



RESERVATIONS ARE ON A FIRST COME FIRST SERVE BASIS.

Applicant(s) Information

Name/Responsible Party:		
Organization/Company Name		
Address		
City, State, Zip Code		
Driver's License or MA I.D. Number (Copy of ID Required)	<input type="checkbox"/>	Randolph residents must supply a copy of current utility bill. Check when verified <input type="checkbox"/>
Cell Phone:	E-Mail Address	
Alternate Contact Person:	Cell Phone:	
E-Mail Address		

Activity Details

Type of Activity:	Is this a company activity? YES NO	
Date:	Park:	
<i>Times Available (Please Circle One) Renters are not allowed to set up/breakdown outside scheduled time</i>		
8:00AM - 1:00PM		1:30PM - 6:30PM
Maximum Attendance	Adults	Youth
		Total
Note: Any vehicles parked on north Main St at Powers Farm will be ticketed unless parking has been directed by the Randolph Police Department.		
Will you be using a grill.	Yes - No	Powers Farm ONLY (Propane only no charcoal)
Will food be at your activity?	Yes - No	If yes, review BOH health guidelines
Will you have a bounce house?	Yes - No	Only 1 permitted due to electrical set up.
Is this activity a fundraiser?	Yes - No	If yes, explain:
Will money be charged or exchanged?	Yes - No	If yes, explain:
Will there be amplified sound?	Yes - No	If yes, explain:
Will your activity include entertainment?	Yes - No	If yes, explain:
Is this a private event? (see definition)	Yes - No	If yes, explain:

Park/Facility	Number	Restroom	Traffic Detail	Deposit		Resident Fee	Non Resident Fee
Williams Gazebo (No Cooking/Restrooms)	0-50	NO	NO	R - \$125 NR- \$250	+	\$150	\$195
Powers Farm	0-50	Yes	NO	R - \$235 NR- \$325	+	\$235	\$325
Powers Farm	50-150	Yes	Required	R - \$325 NR- \$525	+	\$325	\$525

Reservations

- Town of Randolph parks and facilities are in the public domain and accessible to all visitors without permit. However, certain venues may be reserved for private functions**
- Application must be received by the staff at the Randolph Community Programs at least 10 days in advance of any function with full payment in the form of cash, check, or credit card
 - Reservation is not confirmed until the applicant receives an email from the Town of Randolph confirming reservation. May take up to one week to receive.
 - Parks and facilities MAY NOT be reserved for functions held on July 3rd, 4th and several Sundays for Farmers market please check schedule.
 - The application constitutes a legal contract and must be signed by the responsible individual at least 18 year of age and an authorize representative of the group renting.
 - The individual affixing his/her signature assumes responsibility and liability for the group he/she represents.

Rules and Regulations

Please read carefully and initial the below policies. Any policy not adhered to you will not be entitled to receive your deposit back.

The rental permit does not prohibit use and/or access by the general public to the property and parking areas during functions.

Initial: _____

Permits & responsible party/applicant must be on site for the duration of the event and permits must be produced on request of Town personnel. **Initial:** _____

In case of emergency or for reasons beyond the Town's control, the Town reserves the right to cancel the scheduled activity prior to use without liability. Refunds will be made if cancellation by the Town is necessary. **Initial:** _____

In case of general maintenance or vandalism the picnic tables and equipment may be removed at any time prior to your reservation without liability. **Initial:** _____

For each fee-based reservation that is cancelled, a \$50 administrative fee will be assessed. If the cancellation is made later than five (5) days before the event date the entire fee is non-refundable. During questionable weather, applicants may request rescheduling three (3) days prior to the reserved date no later than noon. All cancellations, adjustments or rescheduling must be submitted by the responsible party listed on the "Application for Park Use." Additionally, the Park Permit must be surrendered to the Recreation Office. **Initial:** _____

"The Responsible Party agrees to fully indemnify, defend, and save harmless, the Town of Randolph, its officers, agents, employees, and volunteers from and against all actions, damages, costs, liability, claims, losses, judgments, penalties and expenses of every type and description, including, but not limited to, any fees and/or costs reasonable incurred by the Town of Randolph's staff attorneys or outside attorneys and any fees and expenses incurred in enforcing this provision (hereafter collectively referred to as "Liabilities"), to which any or all of them may be subjected, to the extent such Liabilities are caused by or result from any negligent act or omission or willful misconduct of the Responsible Party in connection with its use of Town of Randolph facilities. This shall be a continuing release and shall remain in effect until revoked in writing. **Initial:** _____

Time - the rental date is chosen date of rental. All activity, including set up and clean-up, must be completed by chosen venue the chosen venue time as indicated on permit. **Initial:** _____

Alcohol - alcoholic beverages are **NOT** allowed without a permit granted by Town Council. **Initial:** _____

Cooking/food - the use of fire pits, charcoal grills and any open flame is prohibited. Propane gas grills may be used in the designated cooking area at Powers Farm. NO COOKING is allowed beneath the pavilion. **Initial:** _____

Decorations - all decorations at the property may be secured **ONLY** by tape. Tacks, nails, etc. are not allowed at any venue. Staking signs into the ground is prohibited. **Initial:** _____

Noise/Conduct - facilities are provided for the enjoyment of all visitors. Understand that loud music/noise, conduct which infringes upon the rights of others, is harmful to the venue, wildlife and/or neighbors will not be tolerated. **Initial:** _____

Clean Up - Any group using the venue is expected to perform a reasonable clean-up before leaving. Failure to clean up appropriately may result in forfeiture of future rental rights and will result in forfeiture of deposit. Minimum clean-up shall consist of: *Removal of all food and beverages*, **Picking up and removing all trash from the site (no trash or debris may remain on site)**, Wiping down tables, Removal of all decorations tape etc. and equipment.

Cancellations

- If the reservation is cancelled within 5 business days or more prior to the event a \$50.00 clerical fee shall be deducted from the deposit.
- If less than 5 days is given, the entire deposit shall be forfeited.
- The Town of Randolph reserves the right to cancel any permitted event providing a full refund and an alternate date.

Agreement and Signature

I the undersigned representative have read the rules and regulations with reference to this application and am duly authorized by the organization to submit this application on its behalf. The information contained herein is complete and accurate.

Name (printed)

Signature:

Payment Info	Fee: \$ _____	Deposit: \$ _____	Total \$ _____	CH, CC, Cash
	CH, CC, Cash	CH, CC, Cash		

