

WILBRAHAM PARKS & RECREATION DEPARTMENT
SPEC POND RECREATIONAL FACILITY
2009 FACT SHEET

As of January 2009 the Spec Pond Recreational Facility will be tobacco free.
In order to further protect the health of our families, the pavilion, beach and field areas are now smoke-free areas.
Smoking will not be allowed anywhere within the boundaries of the Spec Pond facility.
Thank you for your cooperation.

The Town of Wilbraham is proud to offer outstanding facilities at the Spec Pond Recreational Facility for events such as corporate picnics, birthday and graduation parties, reunions and other gatherings.

The outdoor facility can generally be reserved by adults age 21 and older on weekends from May through early September. Weekday evenings (Monday -Thursday) can be reserved at a discounted rate as availability allows. Town sponsored events have priority.

The overall pavilion area can facilitate up to 200 people during beach season and up to 250 people off season.

The area is open from 9:00AM and closes at dusk.

The park like facility includes:

- An open sided pavilion with picnic tables accommodating 95 people. Up to 150 people fit under the roof
- A kitchen with sinks and a refrigerator/freezer (No stove or oven)
- Restrooms (one is handicap accessible)
- A covered barbeque pit for grilling (Renters must supply charcoal -20lbs. is recommended)
- A horseshoe pit (Advanced notice required)
- A volleyball net (Advanced notice required)
- A small play area for young children

- **The basketball courts and fields are not included** in the rental. Special arrangements must be made prior to rental. There is an additional fee to rent the courts, and/or ball fields. Check with the Parks & Recreation Dept. for more information.
- **The beach is not included** in the pavilion rental. Anyone in your party wishing to use the beach or swim will be considered as any other beach patron and must check in with the lifeguards and pay the appropriate daily rate. No swimming will be permitted outside regular beach hours. Bulk passes are available for larger groups at a discounted rate. Check with the Parks & Recreation Dept. for more information.
- **Inflatables** are allowed only under certain conditions and must have approval prior to rental.
- **Alcohol** (wine and beer only) is not allowed unless an event is catered by an approved caterer with the appropriate insurance, a special alcohol permit (\$45.00) and meets the standards set by the Town of Wilbraham.

Those interested in reserving the Spec Pond Facilities should understand their responsibilities include:

1. Requesting and processing appropriate paper work with the Parks & Recreation Department.
2. Securing, if deemed necessary, all permits and licenses through the Wilbraham Selectmen's office.
3. Submitting proper payment and security deposit with the rental contract.
4. Obtaining the key a few days prior to the scheduled event from the Parks & Recreation Office.
5. Providing appropriate clean-up of the facility when the event is finished.
 - There is a trash bin on the premise. Renters must place all rubbish in the bin at the close of the event.
 - Cleaning supplies and brooms are located in the pavilion to assist in the post-event clean up.
 - A complete clean-up checklist will be issued when keys are picked up.

A fee is charged for the rental of the Spec Pond facility according to which facilities are being reserved and the number of attendees. These rates are determined at the time you reserve the facility. A \$250.00 security deposit is required and will be refunded after the facility has been inspected for post-event conditions and the keys have been returned. The number attending your event will be confirmed by a staff person. If the number of attendees exceeds the number you have paid for, the difference will be subtracted from your security deposit.

Reservations for the Spec Pond area will be taken beginning January 2 within the calendar year on a first-come basis. Once reservations are confirmed, refunds will not be given unless the date can be filled with another event. A \$25.00 cancellation fee will be charged even if the date is filled with another event.

If you have any questions regarding the rental of the Spec Pond facility or if you would like to rent the area, please call the Wilbraham Parks & Recreation Department during regular business hours at 596-2816.



**W WILBRAHAM PARKS & RECREATION DEPARTMENT
APPLICATION PROCEDURE FOR THE RENTAL/USE OF THE
SPEC POND RECREATIONAL AREA**

NOTE: The enclosed contract must be returned within seven (7) days in order to reserve the requested date. If it is not returned within seven days the date will be released.

Please carefully review the following information and instructions.

1. Complete the enclosed application. It must be signed by a duly authorized officer of your club, organization or company or by the individual over 21 who is responsible for fulfilling the contract terms. Any youth event must be chaperoned by an appropriate number of adults.
2. Return completed contract with appropriate check(s). One check for \$250.00 is payable to the Town of Wilbraham. This is a refundable deposit and will be returned to you after the post-event inspection is accepted, the keys are returned, and the attendance number in your party has been validated. A second check is for the rental amount (see enclosed invoice). A third check maybe required if you are reserving any of the options listed on the second page of the enclosed invoice. These rental checks will be deposited two weeks prior to the event. **Once reservations are confirmed, refunds will not be given unless the date can be reserved with another event at the same rate. A \$25.00 cancellation fee will be charged even if the date is filled by another event.**
3. **Beer and wine only are allowed, and only if the event is catered by an approved caterer with the appropriate insurance. The caterer must secure a permit through the Wilbraham Selectman's Office.** To apply for a beer/wine permit the caterer must:
 - a. Submit a copy of the business' \$1,000,000.00 Certificate of Insurance Indemnification Liability to cover alcohol related claims. **This is mandatory.**
 - b. **At the time of application,** request must be made for a "special alcohol service license (section 14)" form from the Wilbraham Selectmen's Office. It must be completed and submitted with the rental application.
 - c. Submit a separate check for \$45.00 for the alcohol license. Make check payable to The Town of Wilbraham.
 - d. **Be sure that sufficient time (three weeks) is allowed prior to the event for the necessary approval.**
4. A Sunday Entertainment License may be required for events which charge admission on Sundays. The general fee is \$10 to the Town of Wilbraham and \$10 for each activity to the Commonwealth of Massachusetts, depending on the hours of operation. The selectmen's office has applications and will assist in determining the fee. **Allow at least three weeks for processing of applications for Sunday Entertainment.**
5. All applications for rentals are reviewed by the Parks & Recreation Director and then submitted to the Police Chief for his review. In the event it is deemed necessary to have a police officer(s) on duty, it is the responsibility of the applicant to call the Police Department one to two weeks in advance of the event to make arrangements for hiring police officers. The fee for the officer(s) is to be paid the next working day after the event. Make checks payable to the "Town of Wilbraham", c/o Treasurer's Office, 240 Springfield St., Wilbraham, MA 01095.
6. **A \$25.00 fee may be assessed if your application is received within two weeks of your reservation.**
7. It is necessary for you to call the Parks & Recreation Office a day or two (weekdays only) prior to the event to schedule a time to meet with the Office staff and to get the keys to the facility.
8. If you have any question regarding any part of the application or procedure, please call the Parks & Recreation Department, M-F, 8:30AM-4:30PM at 596-2816.

WE WISH YOU GOOD WEATHER AND A GOOD TIME!



SPEC POND RENTAL APPLICATION

All groups or individuals (over 21 years of age) planning to hold an activity at Spec Pond must complete this application and submit it to the Parks & Recreation Office. Please review the attached procedure information sheet. If not complied with, permits and licenses will not be issued. Permits must be picked up at the Town Office Building prior to the event.

NOTE: The enclosed contract must be returned within seven (7) days in order to reserve the requested date. If it is not returned within seven days the date will be released.

DATE SUBMITTED: _____ **DATE REQUESTED:** _____

NAME OF ORGANIZATION OR INDIVIDUAL _____
(Must be age 21 or older) (PLEASE PRINT)

"In consideration of our organization/family using Spec Pond property, we agree for ourselves and our organization/family to hold harmless and not to sue the Town of Wilbraham, servants, agents, employees, officers, officials, representatives, insurers, and/or assignees for any injuries or property damage we may suffer or incur while utilizing or going to or from the Spec Pond facilities. I understand we/our organization is responsible for leaving the facility clean and orderly or we/our organization will forfeit the \$250.00 security deposit"

AUTHORIZED SIGNATURE _____ **TEL** _____

PRINT NAME / DULY AUTHORIZED

ADDRESS _____ **TEL** _____
(STREET, CITY, ZIP)

EMAIL ADDRESS: _____
(Reservation confirmation will be emailed to you - please print clearly)

TYPE OF EVENT _____

DATE OF EVENT _____ **TIMES** _____ **# OF PEOPLE** _____

FACILITY NEEDED: PAVILION ___ **FOR AN ADDITIONAL FEE, IF AVAILABLE:** BALLFIELD ___ BEACH ___ COURTS ___
(See page 2 of the enclosed invoice)

WILL EVENT INCLUDE BEER/WINE? _____ (Regulations apply, see attached procedure info sheet for details)

WILL EVENT REQUIRE A TENT? _____ (A permit (\$30.00 fee) must be obtained from the Building Inspector and a prior inspection of the tent and approval is needed from the Fire Dept.)

WILL EVENT REQUIRE A SUNDAY ENTERTAINMENT LICENSE? _____ (See attached procedure info sheet for details)

SIGNATURE OF PARKS & RECREATION DIRECTOR: _____

RECOMMENDATION OF CHIEF OF POLICE: _____

SIGNATURE OF POLICE CHIEF: _____ **DATE:** _____

NOTE: YOU ARE RESPONSIBLE FOR ALL ARRANGEMENTS IN ADVANCE CONCERNING KEYS, PERMITS AND POLICE COVERAGE (if deemed necessary).

SPEC POND RECREATIONAL FACILITY GUIDELINES

(Signature Required Below)

1. SHELTER/ SEVERE WEATHER

- In case of a storm or other severe weather conditions, all patrons should take shelter within their automobiles. Patrons should **not** seek shelter within the pavilion as a safe haven. Therefore the number of patrons should equal the number of available seats within the automobiles present for that specific event.
- In case of severe weather the contact person is also responsible for facilitating the storm evacuation procedure. All patrons should immediately return to their vehicles, or a vehicle, vacate the premises and/or wait out the impending storm.
- The contact individual is also responsible for maintaining proper parking throughout Spec Pond, and abiding by all other rules and regulations listed throughout this contract.
- Patrons cannot be bussed into the facility.

2. PARKING - MAXIMUM CAPACITY

- During the beach season, beach patrons have priority.

Available parking during beach season:

- Pavilion Lot = 10 – 15 Spaces
- Basketball Courts = 20 – 25 Spaces
- Beach 10 – 15 Spaces

MAXIMUM RENTAL CAPACITY = 150-200

Available parking during off-season:

- Pavilion Lot = 10 – 15 Spaces
- Basketball Courts = 20 – 25 Spaces
- Beach = 40 – 45 Spaces

MAXIMUM RENTAL CAPACITY = 200-250

3. TENTS:

- Tents can only be placed in the following designated areas:
 1. Next to the pavilion, between the pavilion and grill pit.
 2. The basketball courts and the area directly behind.
- Tents are inspected by the Fire Department.
- No tents are allowed on fields or parking lots.

4. COOKING/FIRES:

- All cooking must be confined to the grill pit in the picnic grove. Fires of any kind are not permitted.

5. INFLATABLES:

- Inflatables of any kind are allowed only under certain conditions and with prior approval. Check with the Parks & Recreation Department for more information.

I have read and understand the above information:

SIGNATURE OF AUTHORIZED CONTACT PERSON

TOWN OF WILBRAHAM PARKS & RECREATION DEPARTMENT

45C POST OFFICE PARK, WILBRAHAM, MA 01095

INVOICE FOR SPEC POND RENTAL- PAGE 1

▶See attached page for other rental options ◀

TODAY'S DATE: _____

REQUESTED RENTAL DATE: _____

TO: _____

Below are the 2009 rental rates. Rates are based on the number of guests using the facility. A Department staff person will take an attendance count at your event. Any adjustments in rental cost will be taken from the security deposit you have left with the WPRD.

Pavilion rental includes the pavilion, grill pit, beach volleyball area and horseshoes. Please see page two of this invoice for additional options (fields, basketball courts, beach, etc.)

	<u>Attendance</u>	<u>Resident</u>	<u>Non-Resident</u>
Mon. –Thurs.	Under 50	\$50.00	\$100.00
	50-100	\$75.00	\$125.00
	100-150	\$100.00	\$150.00
	Over 150	To Be Determined	To Be Determined
Fri.-Sunday	Under 50	\$100.00	\$200.00
	50-100	\$150.00	\$250.00
	100-150	\$200.00	\$300.00
	Over 150	To Be Determined	To Be Determined
			TOTAL RENTAL FEE DUE: _____
Security Deposit (Required)	All Events	\$250.00	\$250.00
			SECURITY DEPOSIT DUE: _____

Before mailing this completed pack, please check the following:

- I have included a check for the above rental amount.
- I have included a separate check for any additional options requested. (See options invoice attached)
- I have included a separate security deposit check for \$250.00.
- I have included the completed and signed application.
- I have included the completed and signed Park Guidelines Form.
- I have included a separate check for permits and/or licenses if required.

“In consideration of our organization/family using Spec Pond property, we agree for ourselves and our organization/family to hold harmless and not to sue the Town of Wilbraham, servants, agents, employees, officers, officials, representatives, insurers, and/or assignees for any injuries or property damage we may suffer or incur while utilizing or going to or from the Spec Pond facilities. I understand we/our organization is responsible for leaving the facility clean and orderly or we/our organization will forfeit the \$250.00 security deposit and may be responsible for any additional cleaning or repair deemed necessary as a result of our family/organization causing destruction to the Spec Pond facilities.”

I have read and understand all of the above information and have enclosed a separate check for any options checked on invoice **page 2:**

Signature: _____

Date: _____

Make checks payable to: Town of Wilbraham

TOWN OF WILBRAHAM PARKS & RECREATION DEPARTMENT
45C POST OFFICE PARK, WILBRAHAM, MA 01095
INVOICE FOR SPEC POND RENTAL: PAGE 2- OPTIONS

TO: _____

REQUESTED RENTAL DATE: _____

	<u>RESIDENTS</u>	<u>NON-RESIDENTS</u>	<u>CHECK AMT. DUE</u>
BASKETBALL COURTS <i>(Subject to availability)</i>	\$25.00	\$50.00	_____
BALLFIELD <i>(Upper field)</i>	\$25.00	\$50.00	_____
FOOTBALL FIELD <i>(Upper field)</i>	\$25.00	\$50.00	_____
PICNIC KIT <i>(\$20.00 deposit required at time of pick-up)</i>	\$10.00	\$10.00	_____

BEACH: *Those in your party wishing to use the beach or to swim must enter the beach by the concession stand and pay the appropriate daily rate. However if you wish to purchase discounted group rates you may do so by purchasing a pack of beach bracelets in the following amounts.*

Circle your preference: 25pk @ \$75.00 50pk @ \$150.00 75pk @200.00 100pk @ \$250.00

NOTE: *Bracelet packs must be purchased one month in advance and are refundable only if beach does not open due to inclement weather and the unused bracelets are returned.*

TOTAL DUE: _____

These options are subject to availability and are non-refundable. You will be notified in writing whether they will be reserved for you once your rental application has been approved. Should one of these options not be available you will receive a refund on that option.

“In consideration of our organization/family using Spec Pond property, we agree for ourselves and our organization/family to hold harmless and not to sue the Town of Wilbraham, servants, agents, employees, officers, officials, representatives, insurers, and/or assignees for any injuries or property damage we may suffer or incur while utilizing or going to or from the Spec Pond facilities. I understand we/our organization is responsible for leaving the facility clean and orderly or we/our organization will forfeit the \$250.00 security deposit and may be responsible for any additional cleaning or repair deemed necessary as a result of our family/organization causing destruction to the Spec Pond facilities.”

I have read and understand all of the above information and have enclosed a separate check for any options checked above:

Signature: _____

Date: _____