



## UNICO BUILDING & PAVILION RENTAL APPLICATION 2023

1 UNICO WAY, MITTINEAGUE PARK, WEST SPRINGFIELD, MA 01089  
WEST SPRINGFIELD PARK & RECREATION DEPARTMENT



Thank you for considering renting at the West Springfield Park & Recreation Department's (WSPRD) UNICO Building & Pavilion. Important information below outlines reservation procedures and the Rental Terms and Conditions for the use of this facility from the Town of West Springfield. Please contact the WSPRD office via phone (413)263-3284, or email (parkandrec@tows.org) if you have any questions or concerns regarding the provided information.

### APPLICATION PROCEDURE:

In order to reserve a date, renters must submit a completed application to the WSPRD. Security deposit & rental fees must be paid within 48 hours of the Department's approval of the application. Application approval will be confirmed through email.

- Receipt of application by the West Springfield Park & Recreation Department (WSPRD) is a request and does not automatically constitute a facility reservation.
- Reservations are taken on a first come, first served basis
- Reservations must be made a minimum of 3 weeks prior to the event date.
- Applicants must be 21 years of age or older.

### GENERAL RULES & CONDITIONS:

The Town of West Springfield is proud to offer outstanding, smoke-free facilities such as the UNICO Building & Pavilion. This facility is to be used for events such as organization picnics, birthday or graduation parties, reunions, showers, small weddings, and other types of outdoor gatherings that otherwise may be too large to host at home.

- UNICO Building & Pavilion rental hours are from 9:00am to 9:00pm. This facility requires a minimum of 3 hours per rental, and is charged by the hour. Time reserved and paid for must include set-up time, time decorating, band/caterer set up, and take-down/clean-up.
- The person named on the facility reservation will be held responsible for the following:
  - The condition of the facility and the conduct of the group using the facility. Person on the facility reservation must be present at the event the entire time to monitor.
  - Damages, loss, accidents or injuries to persons or property while using West Springfield Town property. Additional charges will be assessed to applicant for any damage, repair, or cleaning required by the WSPRD which is not covered by the initial \$100 security deposit.
  - Any licenses/permits required to host the event. Name on application must match the name on the licenses/permits issued through the West Springfield License Commission.
- Grills (of any type) are **NOT ALLOWED** at this facility.
- Bounce Houses are **NOT ALLOWED INDOORS** at this facility. They may be used outdoors with additional insurance.

### RESERVATION POLICY:

Decisions to grant use of the UNICO Building & Pavilion will be made in accordance with the following prioritization ranking of users and groups.

1. Programs sponsored by the West Springfield Park & Recreation Department
2. Programs sponsored by the Town of West Springfield
3. Programs sponsored by town-affiliated non-profit organizations
4. All other functions scheduled on a first come, first served basis

\*Only events which would be considered "family friendly" or would not disrupt the adjacent neighborhoods will be allowed.

### RENTAL FEES:

- Rental fees are due no later than 48 hours prior to the Department's approval of the application. Reservations cannot be confirmed until all rental fees are paid. Only West Springfield residents with a formal ID will qualify for the resident rate. All organizations that do not have a company address located in West Springfield will receive the Non-Resident rate.
- Renters who require early arrival or stay later than the reserved time will be charged for the additional time. Time reserved and paid for must include set-up, take-down, and clean-up time.

(Flip for more information)

	Rental Category	A – Program Room, Kitchen, Pavilion & Restrooms (80 Capacity)	B – Pavilion, Kitchen & Restrooms (60 Capacity)	C – Pavilion & Restrooms (60 Capacity)
1.	West Springfield Resident	\$45 per hour, plus \$100 Security Deposit	\$30 per hour, plus \$100 Security Deposit	\$25 per hour, plus \$100 Security Deposit
2.	Local recreation provider (01089), civic, faith based, educational groups	\$45 per hour, plus \$100 Security Deposit	\$30 per hour, plus \$100 Security Deposit	\$25 per hour, plus \$100 Security Deposit
3.	Non-Resident, business, other contracted organizations, individuals or groups	\$60 per hour, plus \$100 Security Deposit	\$45 per hour, plus \$100 Security Deposit	\$40 per hour, plus \$100 Security Deposit

- **Rental A Includes:**
  - Indoor Program Room, Outdoor Pavilion, Kitchen & Restrooms
  - Tables for 80 guests (6 Round Tables, 5ft Diameter & 6 Rectangle Tables, 12ft long are available for use)
  - Food Prep Area (Cooking Range, Ice Maker, Freezer, Refrigerator & Microwave)
  - 1 tour of the area with Park & Recreation Department Facility Manager. Additional tours must be set up through the WSPRD and may include additional fees.
- **Rental B Includes:**
  - Outdoor Pavilion, Kitchen & Restrooms
  - Tables for 60 guests (6 Round Tables, 5ft Diameter & 6 Rectangle Tables, 12ft long are available for use)
  - Food Prep Area (Cooking Range, Ice Maker, Freezer, Refrigerator & Microwave)
  - 1 tour of the area with Park & Recreation Department Facility Manager. Additional tours must be set up through the WSPRD and may include additional fees.
- **Rental C Includes:**
  - Outdoor Pavilion & Restrooms
  - Tables for 60 guests (6 Round Tables, 5ft Diameter & 6 Rectangle Tables, 12ft long are available for use)
  - 1 tour of the area with Park & Recreation Department Facility Manager. Additional tours must be set up through the WSPRD and may include additional fees.
- Security deposit will be returned in the form of a check after official inspection by a Park & Recreation Staff Member has taken place. Please allow 2-3 weeks for this check to be mailed to the address listed on the application.

### INSURANCE/SPECIAL LICENSING & PERMITS:

The Town of West Springfield and/or the State of Massachusetts require Insurance Certificates, Special Permits/Licenses for the following:

**FOOD** – When serving to the public, when a caterer is serving food to the public, when preparing food at the facility for the public

**ALCOHOL** – Anytime alcohol is being consumed on Town owned property, a license is required (only beer and wine allowed.)

Those serving alcohol (renter, caterer, etc.) must secure a permit through the West Springfield License Commission. The state recommends that you allow 60 days for the approval of a license.

**ENTERTAINMENT** – General Liability Insurance is required for bounce houses, live/recorded music, DJ, theater, clowns, etc.

**OTHER** – When insurance certificates are deemed necessary. Special permits/licenses are the responsibility of the renter and must be submitted to the West Springfield License Commission (Town Clerk's Office) at least 3 weeks in advance.

### DECORATIONS:

- Any decorations used at the event must be of a non-permanent nature and must be removed prior to the end of the event.
- Nothing shall be attached or fastened to any pavilion structure, wall, or surface of any means, and no tape, tacks, nails, screws, push pins or similar devices may be used. Should you use a banner, it must be displayed on freestanding poles.
- Trash from your event must be put in provided dumpsters/receptacles.

### CANCELLATION POLICY:

- Facility rental reservations may be cancelled at any time and 100% of the Security Deposit will be refunded for cancelled rentals.
- A 100% refund of all fees paid will be granted for cancellations that take place at least ten (10) calendar days prior to the scheduled rental date.
- A 50% refund of all fees paid will be granted for cancellations that take place at least three (3) calendar days prior to the scheduled rental date.
- No fees will be refunded for events cancelled less than three (3) days prior to the scheduled rental date.
- 100% of any additional fees charged for Departmental support costs, which have not be incurred by the Department at the time of cancellation, shall be refunded. Any such fees that have already been incurred by the Department will not be refunded.
- The Park & Recreation Department has the right to retain the \$100 Security Deposit for rentals exceeding occupancy limits and/or starting or ending times beyond the hours for the facility, in addition to damage to the facility.



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1 UNICO WAY, MITTINEAUGE PARK, WEST SPRINGFIELD, MA 01089  
WEST SPRINGFIELD PARK & RECREATION DEPARTMENT



## APPLICANT INFORMATION:

Check one: ☐ Individual ☐ Business ☐ Non-Profit Organization ☐ Other

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

Address: \_\_\_\_\_ (Street, City, State, Zip) **(Proof of Address Required)**

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

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

## EVENT INFORMATION:

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

Time Facility is Opened (include time for set-up): \_\_\_\_\_ Time Facility is Closed (include time for clean-up): \_\_\_\_\_

**Rental fee is calculated from the time the facility is opened until the time the facility is closed.** Please note that the facility must be rented for a minimum of 3 hours. Facility rentals should end by 8:00pm to allow time for clean-up.

### Please Check One:

<input type="checkbox"/>	<b>Rental A:</b> Indoor Program Room, Outdoor Pavilion, Kitchen & Restrooms (80 capacity)
<input type="checkbox"/>	<b>Rental B:</b> Outdoor Pavilion, Kitchen & Restrooms (60 capacity)
<input type="checkbox"/>	<b>Rental C:</b> Outdoor Pavilion & Restrooms (60 capacity)

### Please answer the following:

- Is food being served? ☐ Yes ☐ No
  - If Yes, check one: ☐ Bringing in Own Food ☐ Catered ☐ Food Truck (additional permit required)
- Is alcohol being served? ☐ Yes ☐ No (Please note that only beer & wine are allowed)
  - If Yes, a one day Alcohol Consumption Permit is required. A minimum of 3 weeks' notice must be given to the West Springfield License Commission in order to process the permit. A One-day Liquor Liability Insurance is also required in addition to the permit. A one-day Host Liquor Liability rider is required for the event in the amount of \$1,000,000/\$2,000,000. Check with your Homeowner's Insurance first, and use the following for additional information ([www.theeventhelper.com](http://www.theeventhelper.com), [www.privateeventinsurance.com](http://www.privateeventinsurance.com)) The Park & Recreation Department will put you in touch with a contact from the West Springfield License Commission who will reach out to you with all of the necessary information to receive this permit.
- Is live/amplified music (other than a personal stereo), or other forms of entertainment like a DJ/clown/etc. being used? ☐ Yes ☐ No
  - If Yes, a Temporary Entertainment License is required. A minimum of 3 weeks' notice must be given to the West Springfield License Commission in order to process the permit. The Park & Recreation Department will put you in touch with a contact from the West Springfield License Commission who will reach out to you with all of the necessary information to receive this permit.
  - Please specify what type of entertainment you will be having here: \_\_\_\_\_
- Do you plan to use a bounce house or similar inflatable device? ☐ Yes ☐ No Type: \_\_\_\_\_
  - If Yes, General Liability Insurance is required. This can typically be retrieved from the company you are renting a bounce house or other device from. Please email this to [parkandrec@towns.org](mailto:parkandrec@towns.org) to keep on file no later than 1 week before your event.
- Would you like to rent any cornhole sets? ☐ Yes ☐ No If yes, how many? \_\_\_\_\_ (\$20 per set, max 6 sets)

## PLEASE READ AND SIGN:

As the applicant and permit holder, I have read the pavilion rental agreement and the rules and regulations, and will take full responsibility in ensuring that the rules and regulations are reviewed with my guests and adhered to during the course of the rental. I know my reservation permit will be immediately revoked if there is use of alcohol without a required permit, any illegal substance, violation of the law, and any behavior deemed inappropriate by the Park & Recreation Department. If at any time an unfavorable condition exists or conduct by a participant is deemed inappropriate, the Park & Recreation Department reserves the right, in the interest of public safety, to discontinue all activities or dismiss person(s) detrimental to the activity. As condition of use the permit holder agrees to furnish at their own expense, police detail if deemed necessary and to reimburse the Town of West Springfield for any damages done to the site. I further agree to release and hold harmless the Town of West Springfield, its officers, employees, agents, attorneys, board and commission members, and successors and assigns (collectively the "Town") from any and all liability or expense arising out of any incident occurring at the permitted facility. I further understand and agree that I must execute the attached indemnity and hold harmless agreement, as a condition of receiving a permit, releasing the Town of West Springfield from all liability and expense arising out of my use of the permitted facility.

Signature of responsible party/organization: \_\_\_\_\_ Today's Date: \_\_\_\_\_

*For Office Use Only:*

Rental Fee: \$ \_\_\_\_\_ + \$100 Deposit = Total Rental Fee: \$ \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Using Cornhole Sets? ☐ Yes ☐ No Total Sets Used: \_\_\_\_\_ (6 max) Total Cost: \$ \_\_\_\_\_ (\$20 each)

Director Approved: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Special Permit Required? ☐ Yes ☐ No (if Yes, check which type(s) below)

☐ Alcohol/Food Permit ☐ Entertainment License ☐ General Liability Insurance

Police Required? ☐ Yes ☐ No

Rental Fee Amount Due: \$ \_\_\_\_\_ Payment Due By: \_\_\_\_\_

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After Inspection Done By: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_

Condition/Notes Regarding Space: \_\_\_\_\_  
\_\_\_\_\_

Security Deposit to be Returned? ☐ Yes ☐ No

Refund Approved By: \_\_\_\_\_ Date Approved: \_\_\_\_\_