



CITY OF NEW BEDFORD

PARKS, RECREATION & BEACHES

JONATHAN F. MITCHELL,



Facility Rental Application

Please thoroughly read all policies before completing this application. When you have completed your application please return the form to the Administrative Department of Parks Recreation & Beaches 181 Hillman St. Bldg. 3 New Bedford, MA 02740.

Name of Applicant & Organization: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Home Phone: _____ Work/Cell Phone: _____
 Email: _____ Renter Date of Birth: _____

Program/Activity with description(attach additional sheets if needed):

Name of Person Responsible at this Event: _____ Phone: _____

Facility Information

Fort Taber Community Center ** Date: _____ Time: _____
 Buttonwood Community Center Total Cost: _____
 Brooklawn Community Center Approximate Number in Attendance: _____
 Other _____

*** All rentals that exceed the requested time will be billed the hourly rate associated with the building AND potential loss of security deposit.**

**** Parking accommodations are required at Fort Taber. An additional \$20 an hour rate may be added to waive parking costs for all attending the event.**

Special Event Permit Application has been filed with the City of New Bedford YES NO

Alcohol

Requests for alcohol must be approved by the Parks Recreation & Beaches Department and the New Bedford Licensing Board

(Anyone who is found to have alcohol at an event without approval may be deemed ineligible from any future rental of a city facility)

Will there be any alcoholic beverages served at your event? YES NO

If the service of alcohol is being requested, the applicant must contact the Office of the Licensing Board immediately, for approval of a Section 14 Special One-Day License (s).

Licensing Board Staff can be reached at (508) 979 - 1457

Facility Use Policies

1. No alcoholic beverages shall be served, sold, advertised, or exhibited in the facility without the express written permission of the Park Board, the Department and the New Bedford Licensing Board.
2. Nothing shall be advertised for, sold from, or exhibited in this Facility without the express written permission of the Park Board and the Department.
3. The Facility’s tables and chairs may be repositioned but must be returned to their original set up prior to leaving. Balloons are not allowed. **Cooking is not allowed at the Buttonwood facility and Fort Taber Community Center, but food may be warmed.**
4. The designated “Person Responsible at this event” at the facility shall be responsible to maintain order among the attendees at this event; remove all trash from the Facility at the conclusion of the event, and; assure that the Facility’s buildings and grounds are clean and restored to arrival condition prior to leaving.
5. The applicant individual and/or organization granted approval to use the Facility assumes responsibility for any accidents resulting in physical harm to persons or property during said use, and herewith releases and holds harmless the City of New Bedford, its employees and agents from such liability.
6. **No Facility reservation will be held without payment.** Payment for use of this facility must be received no later than 30 days after Board approval or 2 weeks prior to use, whichever occurs first, according to the fees outlined on the reverse.
7. **A processing fee of \$50 will be held on any cancelations requesting a refund.**

**I have received and read the attached rules regarding facility use of a city owned building.

Signature

Date

Waiver: In consideration of this application and/or the right to participate in this agreement, I or my designated representative, release the City of New Bedford, its employees, agents, representatives, and other persons or organizations for whose conduct the City may be responsible from any and all liability, loss damage, costs, claims and/or causes of action, including but not limited to all bodily injury claims and property damage resulting from or arising out of the use of premises, facilities, or equipment of the City of New Bedford, and/or caused in any way by the City of New Bedford, its employees, agents, representatives, and other persons or organizations for whose conduct the City may be responsible. I have been informed of the policies, including the refund policy, if applicable. I fully understand this waiver and voluntarily accept its terms. I certify, under the penalties of law, this information is correct

Applicant Printed Name: _____

Applicant Signature: _____ **Date:** _____

- ✓ Payment for facility rental must be received in full when booking the event*
- ✓ Please make checks payable to *City of New Bedford, please include in the “memo” section date of event and name of facility*

Official Use Only	Amount Due:	Payment Type:	Date Rcvd:
	\$ _____	Check Money Order	_____

Liquor Policy

All events that are requesting alcohol must go before the Office of the Licensing Board which is located in City Hall, Room 206.

All events with liquor requests, being single or multiple day and/or personal or private event must go through a step by step process that is requested and cleared through the Office of the Licensing Board.

Catering and Cooking Regulations

There is no cooking at any of the Community Centers. Kitchenettes (if operable) are allowed for use but solely for warming food and storage.

The City of New Bedford and the facility rentals do not have any bussing of tables or day of event staff other than a custodian who is the key holder the day of the event rental. The custodian on duty is solely responsible for the building supervision.

Cleaning Responsibilities

The renter is responsible for the restoring of the building to its prior original condition. No party will leave without the cleaning of the building both inside and outside.

Tables and chairs must be returned to appropriate location (directed by the custodian on duty). All decorations and accessories must be removed and taken after event. Trash must be put in appropriate bags and put into dumpster which is located outside of the building. Recycling is mandated by the City of New Bedford. Please use recycling containers provided.

Failure to meet the standards of cleanliness required may forfeit the entire or part of the security deposit.

Parking

Parking during non peak times is provided based on the availability in the public parking lots. Each Community Center in the city has a parking lot.

During peak season, parking at Fort Taber Community Center and at the Fort as a whole, does require a fee. If the renter chooses to do so, an additional fee for \$20/hr may be added to the rental rate to ensure free parking for the event and its attendees in a lot designated by the Dept. for event parking.

Parking at the venues may run into challenges depending on the weekend/day of rental when other events are located in a close proximity.

Please consult with the Parks Recreation & Beaches office.

General Information

Every rental will provide one employee from the City of New Bedford. This employee will adhere to the times that have been permitted and instructed by his/her superiors. The custodian/employee on duty is not responsible for the flow or running of the event/rental. The custodian/employee on duty is in charge of the space and reserves the right to prohibit requests/actions based on his or her judgment and knowledge of the rules and regulations of the City of New Bedford and the Department of Parks Recreation & Beaches and any other department that is involved.

Decorating

Decorations must be placed without any materials that could harm the building either interior or exterior. Absolutely no open flames on any city premises, including fireworks, unless approved by the Fire Department and Parks Recreation & Beaches departments.

Decorating and set-up time is NOT included in the rental. The renter must pay for whatever time is needed to set-up/prepare for their event.

Outside Service Vendors

The Department of Parks Recreation & Beaches must have contact information for any outside vendors that will be involved in the event. All vendors must fill out an "Outside Service Provider" form and agree with the rules and regulations set by the City of New Bedford and the Department.

Event Shut Down and Clean Up

Renters are responsible for the prompt departure of their guests. If guests, vendors, or anyone affiliated with the party remain in the building past the event's scheduled time of termination, the renter's security deposit may be forfeited.

City of New Bedford Rules and Regulations for City Parks, Playgrounds, and Beaches

This beautiful public space is yours to enjoy for relaxation and recreation. Please respect others and keep our park clean. Parks and playgrounds are open dawn to dusk.

Prohibited activities:

- Use of or possession of alcohol or illegal drugs
- Use of vulgar or threatening language
- Operation of unauthorized vehicles on park property
- Parking on the lawn
- Bicycles on the lawn
- Dumping or littering
- Vandalism of a tree, plant, or park structure
- Unleashed animals or any animal within 100 ft of a recreational area
- Fires, fireworks, or firearms of any kind
- Feeding birds or wildlife
- Use of metal detectors without a permit
- Golfing
- Smoking
- Performances, solicitations, or commercial activity without license from Parks, Recreation & Beaches
- Use of the park after it is closed
- Skateboarding except where indicated
- Sleeping

The Board of Park Commissioners of the City of New Bedford



CITY OF NEW BEDFORD

PARKS, RECREATION & BEACHES

JONATHAN F. MITCHELL,



Outside Service Provider

Business Name: _____

Contact Person: _____

Phone Number: _____

E-Mail: _____

Website: _____

Vendor Type (please circle one)

- Caterer
- Band
- DJ
- Bar Service
- Event Planner
- Photographer
- Other _____

I have read and understood the conditions governing the use of the facility rentals with the City of New Bedford and the Department of Parks Recreation & Beaches. My signature below acknowledges that I have read and understand the rules and expectations. Failure to comply with any or all of these rules could result in the Renter's loss of their security/damage deposit.

Printed Name of Signer

Date

Authorized Signature

Date

All outside service providers must fill out and submit an Outside Service Provider form upon contractual agreement with the renter and submit it to the Department of Parks Recreation & Beaches with the City of New Bedford.

Mail to the following address:
181 Hillman Street, Building #3
Parks Recreation & Beaches
New Bedford, MA 02740

The fee structure below will be in effect for rentals scheduled on or after October 1, 2015.

Facility Rental Fee Schedule

*****All non-bonded events are required to provide a security deposit. The security deposit will be returned if ALL of the contractual agreement is followed and respected.***

The Park Board determines which events require bonds and their dollar value.

Facility	Resident (personal)	Non-Resident (personal)	Not for Profit	For Profit
Fort Taber Comm. Center **(non-peak period)	\$50/hr	\$80/hr	\$80/hr	\$100/hr
Brooklawn Community Center **(non-peak period)	\$40/hr	\$80/hr	\$80/hr	\$100/hr
Buttonwood Community Center **(non-peak period)	\$40/hr	\$80/hr	\$80/hr	\$100/hr
All other facilities **(non-peak period)	\$40/hr	\$80/hr	\$80/hr	\$100/hr
Fort Taber Comm. Center **(peak period)	\$60/hr	\$90/hr	\$90/hr	\$120/hr
Brooklawn Community Center **(peak period)	\$50/hr	\$80/hr	\$80/hr	\$120/hr
Buttonwood Community Center **(peak period)	\$50/hr	\$80/hr	\$80/hr	\$120/hr
All other facilities **(peak period)	\$50/hr	\$80/hr	\$80/hr	\$120/hr
Fort Taber Inside Fort (year round)	\$150/hr	\$300/hr	\$300/hr	\$300/hr

Rate does not include additional set-up and breakdown time and costs. You must pay for all time that is needed in the building. Please contact the Parks Recreation & Beaches office with any questions, requests, or special adjustments on a case by case basis.

***** Peak period begins the Friday of Memorial Day weekend and ends the Monday of Labor Day weekend.***

*****During peak period parking accommodations are required at Fort Taber. An additional \$20 an hour rate may be added to waive parking costs for all attending the event. If not, each person attending the event must pay his or her own parking fees.***

*****Ticket based/revenue based rentals and events are required to pay additional per ticket charge. Non-profit based will be charged \$3 per ticket sold and for-profit will be charged \$5 per ticket sold as instructed by the Park Board of Commissioners.***