



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

## Pavilion Annex

Thank you for considering renting at The Stanley Park of Westfield, MA, Inc. **Pavilion Annex**. The important information below outlines reservation procedures and the Rental Terms and Conditions for using this facility. To apply to rent the Pavilion Annex, 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 reserving.

### **General Information:**

The Pavilion Annex is a rustic, open-air pavilion that comfortably seats up to 200 people and ideal for wedding receptions, birthday parties, bridal or baby showers, or business meetings. It is located within the wooded area just beyond the Rose Garden and a short walk to restroom facilities. 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 must be coordinated prior to the date of your event.

- **Size:** Approximately 4920 sq. ft. with a 192 sq. ft. stage area.
- **Dimensions:** Width: 60 ft., Length: 70 ft. from the front of the stage.

### **Pavilion Rental Includes:**

- (32) 60" Round Tables
- (14) 8' x 30" Rectangular Tables
- 225 Chairs
- Use of the Acre Lawn area located adjacent to the pavilion (no staking into the lawn)
- Use of all lighting, ceiling fans, and electrical outlets
- Use of charcoal grills (2 grills each with 16" x 16" grilling area); Must provide own charcoal, lighter fluid, etc.

### **General Rules & Conditions:**

- No alcoholic beverages or smoking allowed in the Park.
- Rice, confetti, glitter, rose petals, birdseed, etc., are not allowed. Exceptions may be made for rose petals with a \$100 refundable security deposit if all petals are cleaned up.
- 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 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.
- Balance is due 120 days prior to the event. If the reservation is booked within 120 days, payment is due immediately.

- 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 \$250 refundable security deposit is required for all functions held in the Pavilion Annex, less any monies for damage or non-compliance with Park rules and procedures.

**Rental Fees:**

- \$100/Hour, Minimum of 2 Hours
- \$500 Flat Rate for 7 Hours
- \$1000 Full Day Rental (7 AM - 10 PM)
- **Refundable Security Deposit:** \$250 (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, and no other reported issues).

**Rental Fees Include:**

Use of all tables and chairs, stage, the Acre Lawn area adjacent to the Pavilion, all lighting, ceiling fans, and electrical outlets. Additionally, parking for approximately 25 cars is available on the cement pad adjacent to the Pavilion Annex using Gate 4 access off Kensington Avenue.

**Security Deposit:** Stanley Park has the right to retain the \$250 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. 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.

**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 in order 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  
PAVILION ANNEX**

**Applicant Information:**

Check one:      Individual      Business      Non-Profit Organization      Other

Name of Applicant: \_\_\_\_\_ Business Organization (if applicable) \_\_\_\_\_

Address: \_\_\_\_\_  
(Street, City, State, ZIP)

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

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

**Event Information:**

Date of Usage: \_\_\_\_\_ Event Type: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

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 need the grills?      No      Yes (Must provide own charcoal, lighter fluid, etc.)
2. Do you have a food truck?      No      Yes (If yes, what is the name of the Food Truck):  
\_\_\_\_\_
3. Do you want Tables & Chairs to be set up by park staff?      No      Yes (\$3 per chair, \$5 per table)
4. If you need chairs set up by staff, # chairs \_\_\_\_\_ #tables \_\_\_\_\_. (please provide a setup diagram)
5. Is your event a Gender Reveal?      No      Yes (If yes, how will the reveal be done?)  
\_\_\_\_\_
6. 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: \_\_\_\_\_ + \$250 Deposit = Total Rental Fee: \$ \_\_\_\_\_

**Save this to your computer to fill out  
and email the completed form to  
Stanleypark@stanleypark.org**