

The Stanley Park of Westfield, MA, Inc.



400 Western Ave
Westfield, MA 01085

WESTFIELD BANK PAVILION (B)

Thank you for considering renting at The Stanley Park of Westfield, MA, Inc., **Westfield Bank Pavilion (B)**. The important information below outlines reservation procedures and the Rental Terms and Conditions for using this facility. To apply to rent the **Westfield Bank Pavilion (B)**, 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 **Westfield Bank Pavilion (B)** is an open-air pavilion that comfortably seats up to 48 people with picnic table seating. The **Westfield Bank Pavilion (B)** is excellent for birthday parties, bridal or baby showers, family reunions, and other gatherings.

Facility Description: **Westfield Bank Pavilion (B)** is connected at the back to the Children's Playground and is a short walk from restroom facilities. The pavilion is 924 sq. ft., with dimensions of 42 ft. by 22 ft. Pavilion rental includes the use of (6) picnic tables that seat 8 people each and (2) charcoal grills, both with a 16"x16" grilling surface. You must provide your own charcoal, lighter fluid, etc.

General Rules & Conditions:

- **No alcoholic beverages or smoking allowed in the Park.**
- Confetti, glitter, etc. are prohibited.
- 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 to your end time are not allowed without prior approval and payment of any additional fees in advance.
- **Picture Taking/Permit Required:** Any group that wishes to take pictures at Stanley Park must obtain a reservation permit for a specific scheduled time, regardless of size. **An additional permit is NOT required for pictures if you are having your event at Stanley Park. Picture taking is part of your event permit.**
- All groups must leave the facility clean.
- 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.

Rental Fees:

\$50 per hour (can be rented in half-hour increments) **plus a \$100 refundable security deposit.** Please keep in mind that your setup and clean-up time need to be included in your rental time. Rental fees are due no later than 48 hours after the application is approved. Reservations cannot be confirmed until all rental fees are paid.

Security Deposit: Stanley Park has the right to retain the \$100 Security Deposit for rentals exceeding occupancy limits and/or 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 has taken place. Please allow 2-3 weeks for this check to be mailed to the address listed on the application. 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.

Decorations:

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. For all gender reveals, there is an additional \$100 refundable security deposit due with final payment and type of reveal must be approved by the office prior to booking.

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

CHILDREN'S PAVILION (A) AND WESTFIELD BANK PAVILION (B)

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: Children's Pavilion (A) Westfield Bank Pavilion (B)

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

Arrival Time: _____ Departure Time: _____

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

Do you need grills open: Yes No

Are you having a Food Truck? Yes No If yes, what is the name of the Food Truck: _____

Is your event a Gender Reveal? Yes No If yes, how will the reveal be done?: _____

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 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: _____ + \$100 Deposit = Total Rental Fee: \$ _____