



The Stanley Park of Westfield, MA, Inc.
400 Western Ave
Westfield, MA -01085

Frank Stanley Beveridge Pavilion

Thank you for considering renting at The Stanley Park of Westfield, MA, Inc., **Beveridge Pavilion**. The important information below outlines reservation procedures and the Rental Terms and Conditions for using this facility. To apply to rent the Beveridge Pavilion, please contact the Park Office at 413-568-9312, x100, send an email to stanleypark@stanleypark.org, or through our website, www.stanleypark.org, under Book An Event. You will be contacted once your application has been reviewed, with the following steps to reserve.

General Information:

The Frank Stanley Beveridge Pavilion is an open-air pavilion that comfortably seats up to 300 people and is a great venue for wedding receptions, birthday parties, bridal or baby showers, or business meetings. Banquet tables, both round and rectangular, and chairs are available for your use. Patrons set up and take down the tables and chairs themselves. This set-up and take-down time is included in your rental time. Should you wish, Stanley Park staff can set up tables and chairs for a fee of \$5 per table and \$3 per chair, and this must be coordinated before the date of your event. The Beveridge Pavilion also has a state-of-the-art kitchen that can be added to your rental. It is situated next to the Rose Garden and has easy access to restroom facilities.

- **Size:** Approximately 5800 sq. ft. with a 384 sq. ft. stage area.
- **Dimensions:** Width: 55 ft., Length: 90 ft.

Pavilion Rental Includes:

- (35) 60" Round Tables
- (2) 72" Round Tables
- (4) 6' x 30" Rectangular Tables
- (20) 8' x 30" Rectangular Tables
- 300 Chairs
- Use of the "Green Room" and stage area
- Use of all lawn space around the pavilion (no staking into the lawn)
- Use of all lighting, ceiling fans, and electrical outlets (sound equipment not included)

Kitchen: The Pavilion can be rented with or without the kitchen.

The kitchen is a full-service commercial kitchen that includes:

- Cooking Range
- Oven
- Microwave
- Ice maker
- Walk-in cooler
- 44 cu. ft. freezer
- Warmers
- Steamer
- Dishwasher
- Sink and prep area

Note: The rental does not include a fryer or kitchenware, including pots, pans, dishware, and utensils.

General Rules & Conditions:

- No alcoholic beverages or smoking is allowed in the Park.
- Confetti, glitter, etc., are not allowed.
- The person in charge of arrangements will be responsible for the conduct of the group and compliance with Park Rules and Park Ranger instructions.
- Pavilion/Facility set-up and clean-up must be accomplished within the times listed on the reservation permit. Early arrivals or extensions are not allowed without prior approval and additional fees paid in advance.
- Picture Taking/Permit Required: For any group (any size) that would like to utilize Stanley Park for pictures, you must obtain a reservation permit for a specific scheduled time. An additional permit is not required for pictures if you are having your wedding at Stanley Park. Picture taking is part of your wedding permit.
- There is a \$5.00 fee per table and \$3.00 per chair fee if you want the Park Staff to set up and take down the tables and chairs. A diagram of how you would like them set up is required.
- All groups must leave the facility clean. Return tables and folding chairs to carts and put them away neatly and orderly in the shed as found upon your arrival.
- Rental fees are due 48 hours after the application is approved. Reservations cannot be confirmed until all rental fees are paid.
- Returned checks due to insufficient funds will be subject to a \$35 service fee. There is a 3% service fee on all credit card payments.
- A \$500 refundable security deposit is required for all functions held in the Beveridge Pavilion & Kitchen, less any monies for damage or non-compliance with Park rules and procedures.
- All security deposit refund checks will be mailed to the address noted on the rental application unless otherwise noted. Security deposit refund checks must be cashed within 90 days of issue. Otherwise a \$35 re-issue fee will be deducted.

Rental Fees:

- **Without Kitchen:** \$150/Hour, Minimum of 2 Hours; \$800 Flat Rate for 7 Hours
- **With Kitchen:** \$200/Hour, Minimum of 2 Hours; \$1000 Flat Rate for 7 Hours
- **Full Day (Includes Kitchen):** \$1200 (7a.m. to 10:00p.m.)
- **Refundable Security Deposit:** \$500 (Refunded after your event as long as the Pavilion is left as found upon arrival, tables and chairs are put away neatly in the shed, the kitchen (if used) is cleaned, and no other reported issues).

Security Deposit: Stanley Park has the right to retain the \$500 Security Deposit for rentals exceeding occupancy limits and starting or ending times beyond the facility's hours, in addition to damage to the facility.

The security deposit will be returned in the form of a check after an official inspection by a Park Ranger. Please allow 2-3 weeks for this check to be mailed to the address listed on the application. If the check remains uncashed after this period, and no request for reissue is received, the deposit amount will be considered a voluntary donation to Stanley Park of Westfield, a 501(c)(3) nonprofit organization. A charitable acknowledgment can be provided upon request.

Decoration:

You may decorate for your event as long as nothing is permanently adhered to the structure or causes any damage to any of the facilities. The use of confetti or glitter is not allowed. All decorations, including any tape, string, etc., used to secure the decorations must be removed at the end of your event to receive a full refund of your security deposit.

Cancellation Policy:

120 days or more before the event: 75% of the deposit will be refunded.

60 to 119 days before the event: 50% of the deposit will be refunded.

31 to 59 days before the event: 25% of the deposit will be refunded.

30 days or less before the event or in case of no-shows: No refund will be issued.

Special Note: Reservations that have been rescheduled from a previous year and are later canceled are not eligible for a refund.



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**RENTAL APPLICATION
BEVERIDGE PAVILION**

Applicant Information:

Check one: Individual Business Non-Profit Organization Other

Name of Applicant: _____ Business Organization (if applicable) _____

Address: _____
(Street, City, State, City)

Primary Phone: _____ Secondary Phone: _____

Email: _____ (Confirmation is done via email, please print clearly)

Event Information:

Check One: Beveridge Pavilion Beveridge Pavilion with Kitchen

Date of Usage: _____ Event Type: _____ Number of Guest: _____

Arrival Time: _____ Departure Time: _____

(Note: The rental fee is calculated from the time of set up to the end time of clean up.)

Please answer the following questions about your event.

1. Do you have a food truck? _____ No _____ Yes (If yes, what is the name of the Food Truck): _____
2. Do you want the Tables & Chairs to be set up by park staff? _____ NO _____ Yes (\$3 per chair, \$5 per table)
3. If you need chairs set up by staff, # chairs _____ #tables _____. (please provide a setup diagram)
4. Is your event a Gender Reveal? _____ No _____ Yes If yes, how will the reveal be done?

5. List any additional requests: _____

Please Read and Sign

As the applicant and permit holder, I have read the pavilion rental agreement and the rules and regulations, and I will take full responsibility for ensuring that the rules and regulations are reviewed with my guests and adhered to during the rental. I know my reservation permit will be immediately revoked if there is the use of alcohol, any illegal substance, violation of the law, and any behavior deemed inappropriate by the Stanley Park Staff. If at any time an unfavorable condition exists or conduct by a participant is deemed unacceptable, The Stanley Park of Westfield, MA, Inc. reserves the right, in the interest of public safety, to discontinue all activities or dismiss person(s) detrimental to the activity. As a condition of use, the permit holder agrees to furnish, at their own expense, police details if deemed necessary and to reimburse The Stanley Park of Westfield, MA, Inc. for any damage(s) done to the site. I further agree to release and hold harmless The Stanley Park of Westfield, MA Inc., its officers, employees, agents, attorneys, board members, and successors from all liability or expense arising out of any incident occurring at the permitted facility.

Date _____

Signature of responsible party/organization: _____ Print Name: _____

For Office Use Only Rental Fee: _____ + \$500 Deposit = Total Rental Fee: \$ _____