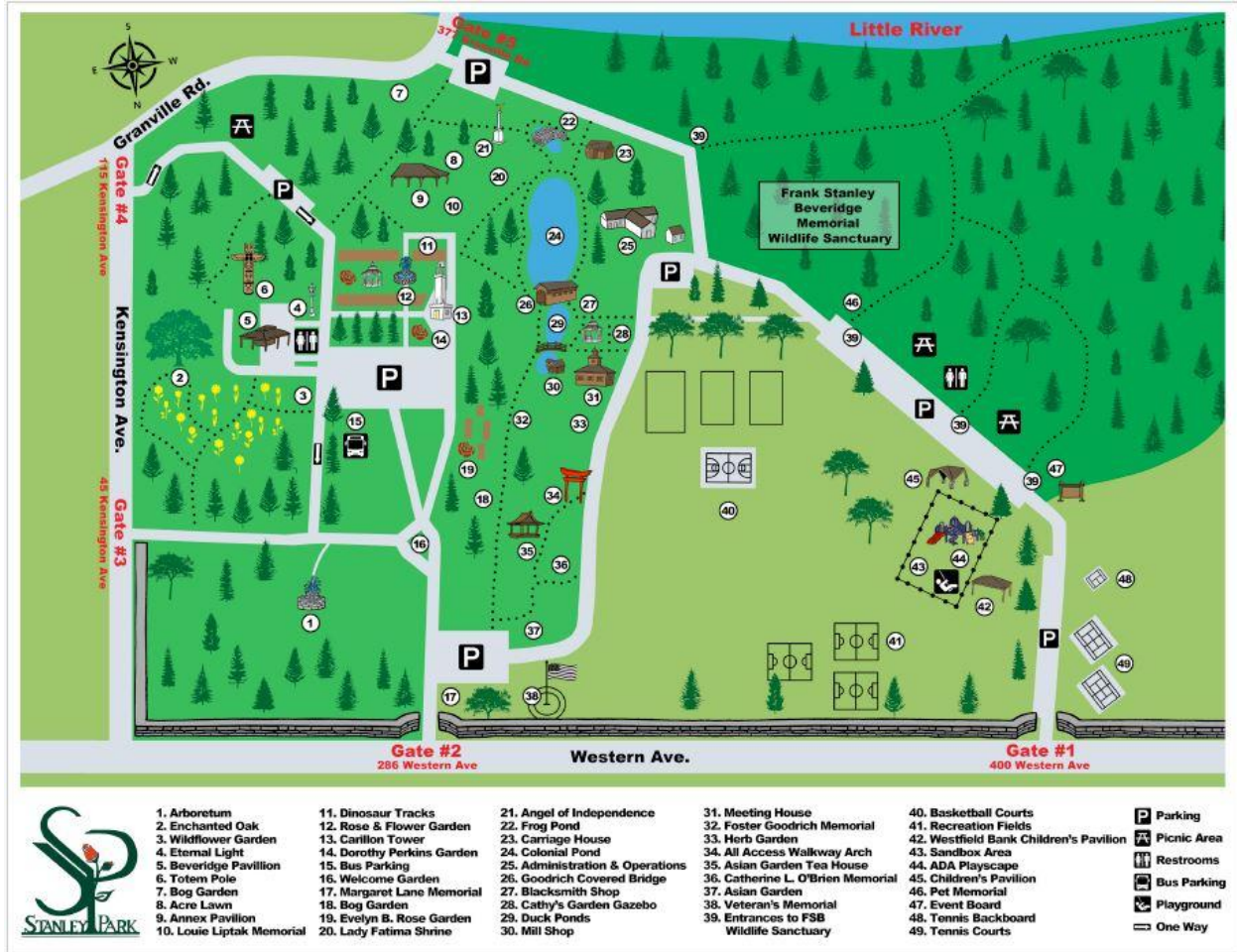
Section A:

Event Holder Name: _____		
Status: ___ Non-Profit Charitable ___ For-Profit Individual Other		
IF Non-Profit: 501(C)3 501(C)6 Religious Fed. 501C Letter MUST accompany the application.		
Date Application Submitted: _____		
Name/Title of the Event: _____		
Purpose of the Event: _____		
Representative for Event Holder (Must be a person who is directly associated with the Event Holder and is authorized to legally enter a Contract on behalf of the Event Holder):		
Name: _____ Cell Phone of Contact: _____		
Street Address:		
City:	State:	Zip Code:
Daytime Phone:	Cell or Alternate Phone:	Fax Number:
E-mail Address: _____		
Event Website/Twitter/Facebook: _____		
Facility Activity/Event Date (s) and Time (s) & Estimated Attendance		
Start Date:	Start Time:	Estimated Attendance:
End Date:	End Time:	
Set-Up Date:	Set-Up Time Begins:	Set-Up Time Ends:

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Section B: Site Plan/Map of Event:



Location(s)		
1.	2.	3.
4.	5.	6.
7.	8.	9.
10.	11.	12.

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Section C: Event Details

	Circle One	
Is the event private (invite only) or open to the public?	Private	Public
Is pre-registration/registration required (regardless of public or private)?	Yes	No
Event Website/Twitter/Facebook:	Yes	No
Will admission fees be charged to attend this event?	Yes	No
If YES, provide the cost(s) of all tickets.		
Does the event involve the sale of any non-food items?	Yes	No
Does the event involve the sale of food or the use of food vendors?	Yes	No
Will fees be charged to vendors to participate in this event?	Yes	No
If YES, please provide the fee schedule.		
Will there be amplified sound at your event?	Yes	No
Will there be any tents, canopies, or temporary structures?	Yes	No
Will you require electrical hookups for this event?	Yes	No
Will you be using generators for this event?	Yes	No

Section D: Parking and Transportation: What is your event parking plan?

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Section E: Security and Emergency Plan. Describe in detail your security and emergency plan.

Section D: Food and Beverage Plan. Describe in detail your food and beverage plan.

Section E: Waste Management Plan. Describe how you will handle waste and recycling at your event.

Section D: Portable Toilets Plan – The Requirement for Portable Toilets is (4) portable toilets per 300, with at least one (1) being ADA compliant. Identify the location of all portable toilets.

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The Stanley Park of Westfield Release and Indemnity Agreement for:

Large Event Name _____

Date of Event: _____

Name of Event Holder: _____

WHEREAS, the Undersigned Event Holder has requested to use property or facilities belonging to or under the control of the Stanley Park of Westfield Inc, for the uses permitted in concert with the event and to engage in activities for the exclusive benefit of the Event Holder; and

WHEREAS, the Undersigned agrees to do so at their own risk and recognizes the possible and inherent danger to their person or property and the person and property of others resulting therefrom; and

WHEREAS, in consideration of allowing the Undersigned to conduct its activities on the Stanley Park of Westfield, Inc. property, it is required that the Undersigned accept liability for any damages arising from personal injury or property damage sustained by any and all persons and entities in any way related to the activities of the Undersigned, its agents, employees or invitees, which shall include action or inaction, and it is required that the Undersigned indemnify the Stanley Park of Westfield, Inc. from any claims associated with such damage.

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement and for other good and valuable consideration that the parties agree they have received, the Undersigned does hereby for themselves, their heirs, executors, employers, successors or administrators, and their personal representatives:

A. Assume full responsibility for any personal injury or property damage incurred by any and all persons and entities, which may occur, directly or indirectly, while in, on, or about any of the Stanley Park of Westfield, Inc. premises or parts thereof;

B. Fully and forever release and discharge the Stanley Park of Westfield Inc, its agents, employees and invitees, from any and all claims, demands, damages, rights of action, or causes of action, present or future, whether the same be known, anticipated, or unanticipated, relating to, resulting from, or arising out of the Undersigned or its Event being in, on, or about the Stanley Park of Westfield, Inc, property, or at any or all of the premises or places related thereto;

C. Indemnify and hold harmless the Stanley Park of Westfield, Inc., its agents, employees and invitees, for any act or conduct of the Undersigned, its agents, employees, or invitees of whatever kind or nature whatsoever, while in, or about any such Stanley Park property, or at any or all of the premises and places related thereto;

D. Agree that it is the intent of the Undersigned that this Release and Indemnity Agreement shall be in full force and effect at all times after the Execution hereof.

Date _____

Event Holder Representative's Name _____

Representative Capacity _____

Representative's Signature _____

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Schedule of Fees

Beveridge Pavilion with or without use of kitchen:

Pavilion: \$800 flat rate for 7 hours; \$150 hourly rate (2 hour minimum)

Pavilion & the Kitchen: \$1,000 flat rate for 7 hours; \$200 hourly rate (2 hour minimum)

Full Day Rate (both): \$1,200 day, 7:00 am – closing (max 10:00 pm)

Seven-hour time blocks are flexible. For example: (8:00 am – 3:00 pm) or (3:00 pm – 10:00 pm)

Trash is to be put in the dumpster behind the Beveridge Pavilion after rental. Small items within the Beveridge Pavilion kitchen (such as utensils, dishes, pots, pans, and silverware) are not included as part of the rental. The start and end time of the rental includes any set-up and clean-up time and should be taken into consideration when making a reservation.

Beveridge Pavilion Annex:

Pavilion: \$500 flat rate for 7 hours; \$100 hourly rate (2 hour minimum)

Pavilion Full Day Rate: \$1,000 day; 7am - closing (max 10:00 pm)

Seven-hour time blocks are flexible. For example: (8:00 am – 3:00 pm) or (3:00 pm – 10:00 pm)

There are two charcoal grills for your convenience. You are responsible for your own charcoal, lighter fluid; grill brush and aluminum foil. Stanley Park staff will dispose of used coals from the grills, and trash from the lined trash barrels. The start and end time of the rental includes any set-up and clean-up time and should be taken into consideration when making a reservation.

Stanley Park staff set-up/break-down fee of tables & chairs in the Pavilions:

\$2.00 per chair or table

There will be a **\$500 refundable security deposit** required on **ALL** functions held in the **Beveridge Pavilion & Kitchen** and a **\$250 refundable security deposit** required on **ALL** functions held in the **Beveridge Pavilion Annex**, *less any monies for damage or non-compliance of Park rules and procedure of property use.*

Picture Taking/Permit Required:

ANY Group (Any Size) that would like to utilize Stanley Park for pictures of any type must obtain a reservation permit by calling the office Monday through Friday until 4:00 P.M. Your reservation will secure a spot in the park for the hour. In case of rain, call the park office to reschedule.

*** 1-hour picture permit \$75

*** Annual Picture Permit 1 year from date of permit (Picture ID lanyard provided)
\$250.00

*** Buy two picture permits & get one free \$150

Meeting House:

The Meeting House is a small church-like rustic structure with bench seats. It is adjacent to the old-fashioned English Herb Garden. This structure will hold 80 comfortably.

Weekdays: **\$100** each hour

Weekends: **\$300** for 1 ¼ hours

Children's Pavilion (Pavilion A): **\$50** each hour

There are (6) picnic tables in the pavilion. Each can accommodate (8) adults comfortably. You may move around the picnic tables provided to reconfigure the space, returning them to the original layout at the end of your rental. There are two charcoal grills for your convenience. You are responsible for your own charcoal, lighter fluid, grill

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brush, and aluminum foil. Stanley Park staff will dispose of used coals from the grills and trash from the lined trash barrels. Your guests may bring a lawn chair to sit around the outside of the pavilion. You may also bring extra folding tables; many use them for food or gifts. The start and end time of the rental includes any set-up and clean-up time and should be taken into consideration when making a reservation.

Westfield Bank Children's Pavilion (Pavilion B): \$50 each hour

There are six (6) picnic tables in the pavilion. Each can accommodate (8) adults comfortably. You may move around the picnic tables provided to reconfigure the space, returning them back to the original layout, at the end of your rental. There are two charcoal grills for your convenience. You are responsible for your own charcoal, lighter fluid; grill brush and aluminum foil. Stanley Park staff will dispose of used coals from the grills, and trash from the lined trash barrels. Your guests may bring a lawn chair to sit around the outside of the pavilion. You may also bring extra folding tables; many use them for food or gifts. The start and end time of the rental includes any set-up and clean-up time and should be taken into consideration when making a reservation.

Recreation Field Usage:

There is a flat rate of **\$250** per day. If usage of electricity is required there is an additional fee of **\$100**. If an electrician is needed on site, the rate is **\$75** an hour. This includes travel time.

Trash Disposal: Trash disposal fee charged for large events (receptions, runs & walks, etc.) **\$86.50**

Additional Security: If additional Security personnel are required beyond the normal security scheduled, the rate is **\$18** per hour per Park Ranger.

Wedding Ceremonies:

Wedding Ceremony Permits may be issued from April 1st through the last Sunday of November. The Park allows 1¼-hours for a wedding ceremony. The fee is \$300 per permit. Time slots are as follows:

9:00 a.m./10:30 a.m. /12 noon/1:30 p.m./3:00 p.m./4:30 p.m. or 6:00 p.m.

Timeliness is very important as a wedding may be scheduled immediately following yours. If your ceremony is not completed within your time slot, it may be cut short.

The Meeting House is available at no extra cost in case of rain. Please note this building is not heated.

If you would like to use the park's decorative white chairs (up to 40), they are available at an additional charge of **\$2.00** per chair. For this cost, the park staff will set up and put the chairs away after the ceremony. You will need to provide a chair layout if you want them setup in a particular way. Wedding Photography Permit is included in the Wedding Reservation.

Chairs for Wedding Ceremonies: Up to 40 white chairs @ \$2.00 per chair

Organist: The Park can supply an organist to play the Carillon Bells for your wedding or event for a fee of **\$100** per hour.

Petals/Confetti Policy: No rice, confetti, glitter, seeds, rose petals, etc., thrown on Stanley Park Grounds. Exceptions may be made for rose petals with a **\$100 refundable security deposit** if all petals are cleaned up.

Gender Reveals: A \$100 refundable security deposit will be required on ALL gender reveal events held in the Park, regardless of location. This security deposit will be returned after the event, less any monies for damage or non-compliance of Park rules and procedure of property use.

Alcohol Policy: **No alcoholic beverages, vaping, or smoking allowed anywhere in the Park.**
There are no exceptions to this rule.

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Inflatable Items: Bounce houses, slides, etc. are not allowed on Stanley Park grounds. There are no exceptions to this rule.

Cancellation/Refund Policy:

75% - of the deposit will be returned if cancellation is made **120 days** prior to the date of the function

50% - of the deposit will be returned if cancellation is made **90 days** prior to the date of the function

25% - of the deposit will be returned if cancellation is made **60 days** prior to the date of the function

0% - of the deposit will be returned if cancellation is made **30 days** prior to the date of the function

0% - of the deposit/funds will be returned if a reservation is rescheduled from a previous and/or canceled

A 50% deposit is required 14 days (2 weeks) from the date the reservation is processed. If the park does not receive your deposit, cancelation of your reservation from the schedule will occur. You may receive a gentle reminder call from the Stanley Park Office.

- There will be a \$35 service fee on ALL returned checks.
- There is a 2% service fee on ALL credit card payments.

Total payment is due 120 days (4 months) prior to the event. If the park does not receive the full payment, you risk cancelation of the reservation. You may receive a gentle reminder call from the Stanley Park Office.

Note: Prices subject to change without notice