



GENERAL INFORMATION: All reservations, permits and changes must be made by the responsible party at the Parks & Recreation Department Office, 26 Central Street, West Springfield, MA 01089. You may contact the Park & Recreation Department Office at (413) 263-3284 for availability and process to secure rental. Reservations must be made a minimum of 3 weeks' notice must be given from event date.

RESERVATION POLICY

- Decisions to grant use of Town Properties will be made in accordance with the following prioritization ranking of users and groups.
 1. Programs sponsored by the Park and Recreation Department
 2. Programs sponsored by Town of West Springfield
 3. Programs sponsored by town-affiliated non-profit
 4. All other functions scheduled on a first-come first-served basis according to availability.
- The Park and Recreation Department must approve all requests for the right to use any recreation facility and has the right to refuse any use.
- Anyone or any group using the facility, who charges fees for admissions, sells advanced tickets, takes donations, or sells concessions or products must have approval of the Park and Recreation Department.
- Renter must follow all Town of West Springfield Park Rules and Regulations. Time of use indicated on permit must be adhered to.
- A new request must be made for each year/season. Repetitive reservations will not be accepted.
- Smoking is not allowed at Town owned property.

REQUIRED DOCUMENTATION WHEN SUBMITTING APPLICATION

- ✓ Request space needs with date range, party size, number of days needed, specific times requested.
- ✓ Person / Organization Contact information.
- ✓ Signed Application
- ✓ Proof of Residency



West Springfield Park and Recreation Department
Small Events Application

2018

Date: _____

Name of responsible party making request: _____

Address: _____ Town/City: _____ Zip: _____

Home phone: _____ Cell Phone: _____

E-mail address: _____

Description of events (type of activities, purpose, etc.): _____

Estimated attendance: _____

Vehicle attendance: _____

Special arrangements/request (a minimum of five working days is required, additional charges may apply): _____

Please check which facility/property you would like to use:

- Town Common Gazebo Elm Street Gazebo Stone Bridge Altamont Property
- Park Meadow Tom's Launch Other (Please Specify) _____

Date(s): _____ Time: Arrival: _____ AM/PM Departure: _____ AM/PM

Please check Yes or No for the following: Will you be providing:

Chairs / Seating Yes No Alter / Arbor Yes No Amplification Yes No

Additional Equipment (Please Specify) _____

I (we) assume full responsibility for damages to Town equipment and/or property that occur as a result of the requested use. Furthermore, I (we) understand that the Town of West Springfield, Department of Public Works and members of the Park and Recreation Department, will not be held liable for any injuries or damage which may occur to me, my guest, and/or members of the above-named organization and our property during our requested use of the facility. All applicants must provide a Certificate of Insurance, naming the Town of West Springfield, its agents, servants and employees as additional insured, evidencing the following coverage:

Applicants Signature _____

Office Use Only:

Director Approval: Y / N _____ Date: _____ Proof of Insurance: Y / N

CMD Informed: Y / N ~ Other license/permits required Y / N ~ Police Detail required Y / N