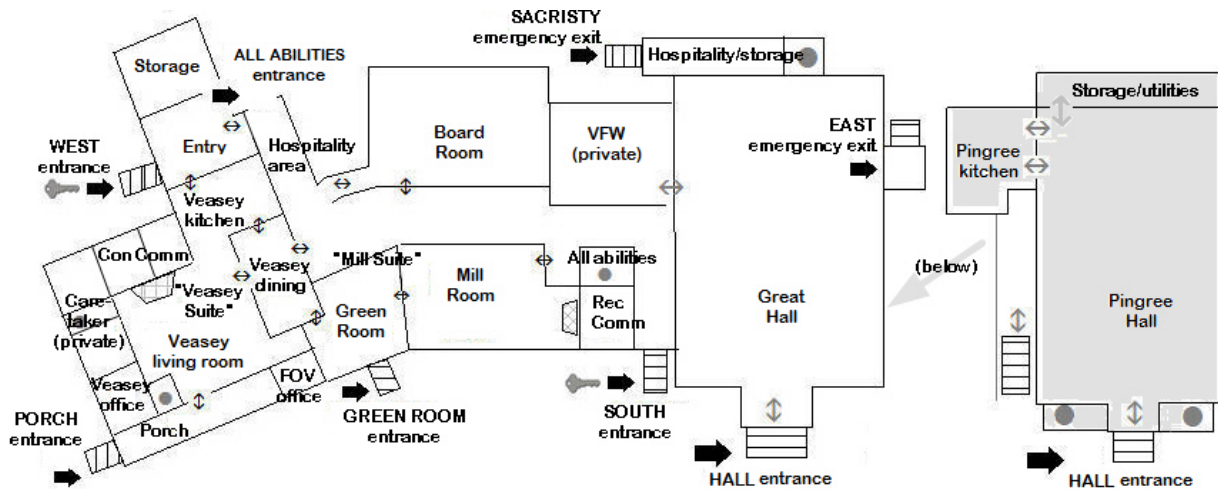




APPLICATION FOR A SINGLE USE OF VEASEY PARK FACILITIES

EVENT and CONTACT INFORMATION			
Date(s) of event:		Name:	
Type of event:		Email:	
Time start and end for event including set up: (6 hrs included in fee Each add. \$20 per hr)		Address:	
Event time start:		Phone:	
Number of guests:		Room(s) rented:	



DEPOSITS AND FEES		
Total rental fee due:		This reservation is confirmed by advance payment of the rental fee, due in full prior to the Event. An ADDITIONAL damage deposit check, cash or credit card payment of \$150.00 is required BEFORE the event. The damage deposit charge will be shredded or returned after the Event has ended upon inspection of the premises to ensure no further cleaning is required or damaged has occurred.
Payment received:		
Balance due prior to the Event:		
Type of payment:		
Damage Deposit received:		

Veasey Memorial Park

201 Washington Street • Groveland, MA 01834 • (978) 521-9345 • <http://www.veaseypark.org>
 vanessa@veaseypark.org

GENERAL CONDITIONS AND AGREEMENT	
<p>Rules and Regulations</p> <div style="border: 1px solid black; width: 60px; height: 40px; margin: 10px auto; text-align: center; line-height: 40px;">INITIAL</div>	<p>The undersigned (herein after known as the "Applicant") hereby makes application for permission to privately reserve the areas of Veasey Memorial Park ("the Park") as noted on page 1 of this agreement, and only on the dates and during the times indicated (herein after known as the "Event"). The Applicant will abide by all Bylaws of the Town of Groveland and all requirements of the Conservation Commission with respect to the use of the Park.</p> <ul style="list-style-type: none"> No Candles. No animals. No smoking. No firearms. No helium balloons in the great hall, as they interfere with our fire alarm. It is the Applicant's responsibility to inform all guests of the specific areas reserved for use. The Applicant understands that unless the entire facility has been reserved for her/his Event, there may other event(s) taking place in the facility concurrently. The Applicant is given a code to use to access the building during the Event. It may not used to access the building at any time other than for the Event. Veasey has limited parking spaces for our less-abled visitors, please direct attendants to park in the lower parking lot if they are able to. Driveways must remain open for emergency vehicle access. No parking in the driveway, loading and unloading only. Failure to comply may result in towing.
<p>Wi-Fi</p>	<p>Veasey guests are welcome to use our complimentary wireless network. When doing so you agree to obey all applicable business and privacy laws. Internet access/performance is not guaranteed. Network name (SSID) : SEQUOIA Password: A61716916F</p>
<p>Cancellation policy</p> <div style="border: 1px solid black; width: 60px; height: 40px; margin: 10px auto; text-align: center; line-height: 40px;">INITIAL</div>	<p>At the time of booking a 50% down payment is required. Any event cancelled will forfeit the down payment. Payment in full is due one week prior to the event. Any remitted <i>damage deposit</i> (different than the down payment) will be refunded in full if the Applicant cancels the event. If for any reason the Event must be cancelled by any representative of the Park, the Conservation Commission, or the Town of Groveland, the Applicant agrees that s/he will not require compensation for the loss of the anticipated use of the Park, and will not seek any other redress from any of these parties.</p>
<p>Alcoholic beverage policy</p> <div style="border: 1px solid black; width: 60px; height: 40px; margin: 10px auto; text-align: center; line-height: 40px;">INITIAL</div>	<p>Veasey Park is public property, and the Town of Groveland has a bylaw prohibiting the appearance of personal intoxication or the consumption of alcohol without a permit in public places. There are no exceptions to the requirement that you MUST have a permit for the use of alcohol.</p> <p>Generally, a permit to serve alcohol at a Veasey event requires a lead time of about a month. The permit to serve alcohol (1) must be approved the Groveland Board of Selectmen; (2) the Applicant must show a certificate of insurance for serving alcohol; and (3) the Applicant must hire and pay for a detail officer from the Groveland Police Department to be on the premises for the entire time that alcohol is consumed. Please see page 3 of this application for more information.</p> <p>The Applicant agrees that if guest(s) appear to be intoxicated and/or alcohol is being served without a permit at the Event, the Event will be immediately terminated, and all guests will vacate the premises. The Applicant is still obliged to pay the rental fee and must meet the clean-up expectations. The Groveland Police Department, at their discretion, may further issue citations.</p>
<p><input type="checkbox"/> Alcohol will <u>NOT</u> be served.</p> <p><input type="checkbox"/> Alcohol <u>WILL</u> be served.</p> <p>ENTER HOURS:</p> <div style="border: 1px solid black; width: 100px; height: 40px; margin: 5px auto;"></div>	<p><i>Please note that the alcohol service hours on this form must match the service hours entered on the Permit to Serve Alcohol. If the service hours on this form are different from the Permit, the service hours on the Permit take precedence.</i></p>

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Initial	The Applicant will not use any means to affix decorations such as NAILS, SCREWS, DUCT TAPE, or TACKS, which will puncture or remove paint from the walls, windows, or floors in the building.
Initial	<p>After the event Applicant agrees to return all areas of the Park to the condition in which they were found at the time that the Applicant began use. It is the responsibility of the Applicant to review the area(s) reserved for any pre-existing damage prior to use, and to document any concerns. A labeled “cleaning closet” is located in the hall way. In it you’ll find brooms, a vacuum and cleaning supplies. Set up and take down of chairs and tables is down by the applicant and not Veasey staff.</p> <ul style="list-style-type: none"> • Sweep or Vacuum rugs or floors • Clean off countertops/kitchen • Put away furniture and other equipment • Remove trash and recycling to the green dumpster outside next to the garage • Turn off lights, fans and A/C • Secure doors and windows

Tables/chairs should stay in the rooms they are found in unless prior permission to move them to a new room is made in advance.
Mill room suite: 10 wooden chairs, 24 padded metal chairs, 4x 8’ tables, 4x 6’ tables
Pingree and the Great Hall 75 padded chairs, 50 metal chairs, 10x 8’long tables, 12x 60 “ banquet style round tables
Boardroom: 16 stackable chairs, 4x 8’ tables

The Applicant assumes full responsibility for damage to, or loss of, property belonging to or loaned to the Park/Town of Groveland for the purpose of facilitating the Event. Such property includes rugs or floors that may have been damaged or soiled in the process of serving or consuming food. In the case of damage or loss, the Applicant agrees to make the property good without expense to the Town. This cost may be deducted from the damage deposit, and/or billed to the Applicant.

Applicant Signature:		Date:	
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**SPECIAL LIQUOR LICENSE INFORMATION
FOR SERVING (OR CONSUMING) ALCOHOL DURING AN EVENT AT VEASEY PARK**

Veasey Memorial Park is a public property, owned and operated by the Groveland Conservation Commission. The Town of Groveland has a bylaw prohibiting the serving or consumption of alcohol on public property without a permit. If an Applicant for the rental use of Veasey Park wishes to have alcohol present at their Event, it is necessary to obtain a Special License to sell or serve wine or malt beverages. (Note that a license to serve spirits is not available.) The Applicant is fully liable for all consequences of serving alcohol. Below are the steps that must be completed. **The process may take up to a month.** Please plan to have your Liquor License in hand and the detail officer assigned at least one full week ahead of your Event.

1. COMPLETE THE APPLICATION FOR A SINGLE USE OF VEASEY PARK FACILITIES.

This application must be approved and signed by a representative of the Park (usually the Events Manager), and the Event must be booked for a specific date and time. Note that the Veasey rental fee does not include any costs related to the serving of alcohol, as described below. A whole venue rental is required to have alcohol. Discounts will be applied if only one room is needed.

2. OBTAIN A BARTENDER AND A CERTIFICATE OF INSURANCE, WITH SPECIFIC LANGUAGE INDICATING THAT THE APPLICANT IS LIABLE FOR ALL CONSEQUENCES OF SERVING ALCOHOL AT YOUR EVENT.

This certificate may be obtained through a bartender or it can be a one-time/one day certificate of insurance added to a homeowner's policy. It must name the TOWN OF GROVELAND, MASSACHUSETTS as the certificate holder. The rental application must also specify the hours during which alcohol will be served. If you wish to use the services of a professional bartender who will carry this type of insurance Veasey has recommendations. *Any expense incurred in the process of obtaining this insurance document must be fully borne by the Applicant.*

3. APPLY TO THE GROVELAND SELECTMEN FOR A SPECIAL LICENSE TO SERVE ALCOHOL.

Submit your approved Veasey rental form, bartender's contract, and the certificate of insurance to the Selectmen's Administrative Assistant or the finance director Denise Demboski at Groveland Town Hall, 183 Main Street Groveland, MA 01834. Town Hall is open Monday 8am – 8pm, Tuesday through Thursday from 8am to 4pm and on Friday from 8am to noontime. The office can also be reached by calling (978) 978-556-7204 or emailing Denise at ddembkoski@grovelandma.com. The Selectmen must approve your request for a permit during one of their regular meetings, which occur on alternate Mondays. You do not need to be present at the meeting when the liquor service application is discussed. The Selectmen's office will contact you after the License is approved, and you must pick up the approved paperwork after the meeting yourself.

4. RESERVE THE SERVICES OF A UNIFORMED DETAIL OFFICER FROM THE GROVELAND POLICE DEPARTMENT.

It is recommended that you reserve the Detail Officer as early as possible. Call the Groveland Police at (978) 521 1212 to schedule a Detail Officer to be present while you serve alcohol at your Event at Veasey. Make sure you let the Police know the exact hours during which your License will allow you to serve alcohol. You will be billed for the services of the Detail Officer in 4 hour increments. Note that alcohol must not be consumed at any other time, either before or after the hours shown on the License.

You must submit your payment for the services of the Detail Officer to the Groveland Police Dispatcher at the Public Safety Building, 181 Main Street, Groveland, no later than the day before your Event, either by cash or check made out to the "Town of Groveland". The cost of the detail officer for each 4 hour increment will be about \$240.

5. DURING YOUR EVENT

During your Event, your liquor License MUST be posted where alcohol is served. You may expect the Detail Officer to identify herself/himself to you, to observe that your License is posted, and to discretely monitor your guests from a distance unless a problem occurs.