



WEDDING VENUE CONTRACT

EVENT and CONTACT INFORMATION

Applicant Name(s): _____

Email: _____ Phone: _____

Email: _____ Phone: _____

Address: _____

Weekend dates: _____ Number of guests: _____

Date and start time of ceremony: _____ Date and start time of reception: _____

Areas that will be used (outdoor reception/ceremony in Great hall etc):

DEPOSIT AND CANCELLATION POLICY

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 damage deposit (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 damages from any of these parties.

SECURITY DEPOSIT:

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 and upon inspection of the premises to ensure no further cleaning is required or damage has occurred.

DECORATIONS:

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. The use of glitter, confetti, rice or fireworks are not permitted inside or outside the facility. *Helium balloons are not allowed inside the Great Hall*, due to a sensitive fire alarm. If the fire department respond due to alarms set off due to balloons, the damage deposit will not be refunded.

GENERAL RULES AND REGULATIONS:

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. 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.

- No Candles. No animals. No firearms. Smoking is only allowed in designated areas.
- 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 an Event, there may other event(s) taking place in the facility concurrently.
- The Applicant is given a code to access the building during the Event. The code may not be used to access the building at any time other than for the Event or with permission to inspect the areas beforehand.

CLEAN UP RULES:

After the event, the 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 hallway containing brooms, a vacuum, and cleaning supplies. *Set up and take down of chairs and tables is done by the applicant and not Veasey staff.*

- 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

PARKING:

Veasey has limited parking spaces visitors needing accessible spots, 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.

Wi-Fi:

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

EVENT END TIMES

All events must end by **10pm on Monday through Friday** and **11pm on Saturday and Sunday** to allow for cleanup and closure of the site by **11pm on weekdays and 12am on weekends**.

LIQUOR:

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.

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 the last page of this application for more information.

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.

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.

_____ Alcohol will NOT be served.

_____ Alcohol WILL be served.

ENTER EXACT HOURS: _____ (must match bartender’s contract for town permit approval)

Applicant Signature _____ Date: _____

Applicant Signature _____ Date: _____

Veasey coordinator Signature _____ Date: _____

LIQUOR LICENSE INFORMATION FOR SERVING (OR CONSUMING) ALCOHOL 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.

2. OBTAIN A BARTENDER AND A CERTIFICATE OF INSURANCE.

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 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. *Generally, a permit to serve alcohol at a Veasey event requires a lead time of about a month.*

4. RESERVE THE SERVICES OF A UNIFORMED DETAIL OFFICER

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.