



July & August Application

Town of Shrewsbury
Parks and Recreation Division
 100 Maple Avenue, Shrewsbury Ma 01545
 Email: Parkrec@shrewsburyma.gov

Applications accepting on a rolling schedule:
 April 12: April 17- June
 May 17: July & August
 July 15: September- October

Facility Use Application for Picnic Reservations

- Applicant is responsible for reviewing rules and regulations on the back of form.
- Certain events will require additional approval of the Parks Commission &/or other Departments.
- The use of the park *for-profit* is not allowed.
- There is a reservation fee for all functions, limit of four (4) hour time block.
- In the interest of the general Shrewsbury population reservations are limited to 4 hours per group.
- One permit, per household/group, per month.
- Please allow up to 5 business days for approval and processing. Please plan accordingly.
- All reservations must be paid in full at time of booking. **Dates will not be held over the phone.**

Organization/ Name:	Address:
Individual Contact:	Address:
Home Telephone:	Business Telephone:
Fax Number :	E-mail:
Purpose of event/activity:	
# of people	Caterer name*(if any) Address:
Person in charge day of event:	Special Activities:
Grilles to be used: Yes _____ No _____	What type:
Will this event be advertised to the public by newspaper, cable, newsletter, etc? Yes ___ No ___	

_____ **So. Pavilion**
South pavilion (front of park) Limited to 40 people.

_____ **No Pavilion**
North pavilion (back of park) Limited to 40 people

_____ **South Grove** (only available from 11am-3pm on Tuesday/Thursday/Saturday or Sunday)
Grove can accommodate up to 100 people, outdoor space.

South Grove Time Slot (only): 11am- 3pm **Day:** Tuesday Thursday Saturday Sunday

Weekend Time Slot: 10:00 am- 2:00pm *or* 3:00 pm- 7:00 pm **Day:** Saturday Sunday

Weekday Time Slot: Time: _____ Monday Tuesday Wednesday Thursday Friday

Date of event: Indicate 1st choice _____ 2nd choice _____

Indicate if you wish to reserve one of the following areas (limited to 2 hr. time blocks) if time is available.
 Volleyball Court/ Time: _____ *or* Softball Field/ Time: _____ *(limited day time use)*

Indicate person who will be responsible for removing trash for this event: _____

Name of person completing this form –Print name _____

SHREWSBURY PARKS & RECREATION

Facility Permit Rules and Regulations

FEES & BOOKING

All fees must be paid in full prior to receiving your permit. Reservations will not be held over the phone and must be done in person. Please keep your permit on hand during your use.

ALCOHOL OR GLASS CONTAINERS

Alcohol or glass containers are not allowed in the park.

FIRES

Open fires are not allowed in the park.

CLAM BAKES

Clam bakes/lobster bakes are not allowed in the parks.

GRILLES

Grilles are allowed by permit at South Pavilion, South Picnic Grove, and North Pavilion. Do not place grilles near any structures or trees. Grilles must be attended to at all times. Grilles are not allowed in any other area. No charcoal allowed to be dumped on the grounds.

CANCELLATIONS/REFUNDS

Refer to refund policy on next page.

RAIN DATES

Rain dates are not booked in advance. Call and reschedule if you are rained out within two (2) business days.

ACTIVITIES

Groups using the picnic facilities must not interfere with the athletic activities scheduled on the fields. There will be no cookouts allowed during scheduled parks & recreation programs or events. Certain activities/events will require the approval of the Park Commission and/or may require a Police detail.

CLEAN UP AND TRASH

Groups are responsible for removing their own trash from the picnic areas and leaving the area clean for the next group. Large groups/certain functions will be charged a damage/clean up deposit ahead of time. It will be refunded if the area is left clean and undamaged. Please bring your own trash bags. **Disinfect tables before & after use.**

SCHEDULES & MAINTENANCE

The town also reserves the right to cancel any function due to maintenance work that may need to be done in the area or due to scheduling conflicts beyond our control.

TIME IN & OUT

Do not arrive earlier than permit states or stay after permit ends so that others may enjoy the facilities.

MISC

Signs or balloons on trees or structures are not allowed. No tent stakes or other items put in the ground without permission. No drones are allowed in the park.

PARKING

No unloading or loading along the roadways. Parking is first come, first serve.

NO VENDORS

Food vendors, ice cream trucks or other vendors are not allowed in the park. No amusements/inflatables or moonwalks allowed for picnics. _____ Renter Initial

By reserving the facility you agree to follow these rules. Please sign below and include payment.

Facility Agreement

By signing below, I agree to the rules stated and agree to be responsible for the activity and function stated on this permit. I understand that I am responsible for enforcing these rules and making sure the grounds are clean after we are done. Failure to do so will result in loss of future reservation privileges and/or damage deposit. I understand the department reserves the right to change, alter, or cancel this reservation as a result of maintenance issues, scheduling conflicts, or natural disasters beyond our control. **Cancellations will have a \$15.00 processing fee per location and per time block.**

I understand that food vendors/ice cream trucks are not allowed in the park. **Initial here:** _____

I understand we are responsible for carrying out our own trash. **Initial here:** _____

I understand weather cancellations are not made in advance. **Initial here:** _____

I understand the refund policy listed below. **Initial here:** _____

I will follow all Mass. COVID Guidelines & Mask Regulations. **Initial here:** _____
<https://www.mass.gov/info-details/covid-19-updates-and-information>

Signature: _____ **Date:** _____

Picnic Permit Reservations 2021 Rates (Check) No Cash

4 Hour Time Blocks

Location

North Pavilion	\$85.00
South Pavilion	\$85.00
South Grove *	\$165.00

**Use of South Grove includes up to two hours of use of volleyball court. Must indicate on form and only if time is available.*

Location **One Hour Time Blocks**

Sand Volleyball Court	\$25.00 per hour
Softball Field	\$40.00 per hour

Softball field has no availability, nights & weekends, due to leagues. Limited day time use. Any additional areas reserved or larger groups may require additional fees.

CHECKS PAYABLE TO TOWN OF SHREWSBURY, NO CASH

Refund Policy

- For refund of fees, written notice must be received prior to 5 business days of the event.
- There will be a \$15.00 administrative fee for all cancellations/refunds processed per each time slot/area reserved.
- A cancellation due to weather, you will be allowed to reschedule at no additional fee, provided you contact the office within two business days to rebook your event. **Weather cancellations are not booked in advance.**
- There is a \$20.00 administrative fee for any switching of times/dates per time slot/area.
- Any refund issued will be in the form of a check, please allow two-three weeks for processing. Check will be mailed to address on application.