****

Town of Clinton

560 High Street

Clinton, MA

01510

**Permit Request for Savage Field**

Requested Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Activity Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start/End time: \_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*\* Permit Fee Breakdown (please check all options that apply to your event):**

* **Pavilion Rental (charged per hour including set-up/clean-up)** 
  + $15.00 per hour
    - Number of hours requested \_\_\_\_\_\_\_\_\_\_\_ Total Owed: \_\_\_\_\_\_
* **Single Game Fees (only applicable for 2 games or less on a given day)**
  + Field reservation: $25.00 per game without lights:
    - Number of games \_\_\_\_\_\_ Total Owed:\_\_\_\_\_\_
  + Light use fee: $25.00 per game:
    - Number of games under the lights \_\_\_\_\_\_ Total Owed: \_\_\_\_\_\_
* **Tournaments (for more than 2 games on a given day)**
  + 1 day, full day tournament- more than 2 games (NO LIGHTS): $125 per day:
    - Number of days \_\_\_\_\_\_\_ Total owed:\_\_\_\_\_\_
  + Light fee for tournaments is an additional $25.00 per game:
    - Number of games under the lights\_\_\_\_\_\_\_ Total Owed:\_\_\_\_\_\_\_\_
* **Misc. Events**
  + Ice Rink Light fee: $10.00 per hour \_\_\_\_\_\_\_
  + Basketball Court Reservation: $25.00 per hour \_\_\_\_\_\_\_\_
  + Practice w/o Lights (2 hour limit): $15.00 \_\_\_\_\_\_\_\_\_\_\_\_
  + Practice with Lights $25.00 (two hour limit) \_\_\_\_\_\_\_\_\_\_\_\_
* **Equipment Rentals**
  + Bases: $15.00 per game or $25 per day: \_\_\_\_\_\_\_\_
  + Portable nets for ice hockey: $10.00 per rental and $50 deposit (refunded if nets are returned on time and undamaged): \_\_\_\_\_\_\_

**Contact Information:**

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

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alternative contact (name and phone number): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Office Use Only*

*Amount Received: ­­\_\_\_\_\_\_\_\_ Form of Payment: Cash* *Check #\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_*

*Amount Received: ­­\_\_\_\_\_\_\_\_ Form of Payment: Cash Check #\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_*

*Security Deposit Received: \_\_\_\_\_\_\_\_\_ Form of Payment: Cash Check #\_\_\_\_\_ Date: \_\_\_\_\_\_\_*

*Deposit Returned: Yes  No Date:\_\_\_\_\_\_\_*

**CONDITIONS AND RESPONSIBILITIES OF RENTER**

**DEPOSIT/RENTAL FEES**

A signed rental form as well as the $25.00 refundable security deposit and 50% of the total rental fee must be received to hold your date and times. CLINTON PARKS AND RECREATION is unable to reserve your date without all the above. The balance of your rental is due forty-eight (48) hours prior to your rental unless special arrangements have been made with the department.

The $25.00 security deposit will only be returned if all conditions outlined below are followed and the facility is left in the condition it was found. If there are damages, an unclean facility, or missing equipment the deposit will be kept. If rental equipment is not returned your group will be charged the value to replace said equipment. If your deposit check is not picked up within 30 days, we will shred the check.

All payments must be made via cash or check. Checks are payable to: “Town of Clinton”. Renter must have a valid form of ID at the time of the reservation and the department will make a copy of this to be kept on file.

*Note: Security deposit and 50% date hold fee must be in two separate payments.*

**SITE DECORATION**

If applicable, decorations may be used in the facilities for functions but are limited to what can be hung from rafters or held in place through clamps or rubber bands. Use of nails, tacks, screws, or any other item that will result in holes in the pavilion are prohibited. Remove all decorations at the end of your reservation.

Staking is not allowed at the parks as it will damage the irrigation lines. 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.

**FACILITY CLEANING/TRASH/EQUIPMENT REMOVAL**

For the pavilions, set-up/clean-up must be incorporated into your rental time as this facility is rented by the hour. Any additional time needed must be added to your rental time and will be charged accordingly.

For rentals park is carry-in/carry-out. Excess trash left at the end of the event will result in the renter not receiving their security deposit. If you need extra trash receptacles for the event please let us know.

Please be mindful not to harm the grass, plants, trees or wildlife to execute your event.

**RENTAL POLICIES & RULES**

Renting of the facility includes use of the picnic tables, lights and power if applicable within the facility. Please note all parks are public so the facility will not be closed during your event, however with the rental agreement from the department you will have the ability to exclusive use the facility/space designated for your rental and may kindly ask the public to vacate the space during your rental time.

When applicable the Parks and Recreation Department will post notice of the rental to help inform the public.

If facility has power the circuits are 20amp circuits, please be mindful to not overload the circuit and blow a fuse.

All equipment being brought in to the facility must be specified at the time of the reservation and must be approved by the Clinton Parks and Recreation Department. Equipment such as inflatables will require additional insurance from the equipment rental company or the renter.

This facility does have seasonal port-a-potty units onsite, if you are interested in renting additional units for your function please communicate with the department and this bill will be added to your total.

**BBQ Grills charcoal or gas are not allowed at the parks due to fire regulations.**

**Driving into the facility beyond the designated parking areas is not allowed for any event/any reason. If you have any questions regarding this specific to your event, please speak with the department.**

**If applicable prior to the event the renter will receive an e-mail outlining any specific details related to their event such as entry codes to equipment sheds, instructions for power or set-up instructions. If needed the renter will need to meet with Parks and Recreation Staff to go over details at the site.**

**If lights are requested for your function you will receive instructions on how to turn these on/off. Renter is responsible for making sure lights are off after their event. In some cases, we may set a timer to ensure that the lights are shut off at a designated time.**

**Renter must be present during the rental and is responsible for their guests during the time of the rental. A staff member may/may not be onsite during the rental. If a site member is not onsite we will supply a cellphone number in the case of emergency.**

**TOWN, COUNTY, STATE FEDERAL LAWS**

Renter agrees to comply with all applicable town, county, State, and Federal laws and shall conduct no illegal act on the premises. This is a drug and alcohol free facility at all times, NO EXCEPTIONS. **If an illegal or dangerous situation occurs, please call 911 or the Clinton Police Department.**

**Renter shall not serve/sell alcohol on premises at any time this is a dry facility.**

All rentals must adhere to the Town of Clinton noise ordinances which are posted as 10:00pm. most facilities are in residential areas, please be mindful of the neighbors and be respectful of all others in the vicinity of the parks. Since parks are public all music played must be appropriate for all ages.

**CANCELLATION**

Cancellations prior to a week before the rental will receive a full refund. If an event is cancelled within a week of the reservation both the 50% deposit and the $25.00 security deposit will be kept. If an event is cancelled due to inclement weather the rental fee will be returned or the event will have the option to be reschedules.

*All Fire Department, Police Department, and Parks & Recreation, and Board of Selectman rules and regulations pertaining to the use of the Parks & Recreation building must be strictly followed. The user will be held responsible for any and all damage to the parks & recreation office and/or equipment, furniture, etc. therein. A fee will be charged to the user if cleaning is needed after use. Children must be supervised at all times. User is responsible for making sure building is locked and secure after use and must work with the director/assistant director to confirm these details. User also agrees to comply to the above statements of rules and regulations.*

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

Signature Date