****

Make Checks to:

***Town of Clinton***

560 High Street

Clinton, MA 01510

**REQUEST FOR USE OF PARK AND OPEN SPACE AREAS**

Date(s) you are requesting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event and Park/Open Space you are requesting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start/End time: \_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_ # of people in attendance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*\* A donation fee structure.** This donation is used for park maintenance and upkeep. Make checks out to Town of Clinton:

* **50 or less people: $25.00 donation**
* **51-100 people: $50.00 donation**
* **101-200 people: $100.00 donation**
* **201+ people the amount will vary based on event.**
* **A $25.00 refundable deposit is due at the time of booking.**

*\*\*\*Please attach a letter of intent which includes the details of the event. This letter should be an overview of the event, including any equipment that you will be bringing into the area and the number of people in attendance.*

**Contact Information:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Park Rules and Regulations:**

* Staking is not allowed at the park. If you are using Easy-Up Tents you may use the small stakes that come with the tents or sandbags to keep the tent secure. If you hit anything hard in the ground please relocate the tent so as not to damage our irrigation system.
* Driving into the park is not allowed for any event/any reason. All vehicles must park at the designated parking spaces outside the park property.
* Please provide your own trash receptacles for your event and carry out any trash.
* Please leave the area clean and undamaged, making sure not to damage the grass, trees or plants during set-up or breakdown.
* If you need electricity for your event you must notify the Parks and Recreation ahead of the event so we can turn it on.
* If the event gets cancelled and you need to reschedule you must notify Clinton Parks and Recreation Department as soon as possible.

*All Fire Department, Police Department, and Parks & Recreation, and Board of Selectman rules and regulations pertaining to the use of the Town of Clinton’s parks and open spaces must be strictly followed. The user will be held responsible for any and all damage, including removal of trash at the end of the event. Whereas, these spaces are public areas, the public cannot be excluded from using the parks. A fee will be charged to the user if cleaning is needed after use. User is responsible for securing police detail if necessary for their event.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date